

Grams: "Bhavishyanidhi"  
E-mail: rpfcbgr@vsnl.net



Tel: 22216566, 22214901  
22214961, 22216596, 22238033  
Fax: 080-22273991

## Employees' Provident Fund Organisation

Ministry of Labour, Govt. of India  
REGIONAL OFFICE, KARNATAKA  
"BHAVISHYANIDHI BHAVAN"  
P.B. No. 25146, No. 13, RAJA RAMMOHAN ROY ROAD,  
BANGALORE-560 025

R.P.A.D.

Date: 4.01.2008

No. KN/BN/CIR-II/KN/42744/BDV/2679/08

To  
M/s S.R.S. Security Services  
#178/2, New #47  
2<sup>nd</sup> Main, 3<sup>rd</sup> Cross  
Nanjappa Layout, Adugodi  
Bangalore – 560 030.

KN/42744

Please quote code No. in all  
correspondence

Sir,

Sub: - Applicability of **Employees' Provident Funds & Miscellaneous Provisions Act, 1952** and the Schemes framed thereunder to M/s S.R.S. Security Services, Bangalore – 560 030.

On the basis of particulars furnished by you on 02.01.08 it is evident that:

a) Your establishment/factory viz. M/s S.R.S. Security Services is engaged in "Rendering Expert Services" which is included in Schedule I /classes of establishments in **Employees' Provident Funds & Miscellaneous Provisions Act, 1952**.

b) That the said establishment/factory has employed 21 persons on 14.09.2007.

c) **The provisions of E.P.F & Misc. Provisions Act, 1952**, and the schemes framed thereunder are applicable to your above mentioned establishment together with head office and its branches/departments whether situated at the same place or at different places with effect from 14.09.2007 subject to further verification of your records for the earlier period.

With reference to your application No. .... dt. .... received for extension of **E.P.F. & Miscellaneous Provisions Act 1952**, under Section 1(4) of the said Act, on a voluntary basis, a code number is hereby allotted to your establishment covering your establishment with effect from \_\_\_\_\_ pending issue of notification by the Government of India in exercise of powers conferred on them by sub-section (4) of Section 1 of the **E.P.F. & Misc. Provisions Act 1952**.

2. The Code No. KN/42744 is allotted to your establishment for the purpose of making compliance with the various provisions of the E.P.F. & Misc. Provisions Act 1952, and the schemes framed thereunder namely **E.P.F. Scheme 1952, Employees' Pension Scheme, 1995 and Employees' Deposit Linked Insurance Scheme, 1976**. This Code number should invariably be quoted in all the correspondence with this office.

The Contribution payable by the employer shall be at the rate 12% of **basic wages**, dearness allowance (including cash value of any food concessions and retaining allowance, if any payable to each employee every month). The contribution payable by the employees shall be equal to the contribution payable by the employer.

- i) The contribution shall be calculated on the basis of the basic wages, dearness allowance etc. payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis:
- ii) each contribution shall be calculated on 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.
- iii) for the purpose of calculating 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** to be ignored.

3. Before paying the member's wages, you shall deduct the employees' contributions from his wages which together with your own contribution and administrative charges shall be paid within **15 days** of the close of every month in the account of the fund maintained by the State Bank of India by combined challan in the following manner.

a) <b>E.P.F Contribution</b>	:	To be deposited in E.P.F. A/c No. <b>1</b>
b) <b>Administrative charges</b>	:	To be deposited in E.P.F. A/c No. <b>2</b>
c) <b>Employees' Pension Fund Contribution</b>	:	To be deposited in Employees' Pension Fund A/c <b>10</b> .

Note: i) The rate of administrative charges is @ 1.10% subject to a minimum of Rs. 5/- w.e.f., **1-8-98** of pay i.e., basic wages, dearness allowance including cash value of any food concession and retaining allowance, if any.

ii) It may be noted that if timely deductions 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 Pension Scheme is applicable to every member of the Fund.

iv) Please see details of contribution.

4. Besides making deposits in Account Numbers **1, 2 and 10** as explained above, you are also required to deposit the contributions and Adm. Charges in Account No. **21 and 22** under the **Employees' Deposit Linked Insurance Scheme, 1976**, in manner indicated below within **15 days** of the close of each month.

i) **Deposit Linked Insurance Fund Account No. 21**

The contribution will be deposited to this account at **0.50%** on the 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.

ii) **Regional Insurance Fund Administrative Account No. 22**

The administration charges will be deposited to this account at the rate of **0.01%** subject to a minimum of **Rs. 2/-** the 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.

5. The Deposit in the above accounts, viz., **1, 2, 10, 21 & 22** are made by combined challans and triplicate copies of the challan received from the bank should be forwarded to this office duly attached with form **No. 12A** (Revised as explained below).

