







7. अग्रतः रकम रु. 1, 2, 10, 21, अथवा 22 के लिए अलग-अलग फॉर्म भेजना होंगे। इन फॉर्मों में (अनुसूची में देखें) के साथ-साथ एक प्रमाण पत्र भी भेजना होगा।  
 7. The deposit in the above Account viz. No. 1, 2, 10, 21 and 22 are to be made by separate challan and a copy of the challan as received by the Bank may be forwarded to this office duly attached with form 12-A (explained below)

8. अथवा निम्नलिखित फॉर्मों को भेजना/भरण करना है।  
 8. You are required to maintain/forward the following returns.

1. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (i) Form No. 9 under the EPF Scheme 1952 and Form No. 3 (FPF) under the F. P. F. Scheme, 1971.  
 2. कर्मचारी व. नि. योजना 1942 तथा क. व. नि. योजना 1971 के अंतर्गत अथवा रु. 2  
 (ii) Form No. 2 under the EPF Scheme, 1952 and also under F. P. F. Scheme, 1971.  
 3. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (iii) Form No. 5-A. This is to be submitted to this office. Any subsequent change in ownership is also to be notified to this office through this form.  
 4. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (v) Form No. 6-A. This is the annual return of contributions and is to be submitted to this office within 30 days of the close of the financial year.  
 6. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (vii) Form Nos. 5 and 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 25th.

1. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (i) Form No. 9 under the EPF Scheme 1952 and Form No. 3 (FPF) under the F. P. F. Scheme, 1971.  
 2. कर्मचारी व. नि. योजना 1942 तथा क. व. नि. योजना 1971 के अंतर्गत अथवा रु. 2  
 (ii) Form No. 2 under the EPF Scheme, 1952 and also under F. P. F. Scheme, 1971.  
 3. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (iii) Form No. 5-A. This is to be submitted to this office. Any subsequent change in ownership is also to be notified to this office through this form.  
 4. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (v) Form No. 6-A. This is the annual return of contributions and is to be submitted to this office within 30 days of the close of the financial year.  
 6. क. व. नि. योजना 1952 के अंतर्गत अथवा 9 व. व. योजना 1971 के अंतर्गत अथवा रु. 3 (क. व. नि.)  
 (vii) Form Nos. 5 and 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 25th.

9. All the forms prescribed under the Employees' Provident Funds Scheme, the Family Pension Fund Scheme and the Deposit Linked Insurance Scheme, 1976 are available in the Provident Fund Inspector's Office and will be supplied on receipt of your indent. A summary of the various forms prescribed under the Scheme is given as Annexure 'A'. A ready reckoner is also enclosed.

10. Besides, you should take a declaration in form No. 11 from every employee who is taken in employment to ascertain as to whether or not he was already a member of the Provident Fund Scheme.

11. An inspection book for recording his observations may also be maintained and produced to the Provident Fund Inspector for recording his observations :

(1) Name of the Provident Fund Inspector .....  
 (2) Date of visit .....  
 (3) Observations-.....  
 (4) Remarks for which the forms are checked .....

12. As stated in para. 2 above, the code number allotted to your factory/establishment is MH/..... The account number of the individual members will be suffixed by the serial numbers in which they appear in Form No. 9, Form No. 3, (F.P.F.). Thus the Account number of individual members will be MH/...../1, MH/...../2, MH/...../3, and so on. An account number once allotted to a member should in no case be allotted to another member, even though the member bearing Account number may have left your establishment.

