

ONE TEAM

DIVERSIFIED

ACTIVITIES



Editorial Board

S.S.MADHAVAN, M.A., MBA., BL.,

R.R.RAVINDARAN, M.A., MBA., BL.,

P.NEHRU, B.SC., BL.,



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About Us



V & M Associates is a full service Law Firm with offices at Chennai, Bombay and associate Lawyers in most of major cities of the country. The main office of the Firm is in Chennai, conveniently located close to the International & Domestic Airport and it is easily accessible from all parts of the City.

The Partners and members of the Firm are senior professionals with several years of experience behind them. Some of our senior founding partners rendered their services in the Capacity of Regulating Authorities with judiciary powers for state & Federal Government. The practicing team is supported by the Economic Legislative Experts like Chartered Accountants, Company Secretaries, & Management Cost Accountants, besides has the team of able assisting trained Para legal workforce. They bring the highest level of professional service to clients along with the traditions of the profession, integrity and undisputed ethical practices. Members of the Firm are in absolute alignment with the work-culture of Global Law firms as well as with an ability of meeting the expectations of large corporate clients. The Firm has amongst its client's multi nationals, Industrial Houses with huge workforce, Information Technology companies, Leading Software Houses, ITES Companies and most admired leading Indian corporations.

V & M Associates has developed a high specialization in the field of Legal & Management Business Advisory services, providing 360 degree of scale with the 3 Dimensional approaches on client centric customized, consulting services of to all kind of Corporate Houses. Our Corporate Law Services is a team of highly qualified and experienced lawyers, who offer effective services to our clients by combining broad knowledge of corporate law matters with experience in key sub disciplines, with the ability to identify potential issues and develop real-time, practical solutions to a wide variety of client concerns.

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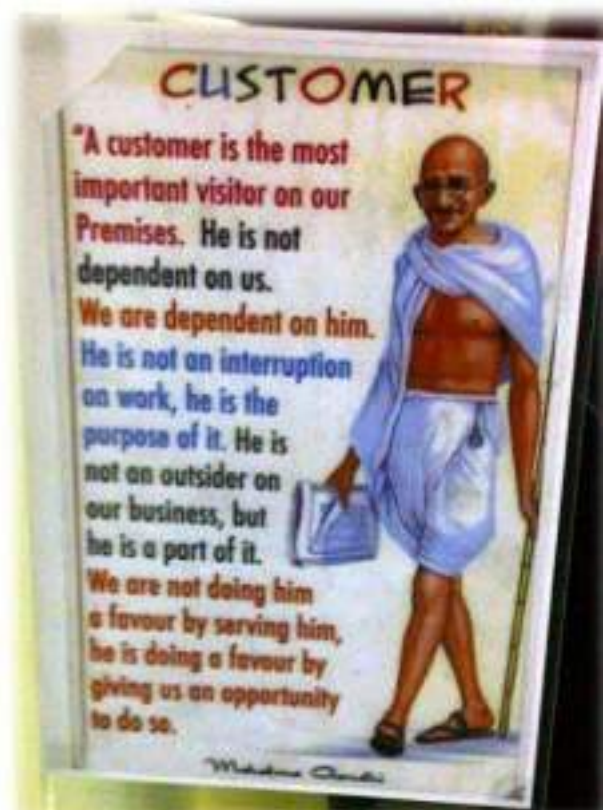
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From the *desk*
of the *Editor*

IT GIVES AN IMMENSE PLEASURE TO SHARE THE NEWS LETTER DURING THIS SPECIAL SEASON OF FESTIVALS IN OUR COUNTRY ESPECIALLY THE MONTH OF OCTOBER.... THE MOST SIGNIFICANT TO THE BUSINESS HOUSES.

