

RATION

**OFFICE OF THE REGIONAL PROVIDENT FUND  
COMMISSIONER  
SUB REGIONAL OFFICE**

Plot No. 565, Near Sector 4-7 Crossing, Railway Road, Gurgaon

No. : Comp./Gen/HR/.....

Regd. A. D. 29/7/2002  
Dated the: 29/7/2002

To :  
Ms. Sams Facilities,  
SCP - 99, Sector 14,  
Gurgaon.

Sub. : Applicability of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder to Ms. Sams Facilities, SCP - 99, Sector 14, Gurgaon.

Dear Sirs,

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 on ....., it is evident that :

(a) Your establishment/factory viz Ms. Sams Facilities ..... is engaged in Expert Services ..... which is included in Industries /Classes of establishment to which Employees' Provident Funds and Miscellaneous Provisions Act, 1952 applies.

(b) that the said establishment/factory has employed ..... 23 ..... persons on ..... 1.6.2002

Therefore, the provisions of the E.P.F. and Misc. Provisions Act, 1952 and the Schemes framed thereunder are applicable to 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 ..... 1.6.2002 subject to further verification of your records for the earlier period.

With reference to your application No. .... dated ..... you are hereby allotted code No. HR/GGN/ ..... on Administrative ground. Please note that this will not effect the original applicability of the establishment and it will be treated as part and parcel of the parent unit for all purpose (damages etc.). Employee's share for the period will not be waived off.)

With reference to your application No. .... dated ..... received for application of E.P.F. & Misc. Provisions Act, 1952 to your establishment under Section 1 (4) of the said Act on voluntary basis. Code No. HR/GGN/ ..... is hereby allotted to your establishment 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.

The Code No. HR/GGN/ 25458 ..... is allotted to your estt. for the purpose of making compliance with the various provisions of the E.P.F. & Misc Provisions Act, 1952 and the Schemes framed thereunder namely, E.P.F. Scheme, 1952, Employee Pension Scheme, 1995 and Employees' Deposit-Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondence with this office.

The contribution payable by the employers shall be @ 12% 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.

- I. The contribution shall be calculated on the basic wages, dearness allowance etc. payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.
- II. 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 to be ignored.

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