



GRAM : BHAVISHYANIDHI

BY REGD. POST A. D.
Phone : 2652730, 2652728

EMPLOYEE'S PROVIDENT FUND ORGANISATION

"Bhavishya Nidhi Bhavan", Ram Chowk, Ghod Dod Road,
SURAT-395001.

NO.GJ/SRT/34100

No. : GJ / SRT / / E-I / E-II / 4561

To,

M/S.KAIVAL HORTICULTURE SERVICES,

104, ARSH ARCADE, 1ST FLOOR,

LINK ROAD, BHARUCH.

Dated :- 22/3/2005.

CODE NO. JG / SRT /

CODE NO.GJ/SRT/34100

Subject : Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder - applicability thereof - Allotment of Code Number.

Sirs,

1. Your factory / establishment with all its branches and departments is brought within the purview of the Employees' Provident Funds and Miscellaneous Provisions Act., 1952 and the Schemes framed thereunder with effect from 23-02-2005 (Provisionally). The information made available by you and the inquiry made by area Enforcement Officer (copy enclosed) reveals that :-

- (i) Your factory is engaged in _____ one of the Industries specified in Schedule I to which the Employee's Provident Funds and Miscellaneous Provisions Act., 1952 is applicable under Section 1 (3) (a) of the Act.
- (ii) Yours is an establishment classified as "EXPERT SERVICE" to which the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 has been made applicable by the Government of India by a Notification issued under Section 1 (3) (b) of the Act.
- (iii) The activities carried on by your establishment/factory are neither the specified industry in Schedule I nor the class of establishment under Section 1 (3) (b) of the Act. Your establishment/factory is therefore held as non-specified.

1-A The coverage is provisional on the basis of enquiries made/information available and is subject to further verification of your records for prior periods.

1-B With reference to your application No. _____ dated _____ received for extension for Employee's Provident Funds 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 GJ / SRT / _____ provisionally covering your establishment with effect from _____ pending issue of a Notification by the Govt. of India / Central Provident Fund Commissioner in exercise of the powers conferred on them by sub-section (4) of Section 1 of the Employees' Provident Funds and Miscellaneous Provisions Act., 1952.

1-C The Code No. GJ / SRT / 34100 is allotted to you for the purpose of making compliance the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act., 1952 and the Scheme framed thereunder. 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. 23-02-2005 Pension Scheme w. e. f. 23-02-2005 and Deposit Linked Insurance Scheme w. e. f. 23-02-2005 if not already done.

INSPECTION NOTE BOOK

- | | |
|---|-------------------|
| 1. Name of the E. O. | 2. Date of Visit. |
| 3. Period for which accounts are checked. | 4. Observations. |

You should report the compliance on the Provident Fund Inspector's remarks within 15 days unless otherwise noted in the Inspection Book by the Inspector.

12. It is important to ensure that the amount due is paid within the prescribed time limit. Delayed remittances are dealt in the manner as provided under Section 14-B of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, in addition to the levy of damages for the pre-discovery period. Besides, prosecution could also be launched for non-payment of dues and for non-submission of Returns.

13. Individuals working in the Head Office/branch of an establishment (factory/non factory) doing the job of Maintenance of accounts, sale and purchase which are incidental to manufacturing activity, are also coverable by virtue of Section 2-A of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. You are therefore, requested to furnish the names and detailed address of such Branches or Departments or Head Office within 15 days. If you have no such Department or branches, sales office etc. a 'NIL' report may be sent to this Office. The above information should be sent in the Proforma 'A' Annexed hereto.

14. Please intimate, if you have any existing Provident Fund in your Factory/ establishment. Please transfer, to the Employees' Provident Fund, all accumulations standing to the Credit of the covered employees, as required by Section 15 of the Act and para 28 of the Employees' Provident Fund Scheme within 10 days from the date the Act has become applicable to you. If you have no Provident Fund in existence, please send a "NIL" report.

