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REGISTERED POST ACK. DUE

OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER

ANDHRA PRADESH, Bhavishyanidhi Bhavan, 3-4-763, Barkatpura, HYDERABAD-500 027.

No. 1/AP/HY/72364/1-1/Enf/ T-1/2011/880

Dated 09/11

To

M/s Alpine Estate
54-187/304, Sakam mansion,
2nd floor, M.G. Road,
Secunderabad

Sir,

Sub : Applicability of Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to

M/s. Alpine Estate

I. On the basis of particulars furnished by you on and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer Sri. S. R. Sridani on 26/07/2011 it is evident that :

a) Your establishment/factory viz. M/s. Alpine Estate

is engaged in which is included in Schedule I/Classes of establishment in Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

b) that the said establishment/factory has employed 15 + contractor persons on 01/04/2007

c) that it has completed the infancy period, [in terms of provisions of Sec.16(d) of the Employees' Provident Funds & Miscellaneous Provisions Act 1952] of 3 years on therefore, the provisions of E.P.F. and Misc. Provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishment/factory together with Head Office and its branches/departments whether situated at the same place or at different places with effect from subject to further verification of your records for the earlier period.

II. With reference to your application No. dated submitted for extension of E.P.F. & Misc. Provisions Act, 1952 under 1(4) of the said Act on a Voluntary basis a code number is hereby allotted to your establishment/factory namely M/s. Alpine Estate

covering your establishment/factory with effect from 01/04/2007 pending issue of a notification.

2. The code No. AP/HY/72364 is allotted to your establishment for the purpose of making compliance with various provisions of the E.P.F. & Misc. Provisions Act 1952, and the Schemes framed thereunder namely E.P.F. Scheme 1952, E.P.S. 1995 and Employees' Deposit Linked Insurance Scheme, 1976. This code No. should invariably be quoted in all the correspondence made with this office.

3. The Contribution payable by the employer shall be at the rate of ~~10%~~ / 12% of basic wages, dearness allowance (including cash value of any 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.

a) the contribution shall be calculated on the basis of the basic wages, dearness allowance etc., payable during the whole month whether paid, weekly, fortnightly or monthly basis

b) each member's 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 than 50 paise to be ignored.

c) for the purpose of calculation of Contribution, the wages of each member may be rounded off to the nearest rupee i.e. 50 paise or more being taken as one rupee and less than 50 paise ignored.

4. Before paying the member his 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 Accounts of the fund maintained by the State Bank of India by prescribed 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) Family Pension Contribution | To be deposited in E.F.P./E.P.S. A/c No.10 |

Failure to remit the contribution and Administrative charges before 15th of the following month will make the employer liable to pay the Penal damages upto a maximum of 100% as contemplated U/S 14-B of the E.P.F. & M.P. Act 1952.

NOTE: i) The rate of Administrative charges is 1.1% subject to a minimum of Rs.5/- of the Total wages of the establishment/factory i.e. Basic Wages, Dearness Allowance, including cash value of any food concession and retaining allowance, if any. A minimum of Rs.5/- towards Admission charges per month is payable by the Employer even during the lay off / lockout / temporary closure of establishment/factory.

ii) It may be noted that if timely PF & Pension deductions are not made from the member's wages, the employer will have to pay the shares himself, as the recovery of arrears contributions for the back period is prohibited from the subsequent wages of the Employees except when such recovery could not be made at the appropriate time due to accidental mistake or clerical error.

5. Besides making deposits in account number 1, 2 and 10 as explained above you are also required to deposit the contributions and Administrative Charges in Account 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.

- | | |
|---|--|
| a) Deposit - Linked Insurance Fund A/c No.21 | To this account contributions should be deposited by the Employer, for each employee @ 0.5% which will be the aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any payable to the employees by an employer. Under this scheme, Employees of the establishment / factory are not required to contribute to the Insurance Fund. |
| b) Regional Insurance Fund Administrative A/c No.22 | To this account Administrative charges should be deposited by the Employer @ 0.1% upto Sept.1987 and 0.01% from Oct.1987 onwards subject to a minimum of Rs.2/- with effect from 1-1-1989 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. A minimum of Rs.2/- per month is payable towards Administrative charges even during the lay off / lockout / temporary closure of the establishment/factory. |

6. The deposit in the above accounts, viz. 1, 9, 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 alongwith form No.12A (Revised) explained below.

7. You are required to maintain / forward the following returns :

- a) From No.9 under the E.P.F. Scheme 1952 and the schemes framed thereunder These are to be submitted to this office once in respect of those employees who are required or entitled to become members on the date of coverage of the establishment / factory under the Act.
- b) Form No.2 under the E.P.F. Scheme 1952 and the schemes framed thereunder These are to be obtained in duplicate from every EPF member for submission to this office.
- c) 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.
- d) Form No.3-A This is the contribution card of each member showing the contribution for 12 months. This is to be maintained at the factory/establishment in respect of every employee who is a member of EPF in which the contribution paid to the P.F. and F.P.F./E.P.F. are to deposited every month.
- e) Form No.6-A This is the annual return showing the total contribution made during the year and is to be submitted to this office within 30 days of the close of the financial year, along with form 3-A (last contribution to be shown for February, payable in March of each year)
- f) Form No.12-A This is the monthly return showing the summary of monthly of the establishment / factory contribution and it 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 to this monthly return.
- g) Form No.5 & 10 These are the returns of employees who have become new members or who have left the service in the month. These returns are to be submitted to this office by the 15th of the following month, even when there is no change in staff position. In case of no change in the staff position "Nil" return should be submitted.

8. All the forms prescribed under the Employees' Provident Funds Scheme, 1952, the Employees' Family Pension Scheme 1971/Employees' Pension Scheme 1995 and the Employees' Deposit Linked Insurance of 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.

9. Regarding Family Pension Fund contribution, Employees' Pension contribution it should be separated from the Employees' Provident Fund contributions @ 9.37% and shown separately in the respective forms and remitted separately in Account No.10, from the month of 01/04/2007 onwards.

10. As regards E.P.F. and E.D.L.I. dues for the period from 01/04/2007 to onwards the arrears should be remitted on or before 15th of every month.

