



EMPLOYEES' PROVIDENT FUND ORGANISATION
[A Statutory Body under Govt.of India, Ministry of Labour & Employment]
SUB-REGIONAL OFFICE, AMBATTUR,
R-40A 1, T.N.H.B. Shopping-cum-Office Complex,
Mogappair Road, Mogappair (East), Chennai-600 037.

Ref. No.TN/SRO/AMB/69985/CC/2013

Dated: 3-01-2014

To

The Directors
M/S. Vibrant NDT Services (P) Ltd.
Module no.107 & 111, SIDCO AIEMA Tower,
1st main road, Ambattur Indl. Estate,
Chennai - 600058.

Sir,

Sub: Applicability of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed there under to M/S. Vibrant NDT Services (P) Ltd., Module no.107 & 111, SIDCO AIEMA Tower,, 1st main road, Ambattur Indl. Estate, Chennai – 600058 – Regarding.

In continuation of this office letter no.TN/SRO/AMB/69985/CC/2013 dated:3-01-2014

- a) Your establishment viz. **M/S. Vibrant NDT Services (P) Ltd.** is engaged in “**Electrical, Mechanical or General Engineering**” which is included in Schedule I / Classes of establishment in Employees’ Provident Funds and Miscellaneous Provisions Act 1952.
 - (b) that the said factory / establishment has employed 21 persons on 01-08-2013.
 - (c) the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed there under 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 **01-08-2013** finally / subject to verification of records . Please note that the date of coverage is subject to change and that it can be confirmed or may be advanced to an earlier date after verification of your records by an Enforcement Officer.
2. The code No.**TN/AMB/69985** is allotted to your establishment for the purpose of making compliance with the various provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, and the Scheme framed there under namely Employees’ Provident Funds Scheme, 1952, Employees’ Pension Scheme 1995 and Employees’ Deposit Linked Insurance Scheme, 1976. This code No. **TN/AMB/ 69985** should invariably be quoted in all the correspondence with this office.
 3. The contribution payable by the employer shall be at the rate of **12 %** of basic 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.
 - (a) the contribution shall be calculated on the basis of the basic wages, dearness allowances etc., payable during the whole month whether paid weekly, fortnightly or monthly basic
 - (b) 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.
 - (c) 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.
 4. Before paying the member his wages you shall deduct the employee’s contributions from the 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 single challan in the following manner:

(a) E.P.F. contribution	-	To be deposited in E.P.F.A/c No.1
(b) Administrative charges	-	To be deposited in E.P.F.A/c No.2
(c) Pension Fund	-	To be deposited in Employee’s Pension A/c No.10

Note: (i) The rate of Administrative charges is 0.65% from 1.10.1986 onwards and 1.10% from 1.8.1998 onwards subject to a minimum of Rs.5/- pay i.e. Basic wages, dearness allowance including cash value of any food concession and retaining allowance, if any. The rate of administrative charges was 0.37% of pay prior to 1.10.1986 subject to a minimum of Rs.5/- with effect from 1.12.1978.

(ii) It may be noted that if timely deduction are not made from the member’s wages, the employer will have to pay both the shares himself, as the recovery of arrears 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 will be applicable from the date of coverage of the establishment viz. **01-08-2013**

5. Besides making deposits in account numbers 1, 2 and 10 as explained above you are also required to deposit the contributions and administrative charges in Account 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.