THE MONTHS STARTS WITH THE BIRTH DAY CELEBRATIONS OF MAHATHMA.. WHO REDEFINED THE "CUSTOMER" AND WHOM WE NEED MORE TO SERVE & GROW AND ENDS WITH THE "WORK PLACE WORSHIP" INTEGRALLY CONNECTING TO EVERY EMPLOYEE EMOTIONALLY ATTACHED TO HIS / HER ORGANIZATION, SOMETHING UNIQUE TO OUR COUNTRY ...AYUTHA POOJA... BE IT A STREET CORNER REPAIR SHOP OR AN UNDISPUTED MNC, THE DAY UNITS ALL OUR MIND TO PAY RESPECT TO OUR WORK PLACE / TOOLS/ AS MARK OF HONOUR TO WORK ECO SYSTEM

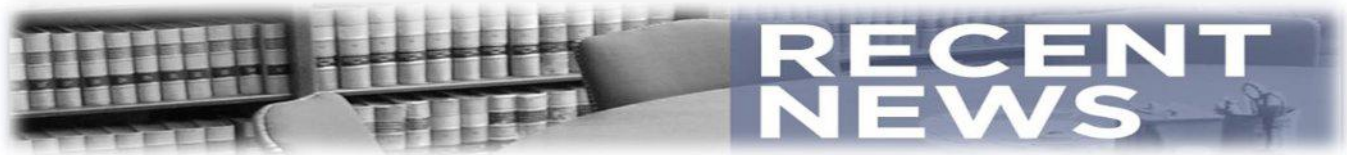


DURING THIS PERIOD OF "NAVARATHIRI" THE NINE NIGHTS & TEN DAYS SPECIAL PRAYERS ARE MADE FOR MORE ENERGY TO KILL THE EVIL SPIRIT, IN ALIGN WITH THE POPULAR PRACTICES AND CUSTOM OF OUR COUNTRY, WE AS COMMUNITY OF PRACTICING MANAGERS SHOULD WORK TOWARDS REENERGIZING THE ORGANIZATION AND BRING THE CUSTOMIZED "TEN COMMONDEMENTS OF PERFORMANCE" IN TANDEM WITH OUR BUSINESS LEADERS' VISION.

WE AT V & M ASSOCIATES CREATED AN EXCLUSIVE SERVICES CELL TO FIND BETTER, SMARTER, FASTER, ECONOMICAL - OPTIONS BY WORKING TOGETHER , WOULD APPRECIATE YOUR CONSIDERATION FOR MAKING US TO HELP YOU IN BUILDING THE STRONGER FOUNDATIONSAS WE TRUST THAT ANY START OR RESTART ON THE DAY OF "VIJAYA DASAMI" THE TENTH DAY OF OUR POOJA SHALL HAVE SUSTAINABLE EFFECT AND WE ARE OPEN ON THAT "HOLY HOLIDAY" TO ACCEPT YOUR INVITATIONS HUMBLY

WISHING ALL OUR READERS, CUSTOMERS, ASSOCIATES AND CLIENTS VERY JOYFUL CELEBRATIONS WITH PRAYERS FOR MAKING OUR WORK DAYS BETTER, SAFER, HEALTHIER AND WEALTHIER.

Happy Reading !!!



Have you been allotted two UAN numbers? How to get multiple EPF UANs merged?

UAN (Universal Account Number) is a unique identification number allotted by EPFO to its members. An employee's EPF account numbers (member IDs) are linked to 12 digits UAN ID. The idea is to link multiple Member Identification Numbers (EPF Accounts) allotted to a single PF member under single Universal Account Number.

Should an Employee have two UAN numbers? – Answer is NO. Ideally an Employee who is a EPF member can have only one UAN but can have multiple member-IDs linked to it.

Can an Employee have multiple or duplicate UANs? – Answer is POSSIBLE. There are many instances where two UAN numbers have been allotted by EPFO through two different employers/establishments.

How is this possible? Yes, this can happen in two scenarios;

- If you are joining a new company (employer), you are supposed to inform your new employer about your existing UAN number (if any). Your new employer will then open new EPF account (member-ID) and links this to your previous UAN. If you do not provide your existing UAN, a new UAN can be generated by your new employer which results in duplicate UAN numbers being allotted to the same EPF member.
- Another scenario can be – When you leave your company, your employer has to furnish 'the date of exit' details in the ECR (Electronic Challan cum Return). If they do not provide this information in-time and meanwhile you join a new establishment, this can result in two UAN numbers being allotted to you for both the employments.

If you have two UANs then transfer of monies from your old EPF a/c to your new EPF account which is linked to new UAN cannot happen, as an employee can have only one unique UAN ID.

HOW TO GET TWO UAN NUMBERS (MULTIPLE OR DUPLICATE UANs) MERGED?

