

(vi) Form No, 12-A

( 3 )

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 member 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 Employees' Provident Funds Scheme, 1952, the Family Pension Fund Scheme, 1971, and the Deposit Linked Insurance 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 inclosed,

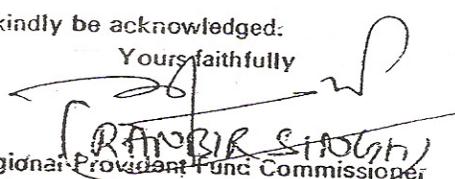
Regarding Family Pension Fund contributions, it should be separated from the Employee's Provident Fund Contributions and shown separately in the respective Forms and remitted separately in Account No, 10, from the month of 22-9-97 onwards.

As regards E.P.F. and E.D.L.I. dues for the period from 22-9-97 to 31-98 arrears should be remitted on or before 15-2-98

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 E.P.F. Account No, 1 through the prescribed challans and the triplicate copy of the challans sent to this office. All the amounts relating to the Provident Fund accumulations lying invested in securities should be transferred to the E.P.F. within four months 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 on hand in relation to the Accounts of the Private Provident Fund should be remitted within 30 days from the receipt of this communication, falling 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

  
Regional Provident Fund Commissioner

Encis :

1. Instructions regarding implementation of the Employees' Provident Fund Scheme, employees' Family Pension Scheme, and Employees' Deposit Linked Insurance Scheme.
2. Instructions regarding allotment of Account Nos.
3. Instructions regarding transfer of Provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund contributions, Family Pension contribution and Deposit Linked Insurance Contributions.
5. Form 5A (in triplicate).

Copy to :

1. The Enforcement Officer Shri/Smt. \_\_\_\_\_ for watching compliance. He/She is requested to obtain 5-A in duplicate in respect of the establishment immediately. He/She is advised to finalise the coverage within 45 days as per instructions contained in CPFC's circular No. E-72/11(28) 80/PN dated 6-6-81.
2. Accounts Branch (Nehru Place/Gupta Complex.) (It is understood that this factory/establishment has/has no previous Provident Fund accumulations to transfer to E.P.F. This may please be noted in the contributions Register maintained in the Group with suitable remarks).
3. Enforcement Branch \_\_\_\_\_ Section.
4. File No. E/DL/ \_\_\_\_\_
5. R.P.F.C. \_\_\_\_\_ with reference to their letter No. \_\_\_\_\_ dated \_\_\_\_\_ for information and necessary action.