

Recd. Dt 15/5/07

REGIONAL OFFICE HARYANA
EMPLOYEES, STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: SECTOR-16: FARIDABAD

REGD. A.D.
FORM C-11

NO. 13/40040/67 (72)

Dated: 10/5/07

TO,
M/s. Cantech Engineers
14/7 Mathura Road Sec-3
Faridabad

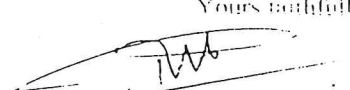
Sh. S.K Chaturvedy
R/o - 304/5A Charmwood Village
Surajkund Faridabad

Sub: Implementation of the E.S.I. Act, 1948-Registration of Employees, and Factories/Establishment under section 2(12)/1(5) of the E.S.I Act, 1948 as amended.

Dear Sir,

1. I have to inform that Section 1(3) of ESI Act, the Central Government has vide Notification No S.O-637 dated 22.2.66 made the provisions of the Act, applicable to all factories covered under the Act, with in the area Faridabad.
2. I have further to inform you that the appropriate Government has extended the provisions of the Act to other establishment under section 1(5) of the ESI Act with effect from 27.2.66 vide notification no 3077.5.Lab.75/9070 dated 25.4.76
3. Under Section 2A of the Act, such a Factory Establishment is required to register itself under the Act, and Chapter IV thereof casts a responsibility on the Principal Employer thereof to Insure its employees and to pay contribution in respect of such employees covered under the Act.
4. On the basis of the particulars in respect of your Factory/Establishment submitted by you the report of the Inspection conducted by the Insurance Inspector/Branch Manager of your Factory/Establishment on 07.03.2007 your Factory Establishment falls within the previews of Section 2(12)/1(5) of the Act, w.e.f 01.02.2007(P) in case however, subsequent facts reveal that your factory/Establishment was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act, from such earlier date.
5. You are requested to take immediate steps for registration of your employees filling in Declaration Forms and payment of contribution, maintenance of records etc. from the date of coverage of your Factory/Establishment under the Act.
6. For the sake of convenience your Establishment has been allotted Code No. 13/40040/67 which may kindly be used in all communications sent to this office and all forms at the places indicated for the purpose. The Branch Office of the Corporation situated at Sect-27B, FBD has been instructed to render necessary assistance to you in connection with registration of your employees, in case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme, you are requested to contact the Manager of the above Local Office who will render necessary help in the matter.
7. It is requested that publicity may kindly be given to lists of Insurance Medical Practitioners/State Insurance Dispensaries, in your Factory/Establishment to enable your employees to choose their State Insurance Dispensaries/Insurance Medical Practitioners Required from etc. may please be collected from the Local Office mentioned above to which all your employees will also be attached.
8. A list of Bank Branches who are authorized to accept ESI contribution is enclosed. You may kindly choose one of these branches convenient to you under intimation to this office and to the concerned branch of the State Bank of India and deposit the ESI dues in the Branch only. In case no intimation is received within 15 days of the receipt of this letter the amount of contribution deposit in one of the specified branch would be considered as Nominated Branch for your Factory/Establishment.
9. The Corporation Officials would be pleased to render all necessary and possible assistance to you in discharging your duties and obligations under the ESI Act, 1948 and I am confident of prompt and timely compliance with the provisions of the ESI Act, and Regulations on your part.
10. As per Regulation 10-C, the employer in respect of factory/Establishment to which the Act applies and to whom a code no. has been allotted, shall furnish to the appropriate Regional Office/Divisional Office by 31st January of every year a return in Form-01-A

Yours faithfully,


FOR REGIONAL DIRECTOR

1. Insurance Inspector Faridabad Please check complete records & recommend FDC within three months.
2. Branch Manager - Sect-27B, FBD.
3. Registration Branch/Inspection Branch.
4. Benefit Branch.
5. EPF OFFICE, Sector-15-A, Faridabad.
6. Ledger section) No. of employees according to Survey Report/Form 01) 10

FOR REGIONAL DIRECTOR

SPEED POST



EMPLOYEES PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. Of India)
Bhavishya Nidhi Bhawan, Behind Fire Station, Sector 15A,
Regional Office, Faridabad-121007(HARYANA)

Ref. No. COMP-I/COV./HR/FBD/14160 | 7465

Date... 11-2-10

To

✓
M/s Cantech Engineers,
12/6 Dayal Nagar Road,
Gurukul Ind. Estate P.O.Amar Nagar,
Faridabad

Sub; Applicability of the Employees' Provident Funds & Miscellaneous Provision Act. 1952 and the Schemes framed there under to M/s Cantech Engineers

Dear Sir,

On the basis of particulars furnished by you on **03/02/2010** and on the basis of the inspection of the record of your establishment conducted by the Enforcement Officer on **05.02.2010**, It is evident that:

Your establishment/factory viz M/s Cantech Engineers is engaged in **EM & GEP** which is included in schedule-I /classes of establishment in Employees' Provident Funds & Miscellaneous Provision Act. 1952.