The EPFO in its FAQs list has suggested the below solution:

“In case two UAN are allotted to you, this could be because of not filing of Date of Exit by your previous employer in ECR filing and/or you have applied for transfer of service in your current establishment.

In such a case, you are suggested to immediately report the matter either to your employer and through email to uanepf@epfindia.gov.in by mentioning, both – your current UAN and your previous UAN(s). After due verification, the previous UAN(s) allotted to you will be blocked and the current UAN will be kept active. Later you will be required to submit a Claim to get transfer of service and fund to the current UAN.”

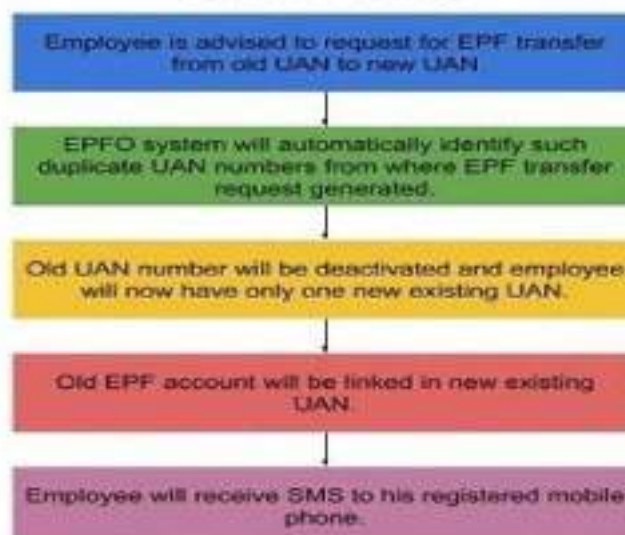
The above procedure is a time-consuming one and the resolutions haven't been happening as expected. Hence, the EPFO has come up with a new automated process to merge two UAN numbers or two duplicate UANs issued to the same EPF member.

In case of duplicate UANs issued to one EPF member as mentioned above, the following solutions are detailed below;

The below new procedure is as per the EPFO's latest notification which has been issued on 21st September, 2016.)

- You (EPF member) are advised to apply for EPF transfer from previous EPF account to the new EPF account.
- The EPFO's system would then automatically identify such cases (on periodic basis) where the PF transfer has been effected from one EPF account to another, and have two different UANs attached to these EPF accounts of the same EPF member (employee).
- All such identified UANs (old UANs), from which PF transfer has been effected to PF account having different UANs (new UANs), would be deactivated. So, the old UAN numbers will cease to exist and are blocked for further use. (This procedure of merging duplicate UANs will be carried out by EPFO on periodic basis and can also be performed even when no requests have been received from its members.)
- Your previous member ID (old EPF account) would henceforth be linked to your new UAN.
- You will be informed of the deactivated status of your previous UAN by SMS to the registered mobile number. You would be requested to activate the new UAN (if not done) to get the updated status of your EPF account.
- Sometimes, there are chances that you may have to receive some PF arrears from your employer, in such cases, since the system knows the new UAN against the deactivated UAN, the system would automatically populate the new UAN in the ECR (on punching of previous UAN or member ID by the employer) and the statutory contribution by the employer against the arrears can be remitted against new UAN only.

Allotted two UAN numbers -How to merge or deactivate EPF UAN



EMPLOYEES' STATE INSURANCE CORPORATION RAISES WAGE THRESHOLD TO RS 21,000

NEW DELHI: The Employees' State Insurance Corporation (ESIC) today raised the monthly wage threshold to Rs 21,000, from the current Rs 15,000, for coverage under its health insurance scheme.

In a meeting held today, the ESIC board also decided to give an option to existing insured persons to continue membership even if their wage breaches the ceiling of Rs 21,000 per month.

At present, all those insured under the ESIC scheme lose their membership of ESIC as well as that of the insurance cover if their wage overshoots the ceiling.

"ESIC has raised the threshold wage limit from Rs 15,000 to Rs 21,000," Labour Minister Bandaru Dattatreya told PTI after the board meeting of ESIC here. Labour Minister is the Chairman of the ESIC Board.

