

OFFICE OF THE REGIONAL COMMISSIONER
EMPLOYEES' PROVIDENT FUNDS
Tamil Nadu and Pondicherry States

20, ROYAPETTAH HIGH ROAD, MADRAS - 600 014.

By R. P. A. D.

No. ~~MS/35791~~ /TN/ MS/35791 / Regd/96

Dated the 16/2/96.

To

The Director,
M/s MA FOI Management Consultants Limited,
No. 19, Jayalakshmiapuram I Street,
(Office: Kothari Road) Madras 34.

Sir,

Sub: Applicability of the Employees' Provident Funds &
Miscellaneous Provisions Act., 1952 and the
Schemes framed thereunder to
M/s MA FOI Management Consultants Ltd, No 19,
Jayalakshmiapuram I street, Madras 34.
under section 1(3)(b) of the Act.

On the basis of particulars furnished by you on 27.1.96
and on the basis of the inspection of the records of your establishment conducted by the
Enforcement Officer on 29.1.96 it is evident that.

(a) Your establishment viz. M/s MA FOI Management Consultants Ltd, No 19,
Jayalakshmiapuram I Street, Madras 34
is engaged in 'Expert Services'
which is included in Schedule 1 / classes of establishments in Employees' Provident Funds and
Miscellaneous Provisions ACT, 1952.

(b) that the said establishment / factory has employed 39 persons on 7/95

(c) that it has completed the infancy period in terms of provisions of sec 16 (1) (d) of
the Employees' Provident Funds & Miscellaneous Provisions Act., 1952 of 3 years on
15.7.1995 therefore, the provisions of 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 at different places with effect from 1.3.1995
finally / provisionally, subject to further verification of your records for the earlier period

with reference to your application No. ----- dated ----- received by
extension of E.P.F. & Misc Provisions Act., 1952 under section 1 (4) of the said Act on a voluntary
basis a code No. is hereby allotted to your establishment namely M/s. -----
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 subsection (4) of section 1 of the E.P.F. & Misc Provisions Act. 1952.

2. The code No. TN/ MS/35791 ----- 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 Scheme framed thereunder namely E.P.F. Scheme, 1952, E.F. Pension Scheme 1971 and
Employees' Deposit Linked Insurance Scheme, 1976. This code No. Should invariably be quoted
in all the correspondence with this office.

3. The contribution payable by the employer shall be at the rate of $8\frac{1}{4}\%$ / 10% 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 whole month whether paid weekly fortnightly or monthly basis.
- (b) each contribution shall be calculated to the nearest rupees 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 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 employee's contributions from the 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 separate 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 *at 8/3* To be deposited in Employee's Family Pension A/c No.10 *w.e.f. 16.11.1995 onwa*

Note: (i) The rate of Administrative charges is 0.35% from 1-10-86 onwards (i.e.) payments made for the month of October, '86 in November, '86) subject to be minimum of Rs. 5/- on pay i.e. Basic wages, dearness allowance including cash value of any food concession and retaining allowance, if any. The rate of administrative charges was 0.37% of pay prior to 1-10-86 subject to a minimum of Rs. 5/- with effect from 1-12-1978

- (ii) it may be noted that if timely deduction are not made from the member's wages, the employer will have to pay both the shares himself, as the recovery of arrears contributions 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.
- (iii) The Family Pension Scheme will be applicable from prospective date i.e. 1st of the month of issue of this coverage notice

5. Besides making deposits in account numbers 1, 2 and 10 as explained above you are also required to deposit the contributions and adm. charges in Account No. 21 and 22 under the Employees' Deposit linked Insurance Scheme, 1976, in the manner indicated below with 15 days of the close of each month

- (a) Deposit-Linked Insurance Fund A/c. No. 21 To this account will be deposited the contributions @ 0.5% which will be the aggregate of the basic wages, dearness allowance including cash value of the food concession and retaining allowance if any payable to the employees by an employer.

with effect from 16.11.95, (@ 8 1/3 % on total wages, D.A etc) the employers Share of contribution may be remitted in Account Number X with effect from 16/11/95.

As regards E.P.F. and E.D.L.I. dues for the period from 1.8.1995 to 31.1.96 the arrears should be remitted on or before 29.2.96

11. In case, the Employees shown in Form 9 were the members of the establishments, 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 amounts relating to the Provident Fund accumulations lying invested in securities should be transferred to the E.P.F. within 1 month by having the securities transferred to the endorsed in favour of the Central Board '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 on hand in relation to the accounts of the private Provident Fund should be remitted within 10 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 remittances made in each after the due date.

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

R. KUMARAPPAN,
Assistant P. F. Commissioner,

Sd/-
Regional Provident Fund Commissioner,
TAMILNADU.

Encls.
16/12/96

1. Instructions regarding implementation of the employees' Provident Fund Scheme 1971, and Employees' Family Pension Scheme 1971, and Employees' Deposit Linked Insurance Scheme, 1976.
2. Instructions regarding allotment of Account Nos.
3. Instructions regarding transfer of previous Provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund contributions, Family Pension contributions and Deposit Linked Insurance Contributions.
5. Form 6A (in triplicate)

Copy to :

1. The Provident Fund Officer / Enforcement Officer / Shri / Smt M.T.K SWAMY
MADRAS V. DIVISION for watching compliance He/She is requested to obtain 6-A in duplicate in respect of the establishment immediately.
STATISTICAL CELL.

2. Accounts Branch / Sub Regional Office. (It is understood that this factory/ establishment have / has no previous Provident Fund accumulation to transfer to E.P.F. This may please be noted in the contributions Register maintained in the Group with suitable remarks).
E.S.I.C MADRAS 34.

3. Inspection Branch Section, along with a set of coverage papers

Note : No. of Employees 39 in 7/95

No. of Probable Subscribers 39 in 7/95.

FORWARDED / BY ORDER

HEAD CLERK