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OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER
ANDHRA PRADESH, Bhavishyanidhi Bhavan, 3-4-763, Barkatpura, HYDERABAD-500 027.

No. 1/AP/HY/56242 /Ent/ II(T3) /2007/4770. Dated... 17.03.2007.

To The Principal.
M/s. AnnamaChaeya Institute of
Technology & Science,
Pisilipus, Batasingaram (Ranchayat)
Hayathnagar, R.R Dt - 501512

Sir,

Sub: Applicability of Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to

M/s. AnnamaChaeya Institute of Technology
& Science, Pisilipus, Batasingaram, Hayathnagar Hyd

I. On the basis of particulars furnished by you on and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer Shri C.S. Murthy on 27.2.07 it is evident that :

a) Your establishment/factory viz. M/s. AnnamaChaeya Institute of Technology & Science, Pisilipus, Batasingaram, Hayathnagar, Hyderabad (R.R Dt.) is engaged in College (CUU/05/04/593) which is included in Schedule I/Classes of establishment in Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

b) that the said establishment/factory has employed 28 persons on 01-08-2006.

c) that it has completed the infancy period, [in terms of provisions of Sec.16(d) of the Employees' Provident Funds & Miscellaneous Provisions Act 1952] of 3 years on therefore, the provisions of E.P.F. and Misc. Provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishment/factory together with Head Office and its branches/departments whether situated at the same place or at different places with effect from 01-08-2006 subject to further verification of your records for the earlier period.

II. With reference to your application No. dated submitted for extension of E.P.F. & Misc. Provisions Act, 1952 under 1(4) of the said Act on a Voluntary basis a code number is hereby allotted to your establishment/factory namely M/s. covering your establishment/factory with effect from pending issue of a notification.

2. The code No. AP/HY/ 56242 is allotted to your establishment for the purpose of making compliance with various provisions of the E.P.F. & Misc. Provisions Act 1952, and the Schemes framed thereunder namely E.P.F. Scheme 1952, E.P.S. 1995 and Employees' Deposit Linked Insurance Scheme, 1976. This code No. should invariably be quoted in all the correspondence made with this office.

employees every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.

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

b) each member's 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 to be ignored.

c) for the purpose of calculation of Contribution, the wages of each member 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.

4. Before paying the member his wages, you shall deduct the employees' contributions 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 prescribed Chalcas in the following manner :

a) E.P.F. Contribution	To be deposited in E.P.F. A/c No.1
b) Administrative charges	To be deposited in E.P.F. A/c No.2
c) Family Pension Contribution	To be deposited in E.P.F./E.P.S. A/c No.10

Failure to remit the contribution and Administrative charges before 15th of the following month will make the employer liable to pay the Penal damages upto a maximum of 100% as contemplated U/S 14-B of the E.P.F. & M.P. Act 1952.

NOTE: a) The rate of Administrative charges is 1.1% subject to a minimum of Rs.5/- of the Total wages of the establishment/factory i.e. Basic Wages, Dearness Allowance, including cash value of any food concession and retaining allowance, if any. A minimum of Rs.5/- towards Admission charges per month is payable by the Employer even during the lay off / lockout / temporary closure of establishment/factory.

b) It may be noted that if timely PF & Pension deductions are not made from the member's wages, the employer will have to pay the shares himself, as the recovery of arrears contributions for the back period is prohibited from the subsequent wages of the Employees except when such recovery could not be made at the appropriate time due to accidental mistake or clerical error.