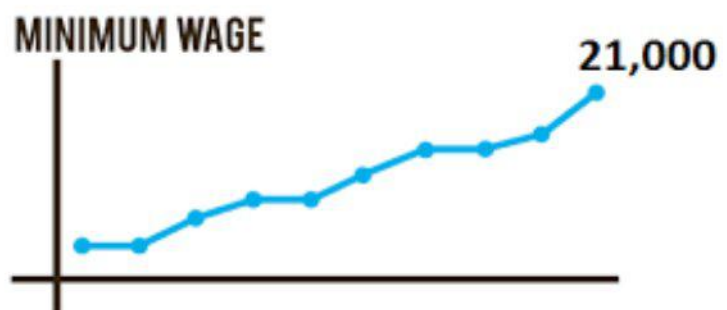
Both the decisions will be implemented from October 1.

Dattatreya added that the move of raising the threshold will help bring in an additional 50 lakh members to ESIC.

At present, ESIC has 2.6 crore insured persons, which covers over 10 crore people, assuming four members of a family.

The minister also said there is a plan to increase the wage threshold for retirement fund body EPFO subscribers and it may be considered in the next meeting of the Central Board of Trustees (CBT).

At present, the wage threshold is Rs 15,000 per month for coverage under its social security scheme.



AMENDMENTS



कर्मचारी राज्य बीमा निगम

Employees' State Insurance Corporation
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली - 110002
Panchdeep Bhawan, C.I.G.Marg, New Delhi - 110002.
(ISO 9001-2008 Certified Organisation)
Email- caiu-hq@esic.in

No.S-13/HQ/01/2014-CAIU

Dated:20th September, 2016

To
The Regional Director/Director/
Joint Director Incharge,
RO/SRO/DO,
ESI Corporation.

Sub : Inspection Scheme/Inspection Policy of ESIC and forwarding of complaints to Central Analysis & Intelligence Unit (CAIU) set-up under the Scheme of Inspections.

Sir,

As you are well aware and as already instructed through circular No.S-11/12/12/2/2008-Rev.II dated 01.08.2014 (Inspection Policy) and circular of even number dated 25.08.2014 regarding setting-up of CAIU and guidelines on its functioning which provide that the New Inspection Policy/Scheme and setting-up of CAIU, is with a view to simplify the business regulations, improve on the ease of doing business and to ensure that the policy, of Labour Inspections, is transparent, free from discretion and to avoid frequent inspections of the same units, inspection of units (factories & establishments) to be on evidence-based inputs, secondary sources of data and set criteria. Accordingly, CAIU, at ESIC has been set-up with mandate to order/approve inspections in cases of complaints received in any office of ESIC for default in compliance by factories/establishments under the provisions of the ESI Act. The instructions/guidelines issued vide No.S-11/12/12/2/2008-Rev.II dated 25.08.2014 were again reiterated and elaborately clarified vide Circular No.S/Hqrs./2/2015-CAIU dated 18.06.2015 and also the changes approved by the Ministry of Labour & Employment in Inspection Module of Shram Suvidha Web Portal as per Record of Discussions of the Meeting taken by Joint Secretary, L&E(MG) on 20th February, 2015 and implemented by NIC, were also informed for the needful. However, it has been experienced that some of the field offices, are still continuing to refer the complaints to CAIU, which either do not require inspection approval for redressal of the complaint or which can be dealt by them, at their own level, in accordance with the instructions/provisions in the Benefit/Revenue Manuals on the related issues.

In view of above, to streamline the inspections under new Inspection Policy/Scheme through UWP/SSP and about the cases to be forwarded to CAIU for inspection approval, Competent Authority, Director General, ESIC, in consultation with J.S. (MG), MOL&E, has approved as below, for strict compliance by the field offices:-

A. Cases to be dealt with at Regional/Sub Regional level:

1. Cases relating to survey of the uncovered units on the basis of the list of already registered units, obtained/provided from/by different agencies of Govt. like **EPFO** etc. In such cases, a letter/notice to employer, inviting his attention to his obligations under Section-2A read with Regulation-10B shall be issued under Section-44 of the ESI Act advising him to get registration under ESI Act. Where employer fails to respond, appropriate follow-up action shall be taken, which may include, wherever required, surprise check after approval from CAIU, Home Office.

