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**EMPLOYEES' PROVIDENT FUND ORGANISATION
SUB-REGIONAL OFFICE, PUNE**

PUNE CANTONMENT BOARD BUILDING, GOLIBAR MAIDAN, PUNE.

NO. : MH/PUN/12287/ENF Circle

11/11/2006

Dated : 11/11/2006

To,

M/S Leading Network Systems Pvt Ltd.
352, Chaniwar Path, 1st Floor, Office No: 3,
Near Raman Bazar, New English School,
PUNE - 411 020

Code No. MH/PUN/ 12287

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

Sirs,

1. Yours 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 3.4.2006. The information made available by you and the inquiry made by area Enforcement Officer reveals that :
 - (i) Your factory is engaged in FM & GR one of the industries specified in Schedule to which the Employees' Provident Fund and Miscellaneous Provisions, 1951 is applicable under section 1 (3) (a) of the Act.
 - (ii) Yours is an establishment classified as _____ 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. You establishment / factory is therefore held as non-specified.
- 1-A With referrence 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 you establishment with effect form _____ 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/ 12287 is allotted to you for the purpose of making compliance under the provisions of the Employees' Provident Funds and Miscellaneous Provision Act 1952 and the Schemes framed thereunder. This Code Number should in variably by 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. 3.4.2006 Pension Scheme w.e.f. 3.4.2006 and Deposit Linked Insurance Scheme w.e.f. 3.4.2006 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.

6. Besides making deposits Account No.1,2 and 10 (as explained above), you are also required to deposit the amounts in Accounts 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.
- (i) Deposit Linked Insurance Fund Account No.21.
To this Account will be deposited the Contribution @ 0.5% which will be 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 employer.
 - (ii) Regional Insurance Fund Administration Account No.22.
To this account will be deposited the Administrative Charges @ 0.01% which will be the aggregate to the basic wages dearness allowance (including cash value of food concession) and retaining allowance, if any, payable to the employees by employer.
7. The deposit in the above Account viz No.1,2,10,21 and 22 are to be made by challan and a copy of the challan as receipted by the Bank may be forwarded to this office duly attached with Form 12-A (explained below)
8. You are required to maintain / forward the following Returns:
- (i) Form No.9 under the EPF Scheme,1952
This is to be submitted to this office once in respect of those employees who are required or entitled to become members on the date of the factory / establishment is covered under the Act.
 - (ii) Form No.2 under the EPF Scheme, and E.P.Scheme, 1995.
This form is to be obtained from every member for submission to this office.
 - (iii) Form No.5-A
This is to be submitted to this Office, Any subsequent change in ownership is also to be notified to this Office through this Form.
 - (iv) Form No.3-A
This is to be maintained at the Factory / establishment in respect of every employees who is a member.
 - (v) Form No.6-A
This is the Annual Return of contributions and is to be submitted alongwith form 3-A to this Office within 30 days of the close of the financial year.
 - (vi) Form No.12-A
This is the monthly return of contribution and is to be submitted to this Office by 25th of next month alongwith copy of challan, in support of the deposits made in the State Bank of India Pune.
 - (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 the Office by the 15th of the next month.
9. All the forms prescribed under the Employees' Provident Fund Scheme, the Employees' Pension Scheme and the Deposit Linked Insurance Scheme are available in the Provident Fund Inspectorate Office and will be supplied on receipt of your Indent.
10. Besides, you should also obtain a Declaration of Form No.11 from every employee at the time of his first appointment in your establishment as to whether or not he was already a member of the fund or the exempted fund of any other establishment.
11. An Inspection Note book in the following Proforma be also maintained for recording the observations by the Enforcement Officer during his visit to your establishment.