

THE EMPLOYEES PROVIDENT FUND & MISCELLANEOUS PROVISION ACT, 1952

www.epfindia.com

Benefits & Applicability :

Employees Provident Funds and Miscellaneous Provisions Act, 1952 comprises of following three Schemes:-

- Employees' Provident Fund Scheme 1952
- Employees' Deposit-Linked Insurance Scheme 1976
- Employees' Pension Scheme 1995 (earlier known as Family Pension Scheme 1971)
 - Factories or Establishments (under specified class of establishments/factories mentioned in *schedule - I*) employing 20 or more persons are covered from the date of its setup under section 1(3) of the Act. Under section 2A where an establishment consists of different departments or has branches, whether situated in the same place or in different places, all such departments or branches shall be treated as parts of the same establishment.
 - Central Government after giving two-months notice may apply the provisions of this Act to Establishments where less than 20 persons are employed.
 - Establishments to which this Act applies shall continue to be governed by this Act notwithstanding that the number of persons employed therein at any time falls below 20.

“Wages” as defined under Section 2(b) means all emoluments which are earned by an employee while on duty or on leave or on holidays with wages in either case in accordance with the terms of contract of employment and which are paid or payable in cash but exclude:

Cash value of any food concession.

House rent allowance, overtime allowance, bonus, commission or any other similar allowance payable to the employee in respect of employment or of work done in such employment.

Any presents made by the employer.

Returns & Payment :

Challan : 15th of each month

PF amount need to be remitted in SBI through Cheques: 15th of every Month.

Monthly Return: 25th of each month

Form 12A – Summary of Challan

Form 5 – New Joinee

Form 10 – Resignee

Annual Return: 30th April every year.

Form 3A – Individual Contribution Card

Form Reconciliation – Reco between Actual Payment & to be paid.

Form 6A – Consolidated Statement of all subscribers.

(Note : Form April 2012 employers needs to upload all returns on the Portal of RPFC i.e.www.epfindia.com, Only downloaded challans are accepted by the bank only)

<u>PF Declaration & Nomination</u>	<u>: FORM-02</u>
<u>PF Transfer</u>	<u>: FORM-13</u>
<u>PF Withdrawal</u>	<u>: FORM-19</u>
<u>Pension Withdrawal</u>	<u>: FORM- 10-C</u>
<u>PF Advance / Non Refundable</u>	<u>: FORM- 31</u>

Contribution :

A/C No.1:

Employees: 12% deduction from the salary (Basic+DA)

VPF: If want to contribute

Employer: Same contribution i.e.12% towards PF.

Split in to Two Parts: 1) 3.67% & goes to PF account

A/C No.10:

2) 8.33% towards Pension Fend (Max.541/-)

A/C No.2

Admin Charges: 1.10% on PF Wages.

A/C No.21

EDLI Charges: 0.5% on EDLI Wages

A/C No.22

EDLI Surcharges: 0.01% on EDLI Wages