

EMPLOYEES' PROVIDENT FUND ORGANISATION

REGIONAL OFFICE, PUNE

PUNE CANTONMENT BOARD BUILDING, GOLIBAR MAIDAN, PUNE

NO. : MH/PUN/ 307812 / ENF CIRCLE II / 3053

Dated: 07/3/13

To,
M/s Ray Roofing Pvt Ltd,
S.N. 37, Near Chavan Workshop,
Kalepada, Chanderka, Manku Niwas,
Hadapsa, Pune - 411028

Code No. MH/PUN/ 307812

Subject: Employees' Provident Funds & Miscellaneous Provisions Act, 1952 & the Schemes framed there under. Applicability thereof - Allotment of Code Number

1. Your factory/establishment with all its branches and departments is brought within the purview of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder, with effect from 01/12/2012. The information made available by you:

- (i) Your factory is engaged in one of the industries specified in Schedule to which the Employees' Provident Funds and Miscellaneous Provisions, 1951 is applicable under Section 1 (3) (a) of the Act.
- (ii) Yours is an establishment classified as Expert Services (125) to which the Employees' Provident Funds 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.
- (iii) The activities carried on by our establishment/factory are neither the specified industry in scheduled I nor the class of establishments under Section (1) (3) (b) of the Act. Your establishment/factory is therefore held as non-specified.

1-A With reference to your application No. dated received for extension for Employees' Provident Funds & Miscellaneous Provisions Act, 1952 under Section 1 (4) of the Act, on a voluntary basis, a Code number is hereby allotted to your establishment, namely MH/PUN/ covering your establishment with effect from pending issue of a Notification by the Govt. of India/ Central Provident Fund Commissioner in exercise of the powers conferred on them by sub section (4) of Section 1 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

1-B The Code No. MH/PUN/ 307812 is allotted to you for the purpose of making compliance under the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. This Code Number should invariably be quoted in all the correspondence with this Office.

- 2. You are required to implement the provisions of the Employees' Provident Fund Scheme, w.e.f. 1/12/12 Pension Scheme w.e.f. 1/12/12 and Deposit Linked Insurance Scheme w.e.f. 1/12/12 if not already done.
- 3. As provided in para 26 of the Employees' Provident Fund Scheme, 1952 every employee working in or in connection with the work of the Factory/Establishment shall be eligible for membership of the fund.

- unless otherwise noted in the Inspection Book by the Enforcement officer's.
12. It is important to ensure that the amount due is paid within the prescribed time limit. Delayed remittances are dealt in the manner as provided under section 14-B of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, in addition to the levy of damages for the pre discovery period. Besides, Prosecution also be launched for non-payment of dues and for non-submission of Returns.
 13. Individuals working in the Head Office/Branch of an establishment (factor/non factory) job of Maintenance of accounts, sales and purchase which are incidental to manufacturing activity are also coverable by virtue of Section 2-A of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. You are, therefore, requested to furnish the names and detailed addresses 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. The above information should be sent in the Proforma "A" Annexed here to.
 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 in 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 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 : **3. I. Shaikh**
 Assistant Regional Commissioner,
 Regional Office, Pune

REGIONAL PROVIDENT FUND COMMISSIONER
 REGIONAL OFFICE, PUNE

Copy to: 1. Shri/Smt. S.J. Phalke Enforcement Officer, Group II

with reference to the his Report dated 6/3/12 for information and necessary action, he/She is advised to visit the establishment and afford necessary guidance to the employer in the matter of complying with the statutory provisions. He/She should also submit his recommendations for finalising the coverage of this establishment within 3 months.

For REGIONAL PROVIDENT FUND COMMISSIONER
 REGIONAL OFFICE, PUNE

ARE ALLOTTED
GROUP No: <u>VIII</u>
Sub-Group No: <u>5</u>
No. of Employees: <u>20</u>
DATE OF START OF COVERAGE: <u>1/12/12</u>
CC
SS
APPC