2. Benefit related cases pertaining to a specific IP (e.g. Employment Injury cases/etc.) where inspection/surprise checks are not required.
3. Inspection as per the directions of the Court.
4. Inspection/Investigation ordered by Vigilance Division.
5. Cases, where **Show Cause Notice (SCN)** for initiation of prosecution action, for non-production of records, has been issued to the Employer and the Employer is requesting for last opportunity under natural justice, before being prosecuted and subject to the condition that the employer, submits certified copies of the balance sheets with such requests to show his bona fide intention of production of records.
6. Cases, where action for **assessment of recoverable contribution on ad-hoc basis against defaulting employer**, has been initiated and during the Personal Hearing (PH) offered, the Employer is requesting for last opportunity under natural justice, before being assessed ex-parte/on ad-hoc basis. However, such opportunity should be subject to the condition that employer makes the payment of contribution for period of default on actual basis and submits its details in representation/request with certified/audited balance sheets etc. to show prima facie correctness of the payment made.

NOTE-

- (i) No surprise check of the unit, in any case, shall be undertaken without the approval of CAIU.
- (ii) Regions/Sub Regions will furnish a monthly report of such cases in a prescribed format.
- (iii) Inspection of records under para-5&6 above, shall strictly be in accordance with the instructions issued from time to time by Hqrs. Office and repeated in Circular No.13/HQ/1/2016-CAIU(VIP) dated 02.12.2015

B. Cases to be dealt with through the UWP on random selection only:

1. Cases relating to closed units.
2. Inspection of the unit on specific and justified request from Employer.

C. Cases to be referred to CAIU for approval:

1. Complaint cases relating to coverage of uncovered units, under-reporting of compliance/concealment of employment/default in compliance by a covered unit.
2. Cases, where on scrutiny/available field-level data, RO/SRO identifies that a particular Employer is consistently under-reporting/concealing the actual compliance by substantially reducing the Average No. of Days per employee per month vis-à-vis the no. of employees actually engaged and identified for inspection by the field office on the basis of - "system driven inspection criteria", as laid down under part-B of the Inspection Policy. (also refer circular No.S-13/HQ/02/2015-CAIU dated 10.08.2016)
3. Complaint cases relating to benefit payments and complaints relating to not covered units requiring surprise physical verification/inspection for redressal of the complaint.
4. In exceptionally important and urgent complaint cases in benefit related matters only (to ascertain the entitlement of IPs/beneficiaries), where delay may cause undue hardship to the beneficiary, inspection/surprise inspection as is required may be conducted by RD/Director In Charge at his own level simultaneously forwarding the case, with full justification to Hqrs. Office for post-facto approval. Similar procedure may be followed in important complaint cases received directly by respective office from MOL&E/PMO-CPROGRAMS.

In such cases, where approval for Inspection/Investigation of complaint by Surprise Check/Physical Verification of the premises is required, Regions/Sub Regions, shall examine the compliance trends/variation in compliance for the last 3 contribution periods and data with specific information regarding compliance for period covered in complaint and for employee(s) mentioned in the complaint as being deprived from benefits of the scheme. The compliance trend may be examined keeping the following data in view -

- (i) No. of IPs (excluding those with ZERO days) in the last three Returns of Contribution (RC)
- (ii) Total no. of days in these RCs
- (iii) Total wages in each of the RC
- (iv) Average days per IP per Month in each of the RC
- (v) Average wages per IP per Month in each of the RC
- (vi) No. of workers/employees assuming 26 days per employee per month (i.e. Total no. of days in the last RC / 182 days per IP per CP)
- (vii) Difference (i) - (vi), as an indicator to probable quantum of concealment/under-compliance by the employer.

On the basis of above data and the contents of the complaints, Regional/Sub Regional Head shall give factual position and his/her comments over the irregularities/issues in complaint alongwith details of similar previous complaints, if any, with their investigation details and also of the previous inspection details, including period covered and omitted wages/irregularities detected.

Once the approval for inspection/investigation of complaint by surprise check, is accorded, it shall be responsibility of the field office to ensure that follow-up action is initiated and completed in a time bound manner specified in the circular.

