

SPEED POST



**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour & Employment, Govt. Of India)  
Bhavishya Nidhi Bhawan, Behind Fire Station, Sector 15A,  
Regional Office, Faridabad-121007(HARYANA)

Ref. No. COMP-I/COV./HR/FBD/50206/1608

Date: 14-5-12

✓ To

**M/s Oil & Gas Plant Engineers India Pvt. Ltd.,  
Shed No. 4, Havel's Compound,  
14/3, Mathura Road,  
Faridabad**

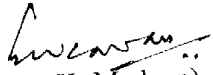
Sub: Applicability of the Employees' Provident Funds & Misc. Provisions Act, 1952.  
Allotment of separate Code Number in respect of **M/s Oil & Gas Plant Engineers  
India Pvt. Ltd, Shed No. 4, Havel's Compound, 14/3, Mathura Road, Faridabad.**

On the basis of particulars furnished by you before the Enforcement Officer and on the basis of the inspection of the record of your establishment conducted by the Enforcement Officer on 08.05.2012. It is evident that

Your establishment is a branch of **M/s Oil & Gas Plant Engineers India Pvt. Ltd,** 107, Chiranjiv Tower, 43, Nehru Place, New Delhi an establishment already covered in Delhi Region under the E.P.F. & Misc. Provisions Act, 1952 vide Code No. DL/15913. Your request has been considered and accordingly a separate EPF Code No. **HR/50206** is allotted to you purely for administrative convenience w.e.f **16.04.2012** within the meaning of section 2A read with section 1(3) (b) of the Act. You are under the statutory obligation to report compliance w.e.f. 16.04.2012 to the various provisions of Act. Please ensure that all the contributions relating to Employees' Provident Fund, Employees' Pension Fund, and Employees' Deposit Linked Insurance Fund alongwith allied charges are deposited within 15 days of close of each month and relevant returns submitted to this office within 25 days of close of each month w.e.f 16.04.2012. It may also please be noted that for the purpose of rate of contribution, the combined employment strength will be taken into account for all times to come.

A set of instructions is enclosed herewith.

Yours faithfully,

  
(A. K. Madaan)

Assistant P. F. Commissioner

### List of Instructions

1. The contribution shall be calculated on the basic wages, dearness allowance etc. payable during the whole month whether paid on daily weekly, fortnightly or monthly basis.
2. Each contribution shall be calculated to the nearest Rupee i.e. 50 paise or more to be counted as the next higher rupee, and fraction of a rupee less than 50 paise to be ignored.
3. For the purpose of calculation of contribution, the wages may be rounded off to the nearest i.e. 50 paise or more being taken as one rupee and less than 50 paise ignored.

Before paying the member his wages, you shall deduct the employees' share of contribution from his wages which together with your own contribution and administrative charges shall be paid within 15 days of the close of every month in the Accounts of the Fund maintained by the State Bank Of India by challans in the following manner:-

<b>A</b>	<b>EPF contribution</b>	<b>To be deposited in EPF A/c 1</b>
<b>B</b>	<b>Administrative charges</b>	<b>To be deposited in EPF A/c 2</b>
<b>C</b>	<b>Pension contribution</b>	<b>To be deposited in EPS A/c 10</b>

**Note:-**

- (i) The rate of administrative charge will be @ 1.10% w.e.f.01/08/1998 of the basic wages, dearness allowance including cash value of food concession and retaining allowance, if any subject to a minimum of Rs.5/- per month.
- (ii) It may be noted that if timely deductions are not made from the members' wages, the employer will have to pay both shares himself as the recovery of arrear contributions for the back period from the subsequent wages of the employees is prohibited except when such recovery could not be made at the appropriate time due to accidental mistake or clerical error.
- (iii) The Employees' Pension Scheme, 1995 will be applicable from the prospective date of coverage.

Beside making deposits in A/c No.1,2 and 10 as explained above, you are also required to deposit the contributions and Administrative. Charges in A/c No. 21 and 22 under the Employees' Deposit Linked Insurance Scheme, 1976 in the manner indicated below within 15 days of the close of each month.

(1) **Deposit Linked Insurance Fund A/c No.21:-** To this account, contributions will be calculated and deposited @ 0.5% on the basis of basic wages, dearness allowance including cash value of food concession and retaining allowance, if any, payable to the employees by the employer.

(2) **Deposit Linked Insurance Fund A/c No.22:-** To this account, administration charges will be deposited @ 0.01% w.e.f 01.10.1987 on the basis of basic wages, dearness allowance including cash value of food concession and retaining allowance, if any, payable to the employees by the employer subject to a minimum of Rs.2/- per month. Prior to 01.10.1987, rate of Administrative Charges under the EDLI Scheme, 1976 was 0.1%.

