



कर्मचारी भविष्य निधि संगठन

EMPLOYEES PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVT OF INDIA)

क्षेत्रीय कार्यालय, भविष्य निधि भवन

REGIONAL OFFICE, "BHAVISYA NIDHI BHAVAN"

वी.एम.सी. वार्ड-6 के पास, अकोटा, वडोदरा-390020

NEAR V.M.C.-WARD-6, AKOTA, VADODARA-3900200

दूरभाष संख्या/Telephone no:- 0265-2337872, 2331589, 2331590 फैक्स/Fax: 0265-2343505

NO: GJ/RPFC/BRD/ APP/ ENF/68660/ 66

Dated: 06/05/2014

CODE NO. GJ/BD/68660

To,
M/s. GDA Security Pvt. Ltd.
G-4, Ground Floor, Chetan Apartment
15, Anand Nagar Society,
Race Course, Baroda

Sub: Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and the Schemes framed there under – applicability thereof – Allotment of Code Number.

Sir,

1. Your factory/establishment with all its branches and department is brought within the purview of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed there under with effect from 01/05/2014. In case if transpires that can be shifted to the retrospective date and would be at the risk and liability of Employer. The information made available by you and the inquiry made by area Enforcement Officer reveals that :-
 - (i) Yours is an establishment classified as "**Expert Services**" to which the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 has been made applicable by the Government of India by a Notification issued under Section 1(3)(b) of the Act.
- 1-B The code No. GJ/BRD/68660 is allotted to you for the purpose of making compliance the provisions of the Employees' Provident Fund and Miscellaneous Act, 1952 and the scheme framed there under. This code number should invariably be quoted in all the correspondence with this office.
2. You are required to implement the Employees' Provident Fund Scheme w. e. f. 01/05/2014 Pension Scheme w.e.f. 01/05/2014 and Deposit Linked Insurance Scheme, w.e.f. 01/05/2014 if not already done.
3. As provided in para 26 of the Employees' Provident Fund and Miscellaneous Act, 1952 every employee including trainee, working in or in connection with the work of the factory/establishment shall be eligible for membership of the fund.
4. (1) The contribution payable by the employer shall be at the rates of 10% & 12% of basic wages, dearness allowance (including cash value of food concession) and retaining allowance, if any, payable to each employees' every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.
 - (ii) The contribution shall be calculated on the basic wages, dearness allowance etc. actually drawn during the whole month whether paid on daily, weekly, fortnightly or monthly basis.
 - (iii) Each contribution shall be calculated on the nearest rupees. (i.e. 50 Paise or more to be counted as the next higher rupee or fraction of a rupee less than 50 Paise to be ignored).
 - (iv) 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.

Provident Fund and Miscellaneous Provisions Act, 1952. You are therefore, requested to furnish the name and detailed address of such Branches or Departments or head Office within 15 days. If you have no such Department or branches, sales office etc. a "NIL" report may be sent to this office.

14. Please intimate, if you have any existing Provident Fund in your Factory / establishment please transfer, to the Employees' Provident Fund, all accumulations standing to the credit of the covered employees, as required by Section 15 of the Act and para 28 of the Employees Provident Fund Scheme within 10 days from the date the Act has become applicable to you. If you have no Provident Fund in existence please send a "NIL" report.
15. Please also submit Return Form No.5-A (Revised) (Specimen enclosed) showing the particulars of ownership immediately.
16. In case you find any difficulty in implementing any of the provisions of the Scheme, you may send one of your responsible representatives to this Office who will be guided in the matter.
17. Copies of instructions issued by this office from time to time are sent separately for guidance.
18. Please acknowledge receipt of this communication.

Yours Faithfully,

Encl:

Form No. 5-A, 9, 2, Specimen Signature



Sd/-

(GIRIRAJ KUMAR SHARMA)

Assistant P. F. Commissioner
Regional Office, Vadodara

Copy to :

1. Section Supervisor, A/c Gr. 6 to watch the compliance through EDP/supervisor.
 - (a) The maximum numbers of employees in the factory are 20 on 01/05/2014.
 - (b) If the establishment fails to comply with the provisions, default may be intimated to compliance Section immediately.
2. **Kumari Sujata N Makwana**, Enforcement Officer, R.O., Vadodara with reference to his report for information and necessary action. He is advised to visit the establishment and afford necessary guidance to the employer in the matter of complying with the statutory provisions. He should submit his recommendations along with documentary evidence to finalise the date of coverage of this establishment within 3 months. He is also directed to submit Annexure - I & II in case of voluntary coverage.
3. The Deputy Director
Sub Regional Office, ESIC
Panchdeep Bhavan, Urmi Society
Productivity Road, Alkapuri, Vadodara

(GIRIRAJ KUMAR SHARMA)

Assistant P. F. Commissioner
Regional Office, Vadodara