



EMPLOYEES' PROVIDENT FUND ORGANISATION WEST BENGAL

Ministry of Labour, Govt. of India
Sub-Regional Office : Howrah
24, Bellious Road, Howrah - 1

No. WB/HWR/CC-106/II/49669 12311-1/674

Dated : 30.03.2011

To

~~M/S UDYOGI INTERNATIONAL PRIVATE
LIMITED, JALAN INDUSTRIAL COMPLEX
Gate No. 03, Left Lane No. 04
DOMSUR, JUNJALPUR, HOWRAH - 711 411~~

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

~~M/S UDYOGI INTERNATIONAL PRIVATE LIMITED~~

~~JALAN INDUSTRIAL COMPLEX, Gate No. 03, Left Lane No. 04, DOMSUR, HOWRAH - 711 411~~

On the basis of particulars furnished by you on and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer on 07.03.2011 it is evident that :

(a) Your establishment/factory viz. ~~M/S UDYOGI INTERNATIONAL (P) LTDs~~ engaged in ~~Plastic & Plastic product~~ which is included in Schedule-1/Class of establishments in Employee's Provident Funds and Miscellaneous Provisions Act, 1952

(b) That the said establishment, factory has employed 22 (twenty two) person on 01.11.10

(c) The provisions of the E. P. F. and Misc. Provisions Act, 1952 and 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 places with effect from 01.11.10 provisionally subject to further verification of your records for the earlier period.

With reference to your application No. dated received for extension of E. P. F. & Misc. Provisions Act, 1952 under Section 1(4) of the said Act on a voluntary basis a Code No. is hereby allotted to your establishment namely provisionally covering your establishment with effect from pending issue of a notification by the Government of India in exercise of the powers conferred on them by subsection (4) of Section 1 of the E. P. F. and M. P. Act, 1952

The Code No. WB/I 49669 is allotted to your establishment 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, Employees' Pensions Scheme, 1995, and Deposit Linked Insurance Scheme, 1976. The Code No. should invariably be quoted in all the correspondence with this Office.

All the forms prescribed under the Employees' Provident Fund Scheme, 1952, the Pension Fund 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, Specimen of forms are enclosed.

Regarding 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 01-11-2010 only.

As regards E. P. F. and E. D. L. I. dues for the period from 12/2010, the arrear should be remitted on or before 14-04-2011.

The receipt of this letter alongwith its enclosure may kindly be acknowledged.

M/S - UDYOGI INTERNATIONAL PRIVATE LTD,
JALAN INDUSTRIAL COMPLEX,
GATE NO. 03, Left Lane-01,
DOMTUR, HOWRAH.

for Regional Provident Fund Commissioner,
West Bengal

S. Bhuyan
Asstt. P.F. Commissioner
SBO, Howrah

Encl :

- (1) Instructions for Mode of Payment of dues & Submission of Returns.
- (2) Instructions regarding implementation of the Employees' Provident Fund Scheme, Employees' Pension Schemes and Employees Deposit Linked Insurance Scheme.
- (3) Instructions regarding allotment of Account No.
- (4) Instructions regarding transfer of previous P. F. accumulations and transfer of securities.
- (5) Ready Reckoner for calculation of P. F. contributions, Pension Contributions and D. L. I. contributions.
- (6) Form-5A (in triplicate)

Copy to :

- (1) The Enforcement Officer Shri/Smt..... for watching compliance He/She is requested to obtain Form-5A in duplicate in respect of the Establishment immediately.
- (2) Accounts Branch/Sub-regional office. (It is understood that this factory/establishment 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.
- (4) Regional Director, E.S.I.C.

Panchadeep Bhawan
5/1, Grant Lane,
Kolkata - 12

for Regional Provident Fund Commissioner,
West Bengal

INSTRUCTIONS FOR MODE OF PAYMENT OF DUES & SUBMISSION OF RETRURNS

The contributions payable by the employer shall be @ ~~12%~~ / 12% of basic wages, dearness allowance (including cash value of any food concession if any) and retaining allowance if any payable to such employees every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.

- I. The contributions shall be calculated on the basis of the basic salary/wages, dearness allowance including cash value of any food concession and retaining allowance if any payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.
- II. 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 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 the member his wages, you shall deduct the employees' 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 separate Challans in the following manner :

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| (a) E. P. F. Contribution | To be deposited in E. P. F. A/c. No. 1 |
| (b) Adiministrative Charges | To be deposited in E. P. F. A/c. No. 2 |
| (c) Pension Fund | To be deposited in Employees Family Pension A/c. 10 |

Notes : (i) The rate of Administrative Charges is upto 30.9.86 and 0.65% 31.7.98 & 1.10% thereafter subject to minimum of Rs. 5/- w.e.f. 1-12-78 on pay, i.e. basic wages dearness allowance including cash value of food concession and retaining allowance if any.

(ii) It may be noted that if timely deductions are not made from the members' wages, the employer will have to pay both the shares himself, as the recovery of arrear contribution for the back period from the subsequent wages of the employees is prohibited except when such recovery would not be made at the appropriate time due to accidental mistake or clerical error.

Besides, making deposit in Account Numbers 1, 2 & 10 as explained above, you are also required to deposit the contributions and administrative charges in A/c. No. 21 & 22 under the Employees' Deposit Linked Insurance Scheme, 1976, in the manner indicate bellow within 15 days of the close of each month.

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| I. Deposit Linked Insurance Fund A/c. No. 21 | To this account will be deposited the contribution @ 0.5% which will be the aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance, if any, apayble to the employees by the employer. |
| II. Regional Insurance Fund Administrative A/c. No. 22 | To this account will be deposited the administrative charges @ 0.1% upto 30.9.87 and @ 0.01% thereafter which will be the aggregate of basic wages, dearness allowance (including cash value of food concession and retaining allowance if any) payable to the employees by an employer subject to minimum of Rs. 2/ w.e.f. 1.10.87 |

The deposit in the above accounts, viz 1, 2, 10, 21 and 22 are to be made by separate challans and triplicate copy 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 under the P. F. Schemes 1995

These are to be submitted to this office once in respect of those who are required or entitled to become members on the date the factory/establishment is covered.

(ii) Form No. 2 under the E. P. F. Scheme, 1952 and also under P. F. Scheme, 1995

These are to be obtained in duplicate from every member for submission to this office.

(iii) Form No. 5A

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. 3A

This is to be maintained at the Factory/establishment in respect of every employee who is a member in which the contribution paid to the P. F. are to be posted every month.

(v) Form No. 6A

This is the annual return of contribution and this is to be submitted to this office within 30 days of the close of the financial year alongwith Form No. 3A (last contribution to be shown for February payable in March every year).

(vi) Form No. 12A

This is monthly return of contribution and this is to be submitted to this office by 25th of every following month. Triplicate copies of challans in support of the deposit 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 15th of the following months.

In case, the employees shown in Form-9 were the members of the establishments Private Provident Fund at 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 E.P.F. Account No. 1 through the prescribed challans and the triplicate copy of the challan sent to this office. All the amount relating to the Provident Fund accumulation 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 in hand in relation to the accounts of the Private Provident Fund should be remitted within 30 days from the date of receipt of this accumulations 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.