



Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Government of India)

REGIONAL OFFICE (COMPLIANCE WING)

Cantonment Board Building, Golibar Maidan,

Pune-411 001

No. MH/PF/CIR- I/PUN/309595/

Dated :- 18.04.2014

To,

The Proprietor

M/s. Shrinath Technicals

A/P :- Shikrapur, (Rautwadi)

Tal:- Shirur, Pune 412208

PU/PUN309595

Please quote code No.
in all correspondence

Subject : Employees' Provident Funds & Miscellaneous

Provisions Act, 1952: Allotment of code number regarding.

Sir/Madam,

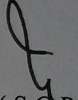
1. As per information available with this office, your establishment/factory, **M/S. Shrinath Technicals**, with all its branches and departments, has come within the purview of the employees' Provident fund & Miscellaneous Provisions Act, 1952 and the Schemes framed under with effect from **01.03.2014** having employed **21** employees on that date and being engaged in an activity which falls under the Scheduled head "**Expert Services**" of Schedule I/List of other establishments, specified in/notified under the EPF Act,
2. The Code No. **PU/PUN/309595** has been allotted to your establishment **u/s 1(3)(b)** of the EPF & MP Act for the purpose of making compliance with the various provisions of the Act, and the schemes framed there under;
3. You are required to implement the provisions of the ACT and the three schemes, namely, E.P.F. Scheme, 1952, Employees' Pension Scheme, 1995 and Employees Deposit Linked Insurance Scheme, 1976 w.e.f. **01.03.2014**.
4. The details of provisions of the Act and the three schemes may be downloaded from the website, www.epfindia.gov.in. A brief summary of operational requirements are however, noted below:
 - (i) Before making payment of wages/salary/emoluments, you are required to pay contributions and administration charges, (to be calculated as percentage of basic wages, dearness allowance & temporary, part-time, contractual) within 15 days of the close of every month,
 - (ii) The contributions/charges have to be paid into the five accounts of EPFO pertaining to the three schemes and maintained by State bank of India through prescribed challan as per the following table:

Accounts	1 (PF contributions)	10 (Pension contributions)	2 (ADM charges)	21 (EDLI contributions)	22 (EDLI Charges)
Employee Share	12%	Nil	Nil	Nil	Nil
Employer Share	3.67%	8.33%	1.10%	0.50%	0.01%

- (iii) Please note that from April 2012, EPFO has introduced Electronic challan-cum-Return for depositing contributions by all employers and for this e-registration of the employer through our website is a must,
- (iv) You are therefore required to obtain User_ID and password immediately by logging on to EPFO website, www.epfindia.gov.in anytime (24x7);
5. The employer, i.e. the chairman/managing director/partner/proprietor shall send a specimen signature card giving the details of person/s authorized to sign returns & claim forms and ensure the immediate submission of the following statutory returns:
- Form 9 - Giving details of employees and allotting account number of individual members serially starting from serial number 1. Please note that the account no. once allotted to a member should in no case be allotted to another member or same member even after closing of his account. The account number allotted shall be intimated to each member and is to be quoted in the format PU/PUN/est. Code/member account number, in all correspondence with this office.
 - Form 5A – giving details of employers,
 - Form 2 – giving nomination details of each employee;
6. You are also required to submit, every month, Form 12A showing contributions due, Form-5 showing details of employees who joined & Form -10 showing details of those who left the establishment, during the last month
7. The details of monthly contributions in respect of each employee have to be submitted in Form 3A & a consolidated summary in respect of all employees in Form 6A;
8. The returns in Form 5, 10, 12A, 3A & 6A are now to be submitted electronically also. All these returns pertaining up to 31.03.2012 may be submitted in a CD by using e-return tool downloaded from our website. From 01.04.2012, please use the Electronic challan-cum-Return(ECR) facility available in the **online ECR/challan submission** portable of our website;
9. It is important to ensure that the amount due to the fund is paid and returns are submitted within the prescribed time limit. Damages under section 14B and Interest under section 7Q are levied for any delays in making payment. Various penal and prosecution provisions, including filling FIR u/s 406-409 of IPC can also be invoked;
10. Please note that in case you desire to avail provisions of section 17 of the Act to obtain exemption of your establishment from any of statutory schemes, such exemption will be available only from prospective date and failure by the establishment to render compliance

- with the RPFC till the date of notification of such exemption will make the establishment liable for all penal consequences of default as provided for under Section 7A, 8, 14, 14B and so on;
11. This code number is allotted subject to the verification of various other records. If the submissions for the coverage made by you is found to be wrong, then action as deemed fit will be initiated against you. Please note that date of coverage can be proponed anytime if later records reveal employment of 20 persons from a back date;
 12. An Enforcement officer of this office will be visiting your establishment soon. You are requested to afford him necessary co-operation. If you experience any difficulty or need any guidance, please feel free to contact this office;
 13. For more advanced guidelines, up-to-date information, or Frequently Asked Questions, Please refer to our website www.epfindia.gov.in

The receipt of this letter may kindly be acknowledged.


(S G Paraswale)
ASSISTANT PF COMMISSIONER
REGIONAL OFFICE, PUNE
MAHARASHTRA

Copy to:

1. Accounts Branch & EDP through Co-ordination cell.
2. Area EO with a directed to conduct first inspection, guide the employer in order to comply with the provisions of EPF & MP Act, 1952 and the schemes framed there under & submit report.