- D.** In complaint cases, **time is the essence of investigation.** Delayed investigation may defeat the purpose of entire exercise and justice may be denied to the complainant worker(s). To ensure the investigation and follow up action timely, **the time frame for all stages involved in the process, has been decided/approved by DG as under:-**

TIMELINE FOR DISPOSAL OF COMPLAINTS		
Sl. No.	Action by RO/SRO/CAIU	Timeline
1)	Processing and forwarding of the complaints by ROs/SROs to Hqrs. CAIU along with complete details/feedback for Approval of Surprise Physical Verification (SPV)/Regular Inspection (RI) or both.	3 days
2)	Processing of the case for approval/rejection by CAIU and communication of decision.	7 days
3)	Action to be taken by field office on approval including uploading of the case on CAIU portal, conducting of SPV (if approved) and also the inspection of records, including uploading of the reports on portal.	7 days for SPV and 15 days for SPV followed by inspection of records. 10 days, if only inspection of records.
4)	Follow up action like reply to complainant, initiating action against employer for irregularities, informing of the outcome of the investigation/inspection with details of the irregularities to CAIU Headquarters.	7 days
5)	Final settlement of the complaints.	Within 7 days of the receipt of the report as per Sl.No.4.

The above time limits, are however, the maximum period permitted and efforts should be to settle the complaints as early as possible. Moreover, the time limits shall not be applicable on references from PMO/Ministry/NHRC/VIPs etc. where specific time limits less than these time limits, are mentioned in the related communication. **Ministry has desired that the time limits should be observed sincerely and seriously.**

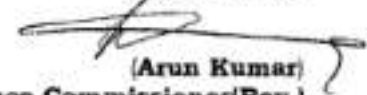
In such cases, inspections by SSO, shall attend every issue/irregularity alleged by the complainant in complaint and he will record his findings on every issue for appropriate reply to complainant. Inspection of the records/Investigation of complaint should be conducted strictly in accordance with the instructions/guidelines issued from Revenue Division/CAIU from time to time, as reiterated in Circular dated 02.12.2015 and as per Inspection Policy/Inspection Scheme of ESIC.

After doing the needful, an **Action Taken Report** shall be furnished invariably in a prescribed format within seven days positively in individual case, in addition to monthly report in prescribed format for the purpose of monitoring/analysis for considering improvements/changes in Inspection Scheme/Policy, if any, required and to settle/redress the complaint finally. Delay, if any, at any stage, shall have to be clarified/justified and Regional/Sub Regional Head, has to fix the responsibility for serious lapses/delay on the part of any official. It is again clarified and reiterated that **no complaint investigation/surprise check of employers premises, in cases of complaints for default in compliance in any manner, shall be undertaken by field offices without approval of Hqrs. Office (except in cases covered under Para-4 Part-C of this letter) and complaints, where inspection approval/surprise check is required, shall invariably be forwarded immediately** on receipt by you, to Hqrs., with all prescribed details, as mentioned above. All communications/references to Hqrs./CAIU shall be sent from official e-mail ID of the Regional Director/Director/Joint Director Incharge only and alternatively in exceptional cases, with express approval and/or under signatures of RD/Director/Joint Director In-Charge only.

This issues with the approval of DG.

Hindi version will follow.

Yours sincerely



(Arun Kumar)
Insurance Commissioner(Rev.)

Copy to:

1. PS to DG/FC/MC/ICs at ESIC Hqrs. Office for information of the officers concerned.
2. All Branch Officers at ESIC Hqrs. Office for information and necessary action as above.
3. Website Content Manager for uploading the circular on the ESIC Website.



Director(CAIU)

MINISTRY OF LABOUR AND EMPLOYMENT NOTIFICATION
New Delhi, the 4th August, 2016
G.S.R.764(E).—

The following draft of certain rules further to amend the Industrial Employment (Standing Orders) Central Rules, 1946 which the Central Government proposes to make, in exercise of the powers conferred by section 15 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946), is hereby published as required under sub-section (1) of the said section for information of all persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken up for consideration after the expiry of thirty days from the date on which the copies of the Gazette of India in which this notification is published are made available to the public;

Objections or suggestions, if any, may be addressed to

The Joint Secretary,
Ministry of Labour and Employment
(Industrial Relations Policy Legal Section),
Shram Shakti Bhavan,
Rafi Marg, New Delhi-110001;

The objections or suggestions which may be received from any person with respect to the said draft rules before the expiry of the aforesaid period from the date of publication of this notification in the Official Gazette, shall be considered by the Central Government.

