



OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER
REGIONAL OFFICE,
24, PATTO PLAZA, PANAJI, GOA.

NO. Goa/PF/Enf./App/12433/2608

Date : 19/1/09

To,
M/s. Tajstats Air Catering Ltd,
Plot No. 215, Opp. Naval Stores Depot,
Alto Dabolim
Dabolim - Goa.

Sub :- Employees' Provident Fund and Miscellaneous Provisions Act 1952 and the Schemes framed there under - Allotment of code number.

Sir,

Your factory/establishment with all the branches and departments is brought Within the purview of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder with effect from 1.4.2008. The information made available reveals that :-

(i) Your factory is engaged in Restaurant 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) of the Act.

(ii) Yours is an establishment classified as Restaurant to which the Employees' Provident Fund and Miscellaneous Provisions Act '1952 has been made applicable by the Government of India by notification issued under section 1(3)b of the Act.

1-A The coverage is provisional on the basis of enquireis made/information available and is likely to be p()ned subject to further verification of records for prior periods.

1-B With reference to your application No. _____ dated _____ received for extension of Employees' Provident Fund and Miscellaneous Provisions Act 1952 under section 1(4) of the Act, on a voluntary basis, a code number is hereby allotted to your establishment namely Goa/_____ provisionally covering your establishment with effect from _____ pending issue of a notification by the Govt. of India in exercise of the power conferred them by sub section (4) of section 1 of the Employees' Provident Funds and Miscellaneous revisions Act 1952

1-C The code No. Goal 12433 is allotted to you for the purpose of making compliance with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act 1952 and the Scheme framed there under. This code number should invariably be quoted in all the correspondence with this office.

2. You are required to implement the provisions of the Employees' Provident Fund Scheme w. e. f. 1.4.2008 Family/Employees' Pension Scheme w.e.f. 1.4.2008 and Deposit Linked Insurance Scheme w. e. f. 1.4.2008 if not already done.

3. As provided in para 26 of the Employees' Provident Fund Scheme 1952 an employee working in or in connection with the work of the factory/establishment shall be eligible for membership of the fund.

4. (1) The contributions payable by the employer shall be at the rate 6 1/4%, 8% upto 31.7.98 and thereafter 8 1/3%, 10% and on employing more than 19 employees 12% w.e. f. 22.9.97 of basic wages, dearness allowance (including cash value of 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.

(ii) The contributions shall be calculated on the basic wages dearness allowance etc. actually drawn during the whole month whether paid on daily, weekly fortnight or monthly basis.

(iii) For the purpose of calculation of contributions 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.

(iv) The employer shall in the first instance pay both contributions payable by himself and also on behalf of the member.

(v) In respect of employees employed by or through a contractor. The contractor shall recover the contributions payable by such employees and shall pay to the principal employer the amount of member's contribution so deducted together with an equal amount of contributions and administrative charges.

(vi) It shall be the responsibility of the principal employer to pay both the contributions payable by himself in respect of employees engaged by him and also in respect of employees employed by or through a contractor and also administrative charges.

5. Before paying the member his wages, you shall deduct the employees' contributions from his wages which together with your own contributions and administrative charges shall within 15 days from the close of every month be paid in the accounts of the Funds maintained by the State Bank of India, by separate challans in the following manner:

- | | |
|--|--|
| (a) P.F. Contributions (employees' Share) Employer share over over and above 8 1/3%. | - To be deposited in E.P.F. Account I. |
| (b) Administrative Charges | - To be deposited in E. P. F. Account II. |
| (c) Employees' Pension | - To be deposited in the E. P. S account X |

1. Note : The rate of administrative charges is 0.373 of pay i.e. basic wages, dearness allowances including cash value of any food concession and retaining allowances if any upto 9/86 and thereafter 0.65% w.e.f. 1.10.86. @ 1.10% w.e.f. 1.8.98

2. Note : On your employing 50 or more than 50 persons on any day you will be liable to pay contributions 8 % upto 3 1.7.88, 8 1/3% w. e. f. 1.8.88 to 3 1.5.89, 10% w.e.f. 1.6.89 and on employing 20 persons to pay contribution 10% w.e.f. 1.5.97 and 12% w.e.f. 22.9.97.

(ii) It may be noted that if timely deductions are not made from the member wages, the employer will have to pay both the shares himself as the recovery of arrears contributions for back period from the subsequent wages of the employees is prohibited.

(iii) You have to deposit the total P.F. contributions of the eligible employees for all past month namely from _____ To _____ into the respective accounts within 30 days from the date of this letter.

(iv) The relevant challans for the purpose of remittances of can be had from any branch of the States Bank of India.

