



EMPLOYEES' PROVIDENT FUND ORGANISATION

कर्मचारी भविष्य निधि संगठन / कर्मचारी भविष्य निधि संगठन

Regional Office : Ahmedabad (Ministry of Labour, Govt. of India)
"Bhavishyanidhi Bhavan", Nr. R.B.I., Income Tax, Ashram Road, Ahmedabad-380 014.

No. GJ / AHD 57377 / ENF 1/T-11/1741

Dated 28/11/2011
By RPAO

To,

M/s Riddhi Corporate Services Pvt Ltd
Gr 2, H.K. Complex, Dhasanvada Desai Road
Bhatva, Vasna
Ahmedabad, 380007

Subject : Employees' Provident Funds and Miscellaneous Provision Act, 1952
and the Scheme framed thereunder - Allotment of Code Number.

Sirs,

- Your factory / establishment with all its branches and departments is brought within the purview of the Employees' Provident Funds and Miscellaneous Provision Act, 1952 and the Schemes framed thereunder with effect from 01/11/2011. The information made available by you and the inquiry made by area enforcement Officer reveals that :
 - Your factory is engaged in _____ one of the Industries specified in Schedule I, to which the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 is applicable under Section 1 (3) (a) of the Act.
 - Yours is an establishment classified as I.T. to which the Employees' Provident Funds and Miscellaneous Provisions Funds Act, 1952 has been made applicable by the Government of India by a Notification issued under Section 1(3) (b) of the Act.
 - The activities carried on by your establishment / factory is neither a specified industry in schedule I nor the class of establishment under Section 1 (3) (b) for the Act. Your establishment / factory is therefore held as non-specified.
 - This number is allotted with reference to your application No. _____ dated _____ received for extension for employees' Provident Funds and Miscellaneous Provisions Act, 1952 under Section 1 (4) of the Act, on a voluntary basis. Code Number allotted to your establishment is GJ / AHD / _____ with effect from _____. Pending issue of a Notification by Additional Central Provident Fund Commissioner (WZ), Mumbai.
- The Code No. GJ / AHD / 57377 is allotted to your establishment for the purpose of making compliance the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder. This code number should invariably be quoted in all the correspondence with this office.
- You are required to implement the provisions of the Employees' Provident Fund Scheme w.e.f. 01/11/2011 Pension Scheme w.e.f. 01/11/2011 and Deposit Linked Insurance Scheme, w.e.f. 01/11/2011 if not already done.

INSPECTION NOTE BOOK

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|---|------------------|
| 1. Name of the E.O. | 2. Date of Visit |
| 3. Period for which account are checked | 4. Observations |

Employer should report the compliance on the Enforcement Officer's remarks within 15 days unless otherwise noted in the inspection book by the Enforcement officer.

13. It is important to ensure that the amount due is paid within the prescribed time limit. Delayed remittances are dealt in the manner as provided under Section 14-B of Employees' Provident Fund and Miscellaneous Provisions Act, 1952. Besides, prosecution could also be launched for non-payment of fees and for non submission of Returns. Also action under Section 406/409 of I.P.C. can be initiated for non payment of employees share of cont. deducted but not paid.
14. Individuals working in the Head Office / Branch of an establishment (factory / nonfactory) doing the job of Maintenance of accounts, sale and purchase which are incidental to manufacturing activity, are also coverable by virtue of Section 2-A of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. You are, therefore, requested to furnish the names and detailed address of such Branches or Departments of Head Office within 15 days. If any have no such Department or branches, sales office etc. a "NIL" report may be sent to this office.
15. If any Provident Fund exist in your factory / establishment. Please transfer, to the Employees' Provident Fund, all accumulation standing to the Credit of the covered employees' as required by Section 15 of the Act and Para 28 of the Employees' Provident Fund Scheme within 10 days from the date the Act has become applicable to you. If you have no Provident Fund in existence, please send a "NIL" report.
16. Please also submit Return in Form No. 5-A (Revised) (Specimen enclosed) showing the particulars of ownership immediately.
17. Copies of instructions issued by this office from time to time are sent separately for guidance.
18. Please acknowledge receipt of the communication.

Yours faithfully,

Encd. :

- (1) Sample copy of Challans
- (2) Form No. 5-A

REGIONAL PROVIDENT FUND COMMISSIONER
REGIONAL OFFICE, AHMEDABAD.

Copy to :

1. Section Supervisor, A/c. Gr. 35 Through Coordination Section to watch the compliance.
 - (a) The maximum number of employees in the factory are 20
 - (b) If the establishment fails to comply with the Provisions, default may be intimated to Enf. Section immediately.
2. Sent Shri P. R. George Rajan Enforcement officer with reference to his Report dated _____ for information and necessary action. He is advised to visit the establishment and accord necessary guidance to the employer in the matter of complying with the statutory provisions. He should also submit his recommendations for finalising the coverage of this establishment within 3 months. Subject to Verification of records prior to initiation
3. Damages

ASST. PROVIDENT FUND COMMISSIONER
FOR, REGIONAL PROVIDENT FUND COMMISSIONER
REGIONAL OFFICE, AHMEDABAD.