DRAFT RULES

(1)These rules may be called the Industrial Employment (Standing Orders) Central (Amendment) Rules, 2016.

(2)They shall come into force on the date of their final publication in the Official Gazette.

In the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946), in the Schedule, in item-1, for the word "badlis" occurring at the end, the words "badlis or fixed term employment workmen in apparel manufacturing sector" shall be substituted.

3. In the Industrial Employment (Standing Orders) Central Rules, 1946, (a) in rule 5, after item (6) and the entries relating thereto, the following item shall be inserted, namely:- "(6A) Number of fixed term employment workmen in apparel manufacturing sector;"; in Schedule 1,— (i) in paragraph 2,— (A) in sub-paragraph (a), after item (3) and the entry relating thereto, the following item shall be inserted, namely:-

"(3A) fixed term employment workmen in apparel manufacturing sector,"

(B) After sub-paragraph (g), the following sub-paragraph shall be inserted, namely:-

'(h) A "fixed term employment workman in apparel manufacturing sector" is a workman who has been engaged on the basis of contract of employment for a fixed period. However, his working hours, wages, allowances and other benefits shall not be less than that of a permanent workman. He shall also be eligible for all statutory benefits available to a permanent workman proportionately according to the period of service rendered by him even though his period of employment does not extend to the qualifying period of employment required in the statute.'

(ii) In paragraph 13, for sub-paragraph (2), the following sub-paragraph shall be substituted, namely:-

“(2) Subject to the provisions of the Industrial Disputes Act, 1947 (14 of 1947), no temporary workman whether monthly rated, weekly rated or piece rated, and no probationer or badlior fixed term employment workman in apparel manufacturing sector, as a result of non-renewal of contract or employment or on its expiry, shall be entitled to any notice or pay in lieu thereof, if his services are terminated:

Provided that the services of a temporary workman shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of misconduct alleged against him in the manner prescribed in paragraph 14.”;

(c) In Schedule 1A,--

(i) in paragraph 3,--

A) In sub-paragraph (a), after item (vi) and the entries relating thereto, the following item shall be inserted, namely:-

“(vii) Fixed term employment workmen in apparel manufacturing sector.”;

(B) After sub-paragraph (g), the following sub-paragraph shall be inserted, namely:-

“(h) A “fixed term employment workman in apparel manufacturing sector” is a workman who has been engaged on the basis of contract of employment for a fixed period. However, his working hours, wages, allowances and other benefit shall not be less than that of a permanent workman.

He shall also be eligible for all statutory benefits available to a permanent workman proportionately according to the period of service rendered by him even though his period of employment does not extend to the qualifying period of employment required in the statute.’

(ii) In paragraph 13, in sub-paragraph (b), for the portion beginning with “Subject to the provisions” and ending with “and badly workmen:”, the following shall be substituted, namely:-

“(b) Subject to the provisions of the Industrial Disputes Act, 1947 (14 of 1947),--

(i) No notice of termination of employment shall be necessary in the case of temporary and badly workmen;

ii) No workman employed on fixed term employment basis in apparel manufacturing sector as a result of non-renewal of contract or employment or on its expiry, shall be entitled to any notice or pay in lieu thereof, if his services are terminated:”.

[No. S-12011/1/2016-IR(PL)]
RAJEEV ARORA, Jt. Secy.



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(अन एंव रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14, धीरजजी कामा प्लेस, नई दिल्ली - 110 066.

Bhavya Nidhi Bhawan, 14-Dhirsiji Cama Place, New Delhi-110066

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No: Manual/Amendment/2011

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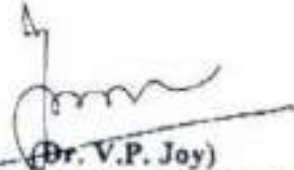
Date:

23 SEP 2016

ORDER

In the matter of Introduction of Declaration Form (New Form No.-11) to replace the existing Form No.-11 (New)