6. Besides making deposits in Account No. 1,2 and 10 (as explained above), you are required to deposit the amounts in Account Nos. 21 and 22 under Employees deposit

Linked Insurance Scheme, 1976 in the manner indicated below within 15 days of the class of each month.

- (i) Deposit linked Insurance Fund Account No. 21 ————
To this account will be deposited the contributions 0.5% which will be aggregated of the basic wages, dearness allowances (including cash value of food concession) and retaining allowance, if any, payable to the employee by the employer.
- (ii) Regional Insurance Fund Administration Account No. 22 ————
To this Account be deposited the administrative charges 0.01% which will be the aggregated of the basic wages, Dearness allowance (including the cash value of food concession) and retaining allowance if any payable to employees by employer.

7. the deposit in the above account viz. 1,2,10,21 and 22 are to be made by separate challans and a copy of the challans as receipted by the bank may be forwarded to this office duly attached with form 12-A (explained below).

8. You are required to maintain/forward the following returns

- (i) Form No. 9 under the EPF and Form No.2 EPS under the E.P.F. 1995 - These are to submitted to this office once in respect of those employees who are required or entitled to become members on the date of the factory/Estt. is covered under the Scheme.
- (ii) Form No.2 under the EPS Scheme 1952 and also under EPS Scheme 1995. - These are to obtained in duplicate from every member for submission to this office.
- (iii) Form No. 5-A - This is to be submitted to this office if any subsequent change in ownership is also to be notified to this office through this form.
- (iv) Form 3-A - This is to maintained at the factory/Estt. in respect of every employee who is a member.
- (v) Form 6-A - This is the annual return of contributions and is to be submitted to this office within 30 days of the close of financial year.
- (vi) Form No. 12-A - This is the monthly return of contributions and is to submitted to this office by 25th. Copies of the challan in support of the deposit made in the State Bank of India should be attached with this.
- (vii) Form Nos 5 and 10 - These are the returns of employees who have become new members of have left the service in the month and are to submitted to this office by 25th.

9. All the forms prescribed under the Employees Provident Fund Scheme, the Family/Employees 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 various forms prescribed under the Scheme is given as Annexure 'A'.

10. Besides, you should also take a declaration in Form No. 11 from every employee who is taken in

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

- (i) Name of the Provident Fund Inspector _____
- (ii) Period for which accounts are checked _____
- (iii) Date of visit _____
- (iv) Observation _____

12. As stated in para 2 above, the Code Number allotted to your factory/Estt is MH/GOA/ 12433 the account number of the individual will be suffixed by the serial Nos in which they appear in form No. 9, form No. 3, EPS thus the Account No. of the individual members will be MH/GOA/ 12433 /1, MH/GOA/ 12433 /2MH/GOA/ 12433 /3 _____ and so on. An account No. once allotted to a member should be in no case allotted to another member, even though the member bearing account No may have left your establishment.

13. It is important to ensure that the amount due to the fund is paid within the prescribe time limit, Delayed payments are liable to damages upto 100% of the arrears as provide in Section 14-B of the Employees Provident Fund & Misc. Provisions Act, 1952.

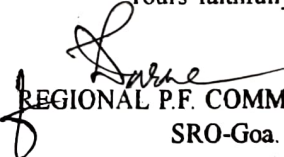
14. Besides, Prosecution could also lie for Non - payment of dues and for Non - submission of returns.

15. An Inspector of this office will be visting your estt. You are requested to please afford him necessary Co-operation. However, if you experience any difficulty or desire any guidance, you may please write to this office of the Provident Fund Inspector whose address is given below :-

Provident Fund Inspector

Please acknowledge receipt of this communication.

Yours faithfully,


REGIONAL P.F. COMMISSIONER
SRO-Goa.

INSTRUCTION REGARDING ALLOTMENT OF ACCOUNT NUMBER

The Employees' subscriber's account number will be running the number under the Code Number of the factory/Estt. Each Factory/ Establishment having serial of its own and as many numbers in the serial as there are subscribers to the Fund. The running numbers prefixed with Code number of the factory/establishment will be full provident Fund Account Number of the Employees/subscriber concerned. For example, if there are 52 subscribers in a Factory/Establishment therer full Provident Fund Account Number will be GOA/102/1GOA/102/2 and so on till GOA/102/52 where GOA/102 denotes the unalternate factory/Estt. Code Number and the running numerical number denoteds the Account Number allotted to each subscriber, like the Code number, the account number, once allotted to each subscriber will not be changed when he quits service and his account is closed, the number of the closed account will be left blank and will not be allotted to any new member. On transfer of aa subscriber from one factory/Estt. in which he was last employed will become inoperative and will not be re-alloted to any one. The account number of each subscriber must be quoted in all correspondence between the Regional P.F. Commissioner and Factory/Establishment and vice versa.