



ಕಾರ್ಮಿಕರ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಘಟನೆ, ಬೆಂಗಳೂರು - 560 025

ಕರ್ಮಚಾರಿ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಘಟನೆ, ಕ್ಷೇತ್ರೀಯ ಕಾರ್ಯಾಲಯ, ಬೆಂಗಳೂರು - 560 025

EMPLOYEES' PROVIDENT FUND ORGANISATION

Sub Accounts Office, Whitefield, K.R. Puram, Bangalore - 560 036.

No. KN/BN/ SAO /KRP/ENF/KN/35450/ \ 03 / 2003-04

To,

Date : 18.9.2003

Shri M/s. Infant's Travels (P) Ltd.
No. 5, Subedar Garden,
Krishna Temple Road,
Indiranagar, Bangalore - 560038.

26.9.03

Sir.

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

M/s. Infant's Travels (P) Ltd.

On the basis of particulars furnished by you on 17.9.2003
it is evident that :

(a) Your establishment/factory viz. M/s. Infants Travels (P) Ltd. is engaged in travel agencies engaged in * which is included in Schedule I /classes of * travel arrangements in Employees' Provident Funds and Miscellaneous Provisions Act 1952.

(b) that the said establishment / factory has employed 31 persons persons on 1.7.2003

(c) that it has completed the infancy period in terms of provisions of Sec. 16(1)(b) to the Employees' Provident Fund & Miscellaneous Provisions Act. 1952, of 5/3 years on
Therefore, the provisions of E.P.F. & Misc. Provisions Act 1952, and the schemes framed thereunder are applicable to your above mentioned establishment together with head office and its branches/departments whether situated at the same place or at different places with effect from 1.7.2003
subject to further verification of your records for the earlier period.

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

(2) The Code No. KN/ 35450 is allotted to your establishment 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 Employees' Deposit Linked Insurance Scheme 1976. This Code number should be invariably quoted in all the correspondence with this office.

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 concessions and retaining allowance, if any payable to each employee every month). The contribution payable by the employees 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 on 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

(3) Before Paying the member's 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 Account of the Fund maintained by the State Bank of India by combined challan in the following manner :

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| (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) Employees' Pension Fund Contribution | : | To be deposited in Employees' Pension Fund A/c. No. 10 |

Note : (i) The rate of administrative charges is 1.1% subject to a minimum of Rs. 5/- w.e.f. 1-8-98 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 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 Pension Scheme is be applicable to every member of the fund.

(iv) Please see page No.4 for details of contribution.

(4) 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 within 15 days of the close of each month.

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| (i) Deposit Linked Insurance Fund Account No. 21 | In this account will be deposited the contribution at 0.5% which will be the aggregate of the basic wages, dearness allowance including and retaining allowance if any, payable to the employees by an employer. |
| (ii) Regional Insurance Fund Administrative A/c. No. 22 | To this account will be deposited the administration charges at the rate of 0.01% 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. |

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

You are required to maintain/forward the following returns :

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| (i) From No. 9 under the E.P.F. Scheme 1952. | 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/establishments is covered under the scheme. |
| (ii) Form No. 2 under the E.P.F. Scheme 1952 and also under the Employees' Pension Scheme, 1995 | These are to be obtained in duplicate from every member for submission to this office. |
| (iii) Form 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 the annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year (i.e. 30th April) along with Form 3-A |