15. Please also submit Return in Form No. 5-A (Revised) (Specimen enclosed) showing the particulars of ownership immediately.

16. In case you find any difficulty in implementing any of the provisions of the Schemes, you may send one of your responsible representatives to this office who will be guided in the matter.

17. Copies of instructions issued by this Office from time to time are sent separately for guidance.

18. Please acknowledge receipt of this communication.

Encl. :

- (1) Proforma 'A'
- (2) Sample copy of Challans.
- (3) Form No. 5-A

Yours faithfully,

22/3/05
 डी. एस. पटेल
 ASSISTANT REGIONAL PROVIDENT FUND COMMISSIONER
 IN CHARGE, SUB REGIONAL OFFICE, SURAT.

Copy to :

1. Head Clerk A/c. Gr _____ to watch the Compliance.
 - (a) The maximum number of employees in the factory is 20
 - (b) If the establishment fails to comply with the Provisions, default may be intimated to Enf. Section immediately.
2. Shri _____ Enforcement Officer _____ with reference to the his Report dated _____ for information and necessary action. He is advised to visit the establishment and afford necessary guidance to the employer in the matter of complying with the statutory provisions. He should also submit his recommendations for finalising the coverage of this establishment **within 3 months.**

For, REGIONAL PROVIDENT FUND COMMISSIONER
 INCHARGE, SUB REGIONAL OFFICE, SURAT.

EMPLOYEES PROVIDENT FUND ORGANISATION,
(MINISTRY OF LABOUR/GOVT.OF INDIA)
BHAVISHYANIDHI BHUVAN, RAMCHOWK,
CHOD DOD ROAD, SURAT 395001.

NO.GJ/SRT/SRO/APFC/INT/ 34100/4561

Dated: 22/3/05

To,
The Manager/Director,
M/s. Kaival Horticulture Services,
104, Arsh Arcade, 1st
floor, Ling Road,
BHARUCH.

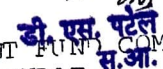
Sub: Compliance under the provisions of Employees Provident Funds and Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder:-

Sir,

To reconcile the compliance as reported by you under various provisions of the Act and the Schemes. You are advise to furnish the following documents to this office within 7 days of the receipt of this letter.

1. Form No.5-A(Revised) duly filled in.
2. Form No.9(Revised), Form No.5/10 in respect of incoming and outgoing members.
3. Form No.2(Revised) in duplicate copies.
4. Compliance position from the date of coverage to the last due month alongwith remitted challans thereof and form No.12-A.
5. Memorandum and articles of association/Copy of partnership Deed/~~details of Trust~~ Details of Trust Deed.
6. Details of plot allotment.
7. Proof of date of set-up, premises and nature of activity.
8. Undertaking from the principal employer to deposit the P.F. and the other dues in respect of contractor's employees in the event of default in payment by the contractor; if any.
9. Balance sheet duly audited and schedule thereof for each completed financial year from the date of set-up.
10. Copy of labour licence/copy of Registration Certificate.
11. Copy of attendance register and wages payment register.
12. Form for allotment of E.P.F.O. Business No.
13. Copy of Registration Certificate prior approved contractor used by competent authority.
14. Copy of Registration Certificate under shops & establishment Act/Factory licence.
15. Employment strength monthwise verified with books of accounts from the date of start of business activities.
16. Copy of PAN No. and copy of Bank A/c. from the date of opening of Bank account.
17. Copy of work order/first work Bill.
18. Details of all contract work carried out by the establishment.
19. Copy of machinery Bills/Copy of first page of RG-I.
20. First sale Bill/Work Bill/Light Bill.
21. Copy of licence under G.S.T./C.S.T./S.S.I.
22. First permission letter issued from Education Department.

Yours faithfully,


ASSISTANT PROVIDENT FUND COMMISSIONER, S.R.O.
SURAT.

1. Copy to: Shri E.O. Surat/Bharuch with a direction to visit the above establishment immediately and guide the employer in submission of Returns and payment of dues and report regarding final date of coverage.