The deposit in the above accounts, viz. A/c No.1,2,10,21 and 22 are to be made by combined challans and triplicate copies of the challans as received from the bank, should be forwarded to this office duly attached with Form to 12A (Revised) (explained below)

You are required to maintain/forward the following returns:

- (i) **Form No. 9 (Revised) under the EPF Scheme 1952 & E.P. Scheme, 1995:-** This is to be submitted to this office once in respect of those employees who are required, or entitled, to become members on the date the factory/establishment is covered under the Act & Scheme.
- (ii) **Form No. 2 under the EPF scheme, 1952 and also under the E.P. Scheme, 1995:-** These are to be obtained in duplicate form every member for submission to this office.
- (iii) **Form No. 5-A:-** This is to be submitted to this office in duplicate. Any subsequent change in ownership is also to be notified to this office through this form.
- (iv) **Form No. 3-A:-** This is to be maintained at the factory/establishment in respect of every employee who is a member, in which the contributions paid to the P.F. are to be posted every month.
- (v) **Form No. 6-A:-** This is an annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year alongwith form 3A ((Last contribution to be for Feb. payable in March every year.)
- (vi) **Form No. 12-A:-** This is the monthly return of contribution and is to be submitted to this office by 25<sup>th</sup> of every following month. Triplicate copies of the challans in support of the deposits made in the State Bank of India should be attached with this.
- (vii) **Form No. 5 & 10:-** These are the returns of employees who have become new members or have left the service in the month and are to be submitted to this office by the 15<sup>th</sup> of the following months.

All the forms prescribed under the Employees' Provident Funds Scheme, 1952 the Employees' Pension Scheme, 1995 and the Deposit Linked Insurance Scheme, 1976 are available in the P.F. Office and will be supplied free of cost on receipt of your indent. The Specimen of forms are enclosed.

Regarding Employees' Pension Fund contributions, it should be separated from the Employees' Provident Fund Contributions and shown separately in the respective Forms and remitted separately in Account No. 10 from the month of 04/2012 onwards.

As regards EPF and EDLI dues for the period from 04/2012 onwards, arrears should be remitted within 15 days from the date of receipt of coverage notice.

In case, the employees shown in form 9 (Revised) were the members of the establishment's Private Provident Fund at the commencement of the Scheme, the accumulations in the Provident Fund standing to their credit should be remitted into the State Bank of India to the credit of the EPF Account No. 1 through the prescribed challans and the triplicate copy of the challans sent to this office. All the amounts relating to the Provident Fund accumulations lying invested in securities should be transferred to the EPF within 30 days by having the securities transferred to and endorsed in favour of the Central Board of Trustees, Employees' Provident Fund, and the Securities thus transferred should be sent to this office. A note containing the instructions in the matter of transfer to these accumulations is enclosed, Cash in hand in relation to the Accounts of the Private Provident Fund should be remitted within 10 days from the receipt of this communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittances made in cash after the due date.



**Regional Office**  
EMPLOYEES' STATE INSURANCE CORPORATION  
ESI Corporation, Regional Office, Panchdeep Bhawan, Sector  
16, Faridabad, Haryana

C-11 Regd. with a.d.

To  
M/s.OIL & GAS PLANT ENGINEERS (INDIA) PVT. LTD.  
SHED NO-4, HAVELS COMPOUND, 14/3 MATHURA ROAD  
FARIDABAD  
,121003

Dated : 15/5/2012

**Subject:- Implementation of the E.S.I. Act, 1948 and Registration of Employees of the Factories and Establishments under Section 2(12) of the Act, as amended.**

Dear Sir(s),

1. It is informed that under section 1(3) of the esi. act, 1948 is applicable to all factories/establishments covered under the act within the area where your factory/establishment is situated
2. It is further informed that the appropriate government has extended the provisions of the act to other establishments under section 1(5) of the act in this area
3. Under section 2 a of the act such a factory/establishment is required to register itself under the act and chapter iv thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you, the report of the inspection conducted by the Insurance Inspector\*\*/Branch Office Manager who inspected your factory on -NA- your factory falls within the purview of Section 2(12) of the Act with effect from 09/04/2012 provisionally/finally. In case, however, subsequent facts reveal that your factory was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date .
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act. \*\*you are also requested to submit employer's registration form (form 01) as required under the provisions of sec.2-a of the esi act , 1948 read with regulation 10-b of the esi(general), regulations, 1950.
6. For the sake of convenience your establishment has been allotted code No **13000716880000999** which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at **ESI Dispensary Sector 27 B Faridabad** has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter .
7. It is requested that publicity may kindly be given to list of insurance medical practitioners, employees' state insurance dispensaries to enable your employees to choose their e.s.i. dispensaries/insurance medical practitioner. required forms etc. may please be collected from the branch office mentioned above to which all your employees will also be attached .

8. The corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the esi act, 1948 and i am confident of prompt and timely compliance under the provisions of the esi act and regulations on your part.

9.A list of bank branches which are authorized to accept esi contributions is enclosed. you may choose one of the branches convenient to you, under intimation to this office and to the concerned branch of the state bank of india and deposit the esi dues in that branch only. in case no intimation is received within 15 days of the receipt of this letter, the amount of contribution deposited in one of the specified branch would be considered as "nominated branch" for your factory/establishment.

10.A brochure/leaflet containing benefits available under the scheme and obligation of the employer etc.is enclosed herewith the request to give it wide publicity for the smooth functioning of the scheme.

11.Please indicate your code no. on all correspondences to avoid delay

Yours faithfully,

Encl. : As state above

asstt./dy. director

Copy for information and necessary action to:

The manager, branch office,	ESI Dispensary Sector 27 B Faridabad
The insurance inspector	IO-Faridabad
Name of the principal employer.	SH VIVEK MADAN
No. of employees	11
Factory licence no. if any.	55-51967

Ensure - to insure all eligible workers with esi for total social security