



தொழிலாளர் வருங்கால வைப்பு நிதி நிறுவனம்
 कर्मचारी भविष्य निधि संगठन
 EMPLOYEES' PROVIDENT FUND ORGANISATION
 (Ministry of Labour, Government of India)
 REGIONAL OFFICE, TAMIL NADU REGION
 37, Royapettah High Road, Chennai-600 014.

No. CC- II/ TN/52113 /cnf/ Gr. 09/Regl./2006 By R.P.A.D./SPEED POST

Date: Aug 07, 2006

To
 M/s. Agni Controls
 1, VI Street
 Dr. Subbarayan Nagar
 Kodambakkam
 Chennai-600024

Sir,

Sub: Applicability of the Employees' Provident Funds & Miscellaneous Provisions Act, '52 and the Schemes framed there under to M/s. Agni Controls, Chennai-600024 - Reg.

On the basis of particulars furnished by you on 04.08.06 Your establishment viz. M/s. Agni Controls, Dr. Subbarayan Nagar, Chennai-600024

a) is engaged in 'Electrical, Mechanical or General Engineering' which is included in Schedule 1/Classes of establishment in Employees' Provident Funds & Miscellaneous Provisions Act, '52.
 b) that the said establishment/factory has employed more than 29 Persons on 1.04.2006.
 c) The provisions of the Employees' Provident Funds & Miscellaneous Provisions Act, '52 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 01.04.2006 - finally/provisionally, subject to further verification of your records for the earlier period.

2. The code No. TN/52113 is allotted to your establishment for the purpose of making compliance with the various provisions of the Employees' Provident Funds & Miscellaneous Provisions Act, '52 and the Scheme framed there under namely EPF Scheme 1952, Employees' Pension Scheme 1995 and Employees' Deposit Linked Insurance Scheme 1976. This code No. 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 whole month whether paid weekly fortnightly or monthly basis.
 (b) each contribution shall be calculated to the nearest rupees, 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 separate challans in the following manner:

- | | |
|----------------------------|--|
| (a) EPF contribution | To be deposited in EPF A/c No.1 |
| (b) Administrative charges | To be deposited in EPF A/c No.2 |
| (c) Pension Fund | To be deposited in Employee's Pension Scheme A/c No.10 |

Note: (i) The rate of Administrative charges is 0.65% from 1.10.86 onwards and 1.10% from 1.8.98 onwards subject to be 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 1.10.86 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, employer will have to pay both the share 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.

5. Besides making deposits in account numbers 12 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.

- (a) Deposit - Linked Insurance Fund A/c No.2 To this account will be deposited the contributions @ 0.5% which will be the aggregate of the basic wages, aggregate of the basic wages, dearness allowance 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 To this account will be deposited the administration charges @ 0.1% up to Sep 87 and 0.01% from Oct 87 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 employees by an employer subject to a minimum of Rs 2/- wef 1/12/89.

6. The deposit in the above accounts, viz. 1, 2, 10, 21 & 22 are to be made by a single challans and duplicate copies of the challans 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.8 under the E.P.F. Scheme 1952 and Form No.3 (P.F) under the E.P.S.1995. These are to be submitted to this office once in respect of those employees who are required or entitled to become members on the date of factory/ establishment is covered under the Scheme.
- (ii) Form No.2 under the E.P.F. Scheme, 1952 and also under the E.P.S. 1995. These are to be obtained 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 and E.P.S. are to be posted every month.
- (v) Form No.6A 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 3A last contribution to be shown for February payable in March every year.
- (vi) Form No.12A This is the monthly return of contribution 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 be attached with this.
- (vii) Form No.5 & 10 These are the return of employees who have become new members or have left the service in the month and are to be submitted to this office by 15th of the following month irrespective of whether the particulars are filed for any month.

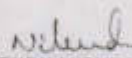
8. All the forms prescribed under the Employees' Provident Funds Schemes, 1952, the Employees' Pension Scheme 1995 and the Employees' Deposit Linked Insurance Scheme, 1976 are available in the PF Office and will be supplied free of cost on receipt of your indent.

9. Regarding Pension Fund Contribution, it should be separated from Employees' Provident Fund contributions and should be shown separately in the respective forms and remitted separately in A/c No.10.

10. Paid Rs.21881/- & 21468/- vide DU No.114016 & 113903 dt. 29.07.06 & 12.07.06 for the month (s) of 04/06 & 05/06. As regards any arrears dues towards E.P.F., E.P.S. and EDLI, the same should be remitted immediately.

11. In case, the Employees shown in Form 9 were the members of the establishments, 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 challan sent to this office all the amounts relating to the provident fund accumulations lying invested in securities should be transferred to the EPF within 1 month by having the securities transferred to the endorsed in favour of the Central Board 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 10 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 remittances made in each after the due date.

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


(NILENDU MISHRA)
ASSISTANT PROVIDENT FUND COMMISSIONER (C&R)

Copy to: Accounts Group (3) The Form 9, Form 12A, Form 2 are enclosed. [Through Tappal Section]