

Office of the Regional Provident Fund
Commissioner

No. MH/PF/PN/ENF-I/31271/733

Dated the : 27.1.75

To

~~Smt.~~ Director,
"COTMAC", Electronics Pvt. Ltd.,
103, Pasham Industrial Complex,
Chinchwad, Pune - 411 019

Sir,

Sub : Applicability of the Employees' Provident Funds &
Miscellaneous Provisions Act, 1952 and the Schemes
framed thereunder to

M/s. COTMAC Electronics Pvt. Ltd.

On the basis of particulars furnished by you on
27-7-73 and on the basis of the
inspection of the records of your establishment conducted by the Provident
Fund Inspector on _____ it is evident that :

(a) Your establishment/factory viz M/s. COTMAC Electronics
Pvt. Ltd. is engaged in EM or GE which is
included in Schedule I/classes of establishments in Employees' Provident
Funds and Miscellaneous Provisions Act, 1952.

(b) That the said establishment/factory has employed _____
persons on _____

(c) That it has completed the infancy period in terms of provisions
of Sec. 16 (1) (b) of the Employees' Provident Funds and Miscellaneous
Provisions Act, 1952 of 5/3 years on _____
therefore, the provisions of the E. P. F. and Misc. Provisions Act, 1952 and
the Schemes framed thereunder are applicable to your above named
establishment together with head office and its branches/departments whether
situated at the same place or at different place with effect from _____
finally/provisionally, subject to further verification of your records for the
earlier period.

With reference to your application No. 485 dated
27-7-73 received for extension of E.P.F. and Misc. Provi-
sions Act, 1952 under Section 1 (4) of the said Act, on a voluntary basis
a code No. is hereby allotted to your establishment namely COTMAC
Electronics Pvt. Ltd. provisionally covering your establi-
shment with effect from 1-10-74 pending issue of
a notification by the Government of India in exercise of the powers con-
ferred on them by subsection (4) of Section 1 of the E. P. F. and Misc.
Provisions Act, 1952.

The Code No. MH/PN/31271 is allotted to your estt.
for the purpose of making compliance with the various provisions of the
E.P.F. and Misc. Provisions Act, 1952 and the Schemes framed thereunder
namely, E.P.F. Scheme, 1952, E. F. Pension Scheme, 1971 and Deposit
Linked Insurance Scheme, 1976. This code No. should invariably be quoted
in all the correspondences with this office.

The contribution payable by the employer shall be at the rate of 8½
of basis wages, dearness allowance (including cash value of any food
concession) and retaining allowance, if any payable to each employee every

month. The contribution payable by the employee shall be equal to the contribution payable by the employer.

I. the contribution shall be calculated on the basis of the basic wage & dearness allowance etc. payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.

II. each contribution shall be calculated to the basis of 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.

III. for the purpose of calculation of contribution, the wages may be rounded off to the nearest rupee i. e. 50 paise or more being taken as one rupee and less than 50 paise ignored.

Before paying member his wages, you shall deduct the employee's contributions from his wages which together with your own Contributions 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 Separate challans in the following manner-

(a)	E. P. F. contribution	To be deposited in E. P. F. A/c. No. 1	P.F. 1-10-94
(b)	Administrative charges	To be deposited in E. P. F. A/c. No. 2	PPF 1-1-95
(c)	Family Pension	To be deposited in Employees Family Pension A/c No. 10.	EDU - 1-10-94

- Note-
- (i) The rate of administrative charges is 0.65% subject to a minimum of Rs. 5/- w. e. f. 1-10-86 of pay, basic wages & dearness allowance including cash value of any food-concession and retaining allowance, if any.
 - (ii) It may be noted that if timely deductions are not made from the member's wages, the employer will have to pay both the 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 of clerical error.
 - (iii) The Family Pension Scheme will be applicable from prospective date i. e. 1st of the month of issue of this coverage notice.

Besides making deposits in account numbers 1, 2, and 10 as explained above, you are also required to deposit the contributions and Adm. Charges in Account No. 21 and 22 under the Employees Deposit Linked Insurance Scheme, 1976, in the member indicated below within 15 days of the close of each month.

