EMPLOYEES' PROVIDENT FUND ORGANISATION

SUB-REGIONAL OFFICE

Nidhi Bhawan, Sector-5, Opp. Medical College, Jagriti Vihar, Meerut-250 006

No 92077 SRO/MRT/Coverage/U.P./ 44653 Date 5/6/08 Regd/AD

M/s Mary & Jesus Convent School
Mandori P.O. Seohara
Distt. Bijnor (U.P.)

Sub : Applicability of the Employees Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to M/s. Mary & Jesus Convent School

Sir, Mandori P.O. Seohara Distt - Bijnor (U.P.)

On the basis of particulars furnished by you on 04-06-08 and the inspection of the records of your establishment conducted by the provident Fund inspector on dated 04-06-08 it is evinent that

(a) M/s. Mary & Jesus Convent School is engaged in School which is include in Schedule 1/classess of establishments in Employees' Provident Funds and Miscellaneous Provisions Act 1952. The establishment/factory has employed 20 employed persons on 01-04-08

(b) **The provisions of the E.P.F. and Misc. Provisons Act. 1952 and the Scheme framed thereunder are applicable your above named establishment together with head office and its branches/departments whether situated at the same place or at different places with effect from dt.** 01-04-08 **finally/provisionally. Subject to further verification of your records for the earlier period. With reference to your application No.** _____ **dt.** _____ **received for extension of E.P.F. & Misc. provision Act. 1952 under Section 1(4) of said Act. on a Voluntary basis a code No. U.P.** _____ **is hereby allotted to your establishment namely** _____ **provisionally covering your establishment with effect from** _____ **pending issue of a notification by the Government of India in exercise of the powers conferred on them by sub section (4) of section 1 of the E.P.F. & Misc. Provisions Act. 1952**

2 The Code No. U.P. 44653 is allotted to your estt. for the purpose of making compliances with the various provisions of the E.P.F. & Misc. Provision Act. 1952 and The Schemes framed thereunder namely E.P.F. Scheme, 1952, Employee's Pension Scheme, 1995 and Deposit Linked Insurance Scheme, 1976. This code No. should invariable be quoted in all correspondences with this office.

3 The contribution payable by the employer shall be at the rate of 12% of basic wages, dearness allowance including cash value of any 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. It will be deposited in A/c No. 1 and 8.33% of the basic wages will be deposited in A/c No. 10 as employees pension contribution from contribution of the employer's share.

(a) The Contribution shall be calculated on the basis of the wages, dearness allowance etc. payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.

(b) 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 ignored.

4 Before paying the member his wages, you shall deduct the employee's 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 separate challans in the following manner.

(a) E.P.F. Contribution — To be deposited in E.P.F. A/c No. 1
(c) Administrative charges — To be deposited in E.P.F. A/c No. 2
(c) E. Pension contribution — To be deposited in Employees Pension A/c No. 10

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Note:

(1) The rate of administrative charges 1.10% 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 rataining allwance, if any.

(2) It may be noted that if timely deductions are not made from the members wages, the employer will have to pay both the shares himself as the recovery of arrear contribution 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 toaccidental mistake of clerical error

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