5. Besides making deposits in account number 1, 2 and 10 as explained above you are also required to deposit the contributions and Administrative Charges in Account No.21 and 22 under the Employees, Deposit Linked Insurance Scheme, 1976, in the manner indicated below within 15 days of the close of each month.

a) Deposit - Linked Insurance Fund A/c No.21	To this account contributions should be deposited by the Employer, for each employee @ 0.5% which will be the aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any payable to the employees by an employer. Under this scheme, Employees of the establishment / factory are not required to contribute to the Insurance Fund.
b) Regional Insurance Fund Administrative A/c No.22	To this account Administrative charges should be deposited by the Employer @ 0.1% upto Sept 1987 and 0.01% from Oct.1987 onwards subject to a minimum of Rs.2/- with effect from 1-1-1989 which will be the aggregate of the basic wages, dearness allowance (including the cash value of food concession) and retaining allowance, if any, payable to the employees by an employer. A minimum of Rs.2/- per month is payable towards Administrative charges even

6. The deposit in the above accounts, viz. 1, 2, 10, 21 and 22 are to be made by separate challans and triplicate copies of the challans as received from the Bank, should be forwarded to this office alongwith form No.12A (Revised) explained below.

7. You are required to maintain / forward the following returns :

a) From No.9 under the E.P.F. Scheme 1952 and the schemes framed thereunder These are to be submitted to this office once in respect of those employees who are required or entitled to become members on the date of coverage of the establishment / factory under the Act.

b) Form No.2 under the E.P.F. Scheme 1952 and the schemes framed thereunder These are to be obtained in duplicate from every EPF member for submission to this office.

c) Form No.5-A This is to be submitted to this office in duplicate. Any subsequent change in ownership is also to be notified to this office through this form.

d) Form No.3-A This is the contribution card of each member showing the contribution for 12 months. This is to be maintained at the factory/establishment in respect of every employee who is a member of EPF in which the contribution paid to the P.F. and F.P.F./E.P.F. are to be deposited every month.

e) Form No.6-A This is the annual return showing the total contribution made during the year and is to be submitted to this office within 30 days of the close of the financial year, along with form 3-A (last contribution to be shown for February, payable in March of each year)

f) Form No.12-A This is the monthly return showing the summary of monthly of the establishment / factory contribution and it 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 to this monthly return.

g) Form No.5 & 10 These are the returns of employees who have become new members or who have left the service in the month. These returns are to be submitted to this office by the 15th of the following month, even when there is no change in staff position. In case of no change in the staff position "Nil" return should be submitted.

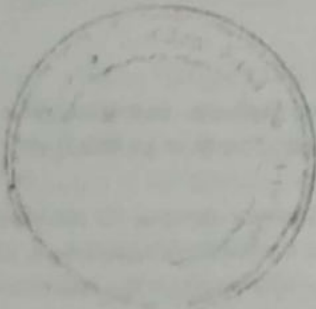
8. All the forms prescribed under the Employees' Provident Funds Scheme, 1952, the Employees' Family Pension Scheme 1971/Employees' Pension Scheme 1995 and the Employees' Deposit Linked Insurance of Scheme, 1976, are available in the P.F. Office and will be supplied free of cost on receipt of your indent. The specimen of forms are enclosed.

9. Regarding Family Pension Fund contribution, Employees' Pension contribution it should be separated from the Employees' Provident Fund contributions @ 8-33/- and shown separately in the respective forms and remitted separately in Account No.10, from the month of Sept-'06 only onwards.

10. As regards E.P.F. and E.D.L.I. dues for the period from Sept-'02 to Feb 07 the arrears should be remitted on or before within 15 days.

11. In case, your employees as shown in Form 9 were already members of your establishments' 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 challan should be 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 of these accumulations is enclosed. Cash on hand in relation to the accounts of the Private Provident Fund should be remitted into EPF A/c I within 30 days from the date of receipt of this communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittances made in cash after the due date.

12. The receipt of this letter along with its enclosures may kindly be acknowledged.



[Signature]
ASST. P. F. COMMISSIONER,
ENF. CIR. II

Regional Provident Fund Commissioner,
Andhra Pradesh, Hyderabad.