You are required to maintain/forward the following returns:

- |  |   |
|--|---|
| (i) <b>Form No. 9</b> under the EPF Scheme 1952  | These are to be submitted to this office once, in respect of those employees who are required or entitled to become member on the date the factory/establishment is covered under the Scheme.   |
| (ii) <b>Form No. 2</b> under the E.P.F Scheme 1952 and also under the Employees' Pension Scheme, 1995. | These are to be obtained in duplicate from every member for submission to this office.  |
| (iii) <b>Form No. 5A</b>   | 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) <b>Form No. 3-A</b>   | 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. are to be posted every month.   |
| (v) <b>Form No. 6-A</b>  | This is the annual return of contribution and is to be submitted to this office within <b>30 days</b> of the close of the financial year, (i.e. <b>30<sup>th</sup> April</b> ) along with Form <b>3-A</b> (Last Contribution to be shown for February payable in March each year) |
| (vi) <b>Form No. 12-A</b>  | This is the monthly return of contributions and is to be submitted to this office by <b>25<sup>th</sup></b> 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) <b>Form No. 5 &amp; 10</b>   | These are the returns of employees who have become new members or have left the service in the month and is to be submitted to this office before <b>15<sup>th</sup></b> of the following month irrespective of whether the particulars are 'Nil' for any month.                  |

6. All the forms prescribed under the **Employees' Provident Funds Scheme, 1952, the Employees' Pension Scheme, 1995 and the Deposit Linked Insurance Scheme, 1976**, are available in the P.F. office and will be **SUPPLIED FREE OF COST** on receipt of your indent.

7. Regarding Pension Fund Contributions, it should be separated from the employers' share of Provident Fund contribution and shown separately in the respective form and remitted separately in A/c. **No. 10**.

Note: The Contributions and Administrative charges payable by the employer under the **E.D.L.I.** Scheme shall be limited to the amount payable on a monthly pay of **Rs. 6,500/-** of each employee, calculated on the aggregate of all the Employees.

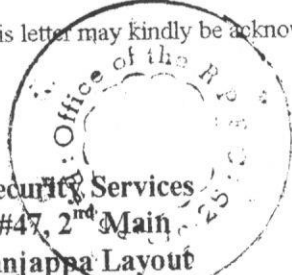
8. As regards **E.P.F., E.P.S. and E.D.L.I** dues for the period from the date of Applicability of the Act to till date, the arrears should be remitted forthwith. This is without prejudice to levy of damages and interest payable for the belated remittances.

9. In case, the employees shown in Form No. -9 where the members of the establishment's private Provident Fund at the commencement of the Scheme, the accumulations in the Provident Fund standing to their credit should be remitted in the **State Bank of India to the credit of the E.P.F. A/c. 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 E.P.F. within four months by having the securities transferred to and endorsed in favour of the Central

Board of Trustees, Employees' Provident Fund, and the Securities thus transferred should be sent to this office. Cash on hand in relation to the Accounts of the Private Provident Fund should be remitted within **30 days** from the date of this communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittances made in cash after the due date. **THE EMPLOYER IS FURTHER ADVISED TO SUBMIT THE NEW BUSINESS NUMBER FORM (FORM ENCLOSED).**

The receipt of this letter may kindly be acknowledged.

KN/42744  
M/s S.R.S. Security Services  
#178/2, New #47, 2<sup>nd</sup> Main  
3<sup>rd</sup> Cross, Nanjappa Layout  
Adugodi, Bangalore - 560 030.



[K.NARAYANAN]

ASSISTANT PROVIDENT FUND COMMISSIONER  
FOR REGIONAL PROVIDENT FUND COMMISSIONER  
BANGALORE, KARNATAKA

Copy to:

1. Shri/Smt..... Enforcement Officer is directed to submit a verification report with regard to the date of applicability besides conducting first inspection and guiding the employer in order to comply with the provision of **EPF & MP Act 1952** and the schemes framed thereunder. He is further advised to obtain new business number from the employer.

2. Accounts Branch through Stats / Co-ordination cell.

3. P.D. Cell.

4. EDP Cell for updation of Master.FILE

Employer Tele No: 91 80 2291 6897, 91 93410 99989.

Employer Bank A/c No: 004705007334, ICICI BANK LTD., NO. 5, 80 FEET ROAD, KORAMANGALA, BANGALORE - 560 095.

ASSISTANT PROVIDENT FUND COMMISSIONER  
FOR REGIONAL PROVIDENT FUND COMMISSIONER  
BANGALORE, KARNATAKA

**DETAILS OF CONTRIBUTION**

Account No.	Employee	Employer
1	10%/12%	1.67%/3.67%
2	-	1.10% (min. Rs. 5)
10	-	8.33%
21	-	0.50%
22	-	0.01% (min. Rs. 2)