



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भिकाजी कामा प्लस, नई दिल्ली-110 066
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110 066.

C-I/4(3)2016/AP-OR/1(4)/

Date: 5.5.2017

To

All ACC
All RPFCs-I/II
ROs

05 MAY 2017

Sub: Internal Procedure for processing coverage applications under section 1(4) of the EPF & MP Act, 1952- regarding.

Sir

Please refer to this office circular No. C-IV/Vol.Cov/Misc./DL/NZ/35929-1129 dated 13-02-2009 on the above mentioned subject wherein the procedure for processing coverage applications under section 1(4) of the Act was explained enclosing a Performa required to be submitted by the Zonal Addl. CPFCs.

On a further review it has been found that certain changes are needed in the Performa required to be submitted by the Zonal Addl. CPFCs.

Accordingly, a revised Performa is enclosed (overleaf), incorporating certain additional information required to be submitted/ collected from the different field offices. All Zonal Addl. CPFCs are requested to forward recommendations for coverage u/s 1(4) for approval of the Central P.F. Commissioner in the revised Performa. It is reiterated that the original application or any other documents except the Performa and the month wise payment position of the establishment should not be sent to Head Office.

The other procedure of Zonal Addl. CPFCs for making arrangements for notification of such establishment u/s 1(4) directly, remains unchanged. After making notifications in the official Gazette, a copy of the notification may be sent to Head Office.

Yours faithfully,

Encl: As above.

(Aprajita Jaggi)
RPFC-I (Compliance)

Sl. No.	Name of the Estt.	Date of agreement between the employer and the majority of the employees for application of the Act	Code No.	Date of application for coverage u/s 1(4)	Date of coverage u/s 1(4)	Date of issue of Code No.	No. of employees	Current compliance position	If the estt. has subsequently become coverable u/s 1(3) of the Act, the date from which it is coverable u/s 1(3)	Remarks

Month-wise payment position of each establishment since the recommended date of coverage under Section 1(4), showing the number of employees in each month is enclosed.

The above establishments satisfy the conditions for coverage under Section 1(4) of the EPF & MP Act, 1952 from the dates mentioned above. The establishments are otherwise not coverable under Section 1(3) or Section (2) of the Act. The same may be approved for notification in the Official Gazette please.

(ACC Zone)