Encs :

1. Instructions regarding implementation of the Employees' Provident Funds Scheme 1952, Employees' Family Pension Scheme 1971, Employees' Pension Scheme 1995 and Employees' Deposit Linked Insurance Scheme 1976.
2. Instructions regarding allotment of Account Nos.
3. Instructions regarding transfer of previous Provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund contributions, Family Pension/Employees Pension contributions and Deposit Linked Insurance Contributions.
5. Form 5A (in triplicate).

Copy to :

1. Shri/Smt _____, Enforcement Officer for watching compliance.
He/She is requested to obtain Form 5-A in duplicate and the Banker's particulars and forwarded the same to the officer in respect of the establishment/factory immediately.

Coopd Section
2. Accounts Branch (it is understood that this establishment/factory has/has no previous Provident Fund accumulation to transfer to E.P.F. This may please be noted in the contributions Register maintained in the Group with suitable remarks).

P.O. case
3. Inspection Branch _____ Section, along with a set of coverage papers.

Coop Centre

Note: No. of Employees _____ No. of Probable Subscribers, _____

For Regional Provident Fund Commissioner,
Andhra Pradesh, Hyderabad.



Regional Office
EMPLOYEES' STATE INSURANCE CORPORATION
5-9-23, HILLFORT ROAD, ADARSHNAGAR, HYDERABAD -
500063

C-11 Regd. with a.d.

To

M/s. ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES

Dated : 03/12/2016

PIGLAPUR, BATASINGARAM PANCHAYAT
HAYATHNAGAR MANDAL, RANGAREDDY DIST
HYDERABAD, 501512

Sub : Implementation of the E.S.I. act, 1948 and Registration of Employees of the Factories and Establishments under Section 1(3)/1(5) of the ESI Act, as amended.

Dear Sir(s),

1. It is informed that under section 1(3) of the ESI Act, 1948 is applicable to all factories covered under the Act within the area where your factory is situated.
2. It is further informed that the appropriate Government has extended the provisions of the Act to other establishments Under Section 1(5) of the Act in this area
3. Under Section 2 A of the Act such a factory/establishment is required to register itself under the Act and Chapter IV thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the Act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you/ on the basis of the report of the inspection conducted by the Social Security Officer, who inspected your establishment on -NA-, your establishment falls within the purview of Section 1(5) of the Act with effect from 01/06/2016. In case, however, subsequent facts reveal that your establishment was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date.
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms online, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act.
6. You are also requested to submit employer's registration form (form 01) on line, as required under the provisions of sec.2-A of the ESI Act , 1948 read with regulation 10-B of the ESI(General), Regulations, 1950(only in case your Code No. is allotted as a result of Survey by a Social Security Officer of ESI Corporation).
7. For the sake of convenience your factory/establishment has been allotted code No **52000573950001304** which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at **E.S.I Hospital Premises, S.R Nagar, (kukatpally) Hyd** has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter.

8. A State wise list of ESI Dispensaries is available on our website www.esic.nic.in under the link Directories which can be downloaded. It is requested that publicity may be given about the Employees' State Insurance Dispensaries to enable your employees to choose their E.S.I. Dispensaries

9. The Corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the ESI Act, 1948 and I am confident of prompt and timely compliance under the provisions of the ESI Act and Regulations on your part.

10. All the Branches of State Bank of India are authorized to accept the ESI Contribution.

11. The brochures/leaflets containing benefits available under the scheme and obligation of the employer etc are available on our website www.esic.nic.in under the link Publications which may be downloaded for wide publicity for the smooth functioning of the Scheme

12. Please indicate your Code No. on all correspondences to avoid delay

13. **This is a computer generated letter and does not require any signature.**

Yours faithfully,

Asst./Dy. Director

Encl. : As state above

Copy for information and necessary action to:

Name of the principal employer : CHOPPA ABHISHEK

No. of employees : 10

ENSURE - TO INSURE ALL ELIGIBLE WORKERS WITH ESI FOR TOTAL SOCIAL SECURITY