

# EMPLOYEES' PROVIDENT FUND ORGANISATION

(REGIONAL OFFICE : DELHI) NORTH

Bhavishya Nidhi Bhawan

28, Community Centre, Wazirpur Industrial Area, Delhi-110052

Phone : 27376776 Fax : 27376777

No. PFRC/98 COMPL/DL / 39080 / Coverage / C-1 / 19833

Speed Post

Dated the :

To

M/s. Absolute security Services Pvt. Ltd.  
15, 1st Floor, Satya Niketan,  
Opp. Venkateswara College,  
New Delhi - 110021

3-10-08

Sub.: Applicability of the Employees Provident Funds & Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder to M/s. as above

Dear Sir,

On the basis of particulars furnished by you on 23-9-08 and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer on ..... it is evident that:

(a) Your establishment/factory viz M/s. as above is engaged in Export Services which is included in schedule I/classess of establishment in Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

(b) That the said establishment/factory has employed 50 persons on 11-8-08

(c) That it has completed the infancy period in terms of provisions of Sec. 16(1) (b) of the Employees' provisions of the E.P.F. and Misc. Provisions Act, 1952 of 3 years on/in ..... thereunder are applicable to your above named establishment together with head office and its branches/departments whether situated at the same place or at different place with effect from 11-8-08 finally/provisionally, subject to further verification of your records for the earlier period.

With reference to your application No. .... dated ..... you are hereby allotted code No. DL / ..... on Administrative ground. Please note that this will not effect the original applicability of the establishment and it will be treated as part and parcel of the parent unit for all purposes (damages etc.) Employee's share for the period will not be waived off.)

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

The Code No. DL / 39080 is allotted to your estt. 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 Deposit Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondences with this office.

The contribution payable by the employer shall be @ 12% of basic wages, dearness allowance (including cash value of 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.

(i) The contribution shall be calculated on 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 to the nearest rupee i.e., 50 paise or more to be counted as the next higher rupee, and fraction of a rupee less then 50 paise to be ignored/

Before paying the member his wages, you shall deduct the employee's contribution Fund 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 Accounts of the Fund maintained by the State Bank of India by challans 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) E.P.S.                 | To be deposited in Employees, Pension A/c. No. 10 |

Note (1) The rate of administrative charges 1-10% w.e.f. 1-8-98 subject to a minimum of Rs. 5/- of pay 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 arrear, contributions for the back period from the subsequent wages of the employee's is prohibited except when such recovery could not be made at the appropriate time due to accidental mistake or clerical error.

(iii) The Employee's Pension Scheme 95 will be applicable from prospective the date of coverage.

Besides making deposits in A/c. No. 1, 2 and 10 as explained above, you are also required to deposit the contributions and Admn. Charges in Account No. 21 and 22 under the employee's Deposit Linked Insurance Scheme, 1976, in the manner indicated below within 15 days of the close of each month.

- |   |   |
|---|---|
| (1) Deposit-Link Insurance Fund A/c. No.21    | To this account contributions will be deposited @ 0.5% which will be aggregate the basic wages, dearness allowance including cash value of food concession and retaining allowance if any, payable to the employees by employer.  |
| (2) Deposit-Linked Insurance Fund A/c. No. 22 | To this account will be deposited the administration charges @ 0.01% (w.e.f. 1-10-87) subject to a minimum of Rs. 2 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 an employer Prior to this the rate was 0.1%. |

The deposit in the above accounts, viz. 1,2,10,21 and 22 are to be made by separate challans and triplicate copies of the challans as received from the Bank, should be forwarded to this office duly attached with Form No. 12A (Revised) (explained below).

