

GRAM : BHAVISHYANIDHI

FAX : (020) 6356145



REGISTERED A.O.  
Phone : 26444130  
26441578  
26444145  
POST BOX NO. 225

EMPLOYEES' PROVIDENT FUND ORGANISATION  
SUB-REGIONAL OFFICE, PUNE  
PUNE CANTONMENT BOARD BUILDING, GOLIBAR MAIDAN, PUNE.

NO. : MH/PUN/124619/ENF Circle J 11/11/1859

Dated : 5/11/07

To, Mr. Rampare Chourasiga, Prop.  
M/s Om Shri Sai Insulation,  
Near Ganapati Mandir, Mohannagar,  
Chinchwad, Pune - 411019.

Code No. MH/PUN/124619

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 29/10/2007. The information made available by you and the inquiry made by area Enforcement Officer reveals that :

- (i) Your factory is engaged in \_\_\_\_\_ 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 Expert Services 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 referenece 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/124619 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. 29/10/2007 Pension Scheme w.e.f. 29/10/2007 and Deposit Linked Insurance Scheme w.e.f. 29/10/2007 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.

## INSPECTION NOTE BOOK


- |  |                  |
|--|------------------|
| 1. Name of the E.O.                      | 2. Date of Visit |
| 3. Period for which accounts are checked | 4. Observation   |

You should report the compliance on the Enforcement Officer's remarks within 15 days 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 predisccovery 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 factor) doing the 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 hereto.
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 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 :  
Employer's Guide

 REGIONAL PROVIDENT FUND COMMISSIONER  
(P. H. D. PUNE)  
SUB REGIONAL OFFICE, PUNE  
सहायक पण्डित निधि आयुक्त  
ASSISTANT P. F. COMMISSIONER  
वेस्टींग इन्डस्ट्रिज, पुणे. / P. D., PUNE  
Enforcement Officer

Copy to :

1. Shri/Smt. \_\_\_\_\_  
with reference to the his Report dated \_\_\_\_\_ 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  
SUB REGIONAL OFFICE, PUNE