6. The deposit in the above accounts, viz, 1, 2, 10, 21 and 22 are to be made by a single challan and Triplicate copy of the

a) Deposit – Linked Insurance Fund A/C.No.21	To this account will be deposited the contribution @ 0.5 % which will be aggregate of the basic wages, Dearness allowances including cash value of the food concession and retaining allowance if any and payable to the employees by an employer.
b). Regional Insurance Fund Administrative A/c.No.22	To this account will be deposited the administrative charges @ 0.01 % from October, 1987 onwards which will be 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, subject to a minimum of Rs.2/- with effect from 1/2/1989.

challan as received from the Bank should be forwarded to this office duly attached with form No.12A (Revised) (explained below)

7. You are required to maintain/forward the following returns:

i). Form No.9, under the E.P.F Scheme, 1952.	These are to be submitted to this office once in respect of those employees who are required or entitled to or entitled to become members on the date of factory / establishment is covered under the scheme.
ii).Form No.2(R) under the E.P.F Scheme 1952 & also under the E.P.S Scheme, 1995.	These are to be obtained from every member for submission in 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 contribution paid to the P.F and E.P.S are to be posted every month.
v). Form No..6-A	This is the annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year, along with Form No.3A with last contribution to be shown for February payable in March every year.
vi). Form No.12-A	This is the monthly return of contribution and to be submitted to this office by 25 th of every following month. Triplicate copies of 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 th of the following month irrespective of whether the particulars are Nil for any month.

8. All the forms prescribed under the Employees' Provident Funds Scheme, 1952 the Employees' Pension Scheme, 1995 and the Employees' Deposit Linked Insurance Scheme, 1976 are available in the Provident Fund office and will be supplied free of cost on receipt of your indent.

9. The receipt of this letter may kindly be acknowledged.
Received DD/ BC/PO NO – NIL.



(V. KALAICHELVAN)

ASSISTANT PROVIDENT FUND COMMISSIONER
For REGIONAL PROVIDENT FUND COMMISSIONER

*NOTE: The date of coverage is subject to change and that it can be confirmed or may be advanced to an earlier date after verification of your records/documents by the Enforcement Officer.

Name of the Establishment: M/S. Vibrant NDT Services (P) Ltd. -600058

Date of Coverage	Under Section	Industry/Class of Establishment & Code		
01-08-2013	1(3)(a)	Electrical, Mechanical or General Engineering		
No. of Employees:	21	No. of Probable Subscribers:	21	Area - 1
				Sri. K. Rajamanickam

Copy to

1. Employees' State Insurance Corporation
143, Sterling Road, Nungambakkam,
Chennai – 600 034.

3. Enforcement Officer

2. Co-ordination



EMPLOYEES' PROVIDENT FUND ORGANISATION
[A Statutory Body under Govt. of India, Ministry of Labour & Employment]
Sub Regional Office, Ambattur
R-40, A-1, TNHB OFFICE-CUM-SHOPPING COMPLEX
MUGAPPAIR EAST, CHENNAI-600 037.

No. TN/SRO-AMB/69985/CC/2013
To

Dated: 3-01-2014

The Directors
M/S. Vibrant NDT Services (P) Ltd.
Module no.107 & 111, SIDCO AIEMA Tower,,
1st main road, Ambattur Indl. Estate, Chennai
PIN - 600058.

Sir,

Sub: Employees Provident Fund And Miscellaneous Provisions Act, 1952 - PF Code No. TN/AMB/69985 - M/S. Vibrant NDT Services (P) Ltd. Module no.107 & 111, SIDCO AIEMA Tower,,1st main road, Ambattur Indl. Estate, Chennai - 600058 -Deficiency in submission of the Proposal for Coverage - Regarding.

Ref: Letter / Report dated: 18-12-2013, submitted by You / EOs(IW) / Coverage Squad.

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On scrutiny of the Proposal of Coverage submitted by you / EOs (IW) / Coverage Squad, the following short comings are noticed in submission of documents / returns. Please submit the following

- Form-2(R)
- Coverage memo from ESI
- The details of the Establishment should be registered with the E-sewa portal immediately to avoid legal action.

You are requested to set right the deficiencies / submit the required document(s) to the undersigned / Sri. K. Rajamanickam., Enforcement Officer within a week's time positively.

Yours faithfully,


(V. KALAICHELVAN)
ASSISTANT P.F.COMMISSIONER