You are required to maintain/forward the following returns :-

- |  |   |
|--|---|
| (i) Form No. 9 Revised under the E.P.F. Scheme 1952 & E.P. Scheme 1995           | 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 the factory/establishment is covered under the scheme.                                 |
| (ii) Form No. 2 under the E.P.F. Scheme 1952 and also under the E.P. Scheme 1995 | These are to be obtained in duplicate form every member for submission to this office.  |
| (iii) Form No. 5-A   | 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) Form No. 3-A  | 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) Form No. 6-A   | This is a annual return of contribution and is to be submitted to this office with in 30 days of the close of the financial year, along with Form No. 3A (Last contribution to be shown for Feb. payable in March each year). |

(vi) Form No. 12-A

(3)

This is the monthly return of contribution and is to be submitted to this office by 25th 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) Form No. 5 & 10

These are the returns of employees who have become new member or have left the service in the month and are to be submitted to this office by the 15th of the following months.

All the forms prescribed under the Employee's 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. The Specimen of forms are enclosed.

Regarding Employees' Pension Fund contributions, it should be separated from the Employer's Provident Fund Contributions and shown separately in the respective Forms and remitted separately in Account No. 10 from the month of 11-8-08 onwards.

As regards E.P.F. and E.D.L.I. dues for the period from 11-8-08 to date arrears should be remitted within the 15 days from the date of receipt of coverage notice.

In case, the employees shown in form 9 (Revised) were 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 into the State Bank of India to the credit of the E.P.F. Account No. 1 through the prescribed challans and the triplicate copy of the challans 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. A note containing the instructions in the matter of transfer to these accumulations is enclosed. Cash and hand in relation to the Accounts of the Private Provident Fund should be remitted within 30 days from the receipt 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 receipt of this letter along with its enclosures may kindly be acknowledged.

Yours faithfully

Assistant / Regional Provident Fund Commissioner

Encls :

1. Instructions regarding implementation of the Employee's Provident Fund Scheme, Employees' Pension Scheme, and Employees' Deposit Linked Insurance Scheme.
2. Instructions regarding allotment of Account Nos.
3. Instructions regarding transfer of Provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund contributions, Employees' Pension contribution and Deposit Linked Insurance Contributions.
5. Form 5A (in triplicate).

Copy to :

1. The Enforcement Officer Shri/Smt. .... for watching compliance. He/she is requested to obtain 5-A in duplicate in respect of the establishment immediately.  
He/She is advised to finalise the coverage within 45 days as per instructions contained in CPFC's circular No. E-72/11 (28) 80/PN dated 6.6.81.
2. Accounts Branch (It is understood that this factory/ establishment has/has no previous Provident Fund accumulations to transfer to E.P.F. This may please be noted in the contributions Register maintained in the Group with suitable remarks.)
3. Enforcement Branch ..... Section.
4. File No. E/DL/ .....
5. R.P.F.C. .... with reference to their letter No ..... dated ..... for information and necessary action.



दूरभाष / Telephone : 01127376772

फैक्स / Fax : 011 27376778

कर्मचारी भविष्य निधि संगठन

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

श्रम एवं रोजगार मंत्रालय, क्षेत्रीय कार्यालय, दिल्ली-उत्तर

Ministry of Labour & Employment, Regional Office, Delhi-North

28- भविष्य निधि भवन, सामुदायिक केन्द्र, वजीरपुर औद्योगिक क्षेत्र, दिल्ली-110052

**28, Bhavishya Nidhi Bhawan, Community Center, Wazirpur Indl. Area, Delhi-110052**

E/DL/39080/Comp-I/6599

Dated: /07/2013

31 JUL 2013

To,

M/s. Absolute Facility Management Services Pvt. Ltd.,  
10, 2<sup>nd</sup> Floor, Satya Niketan,  
New Delhi-110021.

**Sub: Change of name of the establishment - regarding.**

Sir,

With reference to the establishment letter No. Nil dated 15/07/2013 regarding change of the name of the establishment. It is to inform you that the name of the establishment has been changed from M/s. Absolute Security Services Pvt. Ltd to M/s. Absolute Facility Management Services Pvt. Ltd.

This is for your kind information.

Yours faithfully,

[SANJEEV KUMAR GUPTA]

Asst. PF Commissioner, Comp-I