



EMPLOYEES PROVIDENT FUND ORGANISATION  
REGIONAL OFFICE, DEHRADUN-  
VYOMPRASTH, KANWALI, G.M.S ROAD  
DEHRADUN-248002

NO: EPF/RO/DDN/UK/37169 / 54265

Dated 15/05/13

**M/S SHRI RAM KRISHAN ACADEMY  
NEHRUGRAM, P.O.-NEHRUGRAM  
DEHRADUN, U.K.**

Sub: Applicability of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Scheme Framed thereunder  
**M/S SHRI RAM KRISHAN ACADEMY, NEHRUGRAM, P.O.-NEHRUGRAM,  
DEHRADUN, U.K.**

On the basis of particulars furnished by you dated **26.04.2013** and on the basis of the records of your establishment conducted by the enforcement Officer and his report dated **10.05.2013** It is evident that:-

- Your establishment/factory viz **M/S SHRI RAM KRISHAN ACADEMY** is engaged in "School" which is an Industry specified in Schedule I/Class of establishment notified under Employee's Provident Funds and Miscellaneous Provision Act, 1952.
- That the said establishment/factory has employed **21 (Twenty One)** person on **10.03.2013**.
- The E.P.F and Misc. Provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishment together with head office and its branches/departments whether situated at the same place or different place/with effect from **10.03.13 u/s 1 (3) (b)** of Act ibid, subject to further verification of your records for the earlier periods.

With reference to your application dated ..... and Enforcement Officer report dated .....received for extension of E.P.F & MP Act 1952 under section 1(4) of the said Act, on a voluntary basis, the EPF code No. .... is hereby allotted to your establishment namely .....covering your establishment w.e.f..... pending issue of a notification by the Central Provident Fund Commissioner in exercise of the powers conferred on him by sub-section (4) of Section 1 of the E.P..F. & Misc. Provision Act 1952.

All the forms prescribed under the Employees Provident Fund Scheme, 1952 the Employee Pension Fund Scheme, 1995 and Deposit Liked Insurance Scheme, 1976, are available in the E.P.F.O, Regional Office, Dehra-dun and will be supplied free of cost on receipt of your indent.

The code no. **UK/37169** is allotted to your estt. for the purpose of making compliance with the various provision of the EPF Scheme 1952. Employee pension Scheme, 1995 and Deposit linked Insurance Scheme, 1976. This code no. should invariably be quoted in all the correspondence with office.

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

- 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.
- 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 rupees less than 50 paise to be ignored.
- For the purpose of calculation of 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 ignored.

Before paying the member his wages, you shall deduct the employee's contribution 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 single challan in the following manner:-

(a)	E.P.F. Contribution(Employee Contribution & Balance of Employee Contribution )	To be deposited in E.P.F. Account No- 1
(b)	Administrative Charges	To be deposited in E.P.F Account No -2
(c)	Enrpl . Pension contribution 8.33% of the total wages of the employees.	To be deposited in Employees' Family Pension A/C -10

*Employees' Provident Fund Organisation*

(UK/37169)

(M/S SHRI RAM KRISHAN ACADEMY)

Note:

- (i) The rate of administrative charges is 1.10% subject to a minimum of Rs 5/- w.e.f. 1.10.1986 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 deduction are not made from the member wages the employer will have to pay both the shares himself as the recovery of arrear contribution 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.

Besides making deposits in account number 1,2 and 10 as explained above you are also required to deposit. The contribution and adm. Charges in account no. 21 and 22 under the Employee Deposit Linked Insurance Scheme, 1976. In the manner indicated below within 15 days of the close of each month.

(1)	Deposited - Linked A/C-21	To this account will be deposited the contribution @0.5% which will be aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any payable to the employees by employer
(2)	Regional Insurance administrative A/C-22	To this account will be deposited the administration charges @.01% 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, subject of minimum of Rs. 2.00)

The deposited in the above accounts viz 1,2,10,21 and 22 are to be made by specified challan and triplicate copy of the challans as received from the bank, should be forwarded to this office, duly attached with form 12A (Revised) (explained below)

(i)	Form No.9 under EPF Scheme 1952 & EPS 1995	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/Estt. is covered under the Scheme.
(ii)	Form No-2 under the EPF Scheme 1952 and also under the EPS Scheme - 1995	These are to be obtained in duplicate from every member for submission to this office
(iii)	Form No .3-A	This is to be maintained at the factory/establishment in respect of every employee who is member in which the contributions paid to the P.F. are to be posted every month and later submit to this office within 30 days of the close of the financial year along with Form -6A
(iv)	Form No 6-A	This is the annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year along with form 3A ( last contribution to be shown for Feb. Payable in March each year)
(v)	Form 12-A	This is the monthly return of contributions and is to be submitted to this office by 25 <sup>th</sup> of every
(vi)	Form 5 & 10	These are the returns of employees who have become new members or have left the service in the month and are to be submitted to this office by the 25 <sup>th</sup> of following months.

The dues under the all three Schemes viz Employees Provident Fund, Employees Pension Fund and EDLI for the period from 10.03.2013 to 31.05.2013 should be remitted in stipulated time as per Para 38(1) of E.P.F scheme-1952.

In case the employees shown in form 9 were the members of the establishment 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 challan sent to this office. All the amount relation 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 an endorsed in favour of the Central Board of Trustees, Employees' Provident Fund, and Securities thus transferred should be sent to this office Cash on hand in relation to the Account of the Private Provident Fund should be remitted within 30 days from the date of receipt of this communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittance made in cash after the due date.

The receipt of this letter along with its enclosures may kindly be acknowledged.



(HARI KRISHAN)  
ASSISTANT PROVIDENT FUND COMMISSIONER

Copy to:

1. Area Enforcement Officer
2. Account Section
3. Damages Section

*Employees' Provident Fund Organisation*