- (a) That the said establishment/factory has employed **38 person on 01/01/2010**.
- (b) Your above named establishment together with Head Office and its branches/department whether situated at the same place or at deferent place covered **w.e.f. 01/01/2010** provisionally, subject to further verification of your records for the earlier period.

With reference to your application no dated **03/02/2010**..... you are hereby allotted code no. **HR/..14160**..... on Administrative ground/ ^{under} Section **2A** being a unit of **Code No.DL/26101**. 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 to will not be waived off.)

The code No. **HR/14160** is allotted to your establishment for purpose making compliance with the various provisions of Employees' Provident Funds & Miscellaneous Provision Act. 1952 and the Schemes framed there under namely EPF Scheme, 1952, Employees Pension Scheme, 1995 and Deposit linked insurance scheme, 1976. This code No. should invariably be quoted in all the correspondence with this office.

The contribution payable by the employer shall be @ 12% of the basic wages, Dearness Allowances(including cash value of food concession) and retaining allowances, if any payable to each employee every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.

1. 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.
2. 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 than 50 paise to be ignored.
3. For the purpose of calculation of contribution the wages may be rounded off to the nearest i.e. 50 paise or more being taken as one rupee and less than 50 paise ignored.

Before paying the wages to the employees you shall deduct the employees' share of compulsory 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 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 A/c 1
(b) Administrative Charge	To be deposited in E.P A/c 2
(c) E.P.S.	To be deposited in E.P A/c 10

Note:-

- (i) The rate of administrative charge @ 1.10% w.e.f. 01/08/1998 of pay basic wages, dearness allowance including cash value of food concession and retaining allowance, if any Subject to a minimum of Rs.5/- Per Month.
 - (ii) It may be noted that if timely deduction are not made from the members 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 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 1995 will be applicable from the prospective date of coverage.
- Beside 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 A/c 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 Linked Insurance Fund A/c No.21**:-To this account contributions will be deposited @ 0.5% aggregate the basic wages, dearness allowance including cash value of food concessional and retaining allowance if any, payable to the employee by employer.

(2) **Deposit Linked Insurance Fund A/c No.22**:-To this account contributions will be deposited @ 0.01% aggregate the basic wages, dearness allowance including cash value of food concessional and retaining allowance if any, payable to the employee by employer subject to a minimum of Rs.2/-P.M prior to the rate was 0.1%.

The deposit in the above account, viz.1,2,10,21 and 22 are to be made by combined challans and triplicate copies of the challans as received from the bank, should be forwarded to this office duly attached with Form to 12A (Revised) (explained below)

You are required to maintain/forward the following returns :

- (i) **Form No. 9 Revised under the EPF 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 Act & Scheme.
- (ii) **Form No. 2 under the EPF 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 within 30 days of the close of the financial year alongwith from 3A ((Last contribution to be for Feb. payable in March every year.)
- (vi) **Form No. 12-A**:- 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 members 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

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Scheme, 1976 are available in the P.F. Office and will be supplied free of cost on receipt of your indent. The Speciman of forms are enclosed.

Regarding Employees' Pension Fund contributions, it should be separated from the Employee's Provident Fund Contributions and shown separately in the respective Forms and remitted separately in Account No. 10 from the month of 01/2010 onwards.

As regards EPF and EDLI dues for the period from 01/2010 onwards 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 EPF Account No. 1 through the prescribed challans and the triplicate copy of the challans sent to this office. All the amount relating to the Provident Fund accumulations lying invested in securities should be transferred to the EPF within 30 days 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 in hand in relation to the Accounts of the Private Provident Fund should be remitted within 10 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



(S.S. ARORA)
Assistant P.F. Commissioner

Copy to:

1. The Enforcement Officer **Shri K.S. Chauhan**, for watching compliance. He is requested to obtain 5-A in duplicate in respect of the establishment immediately. He is also advised to finalize the coverage within 45 days as per instruction contained in CPFC's circular no. E-72/11(28)80/PN dated 6.6.81.
2. Account Branch III for taking further necessary action.
3. Regional Director, ESIC, Regional Office, Sector-16, Faridabad.

(S.S. ARORA)
Assistant P.F. Commissioner