- | | | |
|-----|---|--|
| (1) | Deposit-Linked Insurance Fund A/c No. 21 | To this account will be deposited the contributions 0.5% which will be the aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any, payable to the employees by employees. |
| (2) | Regional Insurance Fund Administrative A/c No. 22 | To this account will be deposited the administration charges 0.01% which will be the aggregate of the basic wages & dearness allowance including the cash value of food concession and retaining allowance, if any, payable to the employees by an employer. |

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

You are required to maintain/forward the following returns -

- | | |
|--|---|
| (i) Form No. 9 under the E. P. F. Scheme 1952 & Form No. 3 (E. P. F.) under the F. P. Scheme, 1971 | These are to be submitted to this office once in respect of those employees who required or entitled to become members on the date the factory/establishment is covered under the the Scheme. |
| (ii) Form No. 2 under the E. P. F. scheme 1952 and also under the F. P. Scheme, 1971. | 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 member in which the contribution paid to the P. F. are to be posted every month. |
| (v) Form No. 6-A | This is the annual return of contribution and to be submitted to this office with in 30 days of close of the financial year, along with 3-A (Last contribution to be show for Feb. From payable in March each year. |
| (vi) Form No. 12-A | This is monthly return of contributions and is to be submitted to this office by 25th of every following month. Triplicate copies of the challans in support of the deposits made in the State Bank of India should attached with this. |
| (viii) Form No. 5 & 10 | These are the returns of employees who have become new members or have left the service in the months and are to be submitted to this office by the 15 th of the following month. |

All the forms prescribed under the Employees' Provident Funds Scheme 1952, the Family Pension Fund Scheme 1971 and the Deposit Linked Insurance 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 Family Pension Fund contributions, it should be separated from the Employees Provident Fund Contributions, it shown separately in the respective Forms and remitted separately in Account No. 10, from the month of 1-1-95 only.

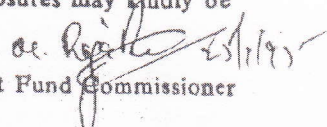
As regards E.P. F. and E. D. L. I. dues for the period from 1-10-94

the arrears should be

remitted on or before ~~1-12-88~~ ^{one month}. In addition to the back period contribution for the said period the employer is liable to pay the damages under section 14-B of the act.

In the case, the employees shown in Form 9 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 State Bank Of India to the credit of the E. P. F. A/c No. 1 through the prescribed challans and the triplicate copy of the challan sent to this office. All the amounts relating to the Provident Fund accumulations lying invested in securities should be transferred to the E.P.F. within four months 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 on hand in relation to the Accounts of the Private Provident Fund should be remitted within 30 days from the date of receipt of this communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittance made in cash after the due date.

The receipt of this letter along with its enclosures may kindly be acknowledge.


Regional Provident Fund Commissioner

Encls-

1. Instructions regarding implementation of the Employees provident Found Scheme. Employees Family Pension Scheme; and Employees' Deposit Linked Insurance Scheme.
2. Instructions regarding allotment of Accounts Nos.
3. Instruction regarding transfer of Previous Provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund contributions, Family Pension contribution Deposit Linked Insurance Contributions.
5. Form 5A (in triplicate)

Copy to-

1. The Provident Fund Inspector Shri/Smt _____ for watchin compliance. He/She is requested to obtain 5-A in duplicate in respect of the establishment immediately.
2. Accounts Branch/Sub Regional Office. (It is understood that this factory establishment has/has no previous Provident Fund accumulations to transfer to E. P. F. This may please be noted in the contributions Register maintained in the Group with suitable remarks)
3. Inspection Branch _____ Section.

INSTRUCTIONS REGARDING IMPLEMENTATION OF THE PROVISIONS OF THE EMPLOYEES PROVIDENT FUNDS. EMPLOYEES FAMILY PENSION AND EMPLOYEES DEPOSIT LINKED INSURANCE SCHEME.

1. As provided in para 26 of the Employees' Provident Funds Scheme, 1952 every employee (including part time workers and those on contract basis or employed through contractors) employed in or in connection with the work of the establishment other than an excluded employee shall be entitled and required to become the member of the Fund who-

(i) on the date of commencement of the applicability of the Scheme.

(a) has put in three month's continuous service or has actually worked for 60 days in a period of 3 months or less in that factory or other establishment under the same employer to which the Act applies or partly in one and