



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.

Dated: 30-07-2013

Ref. No. TN/SRO/AMB/69668/CC/2013



To
The Proprietor,
M/S. Anand Engineering Works
No.25, Tass Industrial estate,
Ambattur SIDCO, Chennai - 600098

Sir,
Sub: Applicability of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed there under to M/S. Anand Engineering Works, No.25, Tass Industrial estate,, Ambattur SIDCO, Chennai - 600098 – Regarding.

In continuation of this office letter no. TN/SRO/AMB/69668/CC/2013 dated:30-07-2013

a) Your establishment viz. M/S. Anand Engineering Works is engaged in "General Engineering" which is included Schedule I / Classes of establishment in Employees' Provident Funds and Miscellaneous Provisions Act 1952.
(b) that the said factory / establishment has employed 20 persons on 01-06-2013. 01/05/2013
(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 01-06-2013 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/69668 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 name Employees' Provident Funds Scheme, 1952, Employees' Pension Scheme 1995 and Employees' Deposit Linked Insurance Scheme, 1976. This code No. TN/AMB/ 69668 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 basis
 - (b) each contribution shall be calculated to the nearest rupee i.e., 50 paise or more to be counted as the next higher rupee, a 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 a 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 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. 01-06-2013

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

मृगेश महादेव घटडे
MRUGESH MAHADEO GHARDE
सहायक भविष्य निधि आयुक्त
ASSISTANT PROVIDENT FUND COMMISSIONER