1. Employees' Provident Fund Organisation has embarked upon its next phase of e-governance reforms with a view to make its services available to its stakeholders in an efficient and transparent manner. EPFO has implemented the allotment of Universal Account Number (UAN) to its subscribers and to seed the UAN with Aadhar, PAN and Bank account details. The Online Transfer Claim Portal (OTCP) has also been made functional. It is now possible for subscribers, who have activated UAN with KYC details, to submit claims directly to EPFO without the intervention of employers.
2. In exercise of powers conferred under para 36(7) of the Employees' Provident Funds Scheme, 1952 read with paras 34 and 57 of the Employees' Provident Funds Scheme, 1952 and para 24 of Employees' Pension Scheme, 1995, the introduction of Declaration Form [New Form No. 11] in place of the existing Form No.-11 (New) is ordered with immediate effect. This order is in supersession of order No. Manual/Amendment/2011/30992 dated 02.01.2015 issued in this regard.
3. The Declaration Form [New Form No.-11] will also replace Form No.-13 in all such cases where existing member of the Provident Fund makes a request for transfer of his fund availing the facility of Universal Account Number (UAN).


(Dr. V.P. Joy)
Central Provident Fund Commissioner

New Form No.-11 – Declaration Form
(To be retained by the employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1	Name of the member	
2	Father's Name: <input type="checkbox"/> Spouse's Name: <input type="checkbox"/> (Please tick whichever is applicable)	
3	Date of Birth: (DD / MM / YYYY)	
4	Gender: (Male/Female/Transgender)	
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6	(a) Email ID: (b) Mobile No.:	
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9	Previous employment details: [if Yes to 7 AND/OR 8 above] a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
10	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - (Post allotment of UAN) The UAN allotted for the member is
 - Please Tick the Appropriate Option:
The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option:-
 - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment



कर्मचारी भविष्य निधि संगठन

(कर्म 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 प्लेस, नई दिल्ली-110 066

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

Letter No. Pension-I/3(4)16/2

Dated :

20 SEP 2016

To,

All ACCs (Zonal Office)

All Regional P.F. Commissioner (In-Charge of Regions)

All Officers - In - Charge of SROs

Sub : Benefit of two years weightage of service to the members with 20 or more years of Pensionable Service under Employees' Pension Scheme, 1995 - reg.

Sir,

This is in continuation of Head Office letter no. Pension-I/3(4)16/7915 dated 25.07.2016 on the above subject.

Through the above communication it was conveyed in the penultimate para for granting the benefit of two years weightage henceforth as well as for the cases settled, Pensionable service will include service rendered under EPS 1995 as well as erstwhile Family Pension Scheme 1971 to fulfill the condition of 20 year or more Pensionable Service.

However, various communications are being received from many pensioners for grant of two year weightage on completion of 20 years pensionable service, which are addressed to the concerned RO/SROs with the copy endorsed to Head Office.

Regarding this it is advised that in the light of above mentioned communication necessary action may please be taken to revise the pension of those pensioners who qualified for it, irrespective of the fact whether they have submitted any representation or not. In case the revision of the pension may take some more time, a suitable reply may be sent to the applicant that the matter is under process and he/she will be intimated the position after doing the needful in the said matter. PRO in the facilitation centre may also be advised to explain the matter to the pensioners approaching office with such grievance/query.

Yours faithfully,

(S.K. Thakur)

Add. Central P.F. Commissioner-I(Pension)



RPEC-II (NDC): with request to upload the same on EPFO website.



FAX: 011-26175913

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
 कर्म एवं रोजगार विभाग भारत सरकार
Ministry of Labour & Employment, Govt. Of India
 मुख्यालय/Head Office
 भविष्य निधि भवन, 14-भिकाजी कामा प्लेस, नई दिल्ली - 110066
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066
 Website : epfindia.gov.in

No. R-I/P-20/UAN/2014/Vol.II/pt.

Dated: 21.09.2016

To

21 SEP 2016

All Additional Central PF Commissioner (Political States),
 All Regional PF Commissioner, In-charge of Regions,
 All Officer in Charge, Sub-Regional Offices.

Sub: Merger of UANs - Reg.

Sir/Madam,

It is noted that in some cases, though Universal Account Numbers have been allotted legitimately i.e. under the prescribed criteria, interventions are necessitated due to following reasons:-

- At the time of initial allotment, the employer has not furnished the date of exit in the ECR although the member has left the employment and joined some other establishment. Under the defined criteria, two UANs have resulted to such members for both the employments.
- At the time of joining the present employment, a new UAN has been allotted to the member due to wrong declaration by member/ employer under UAN programme.

2. The matter has been examined and it has been decided that in case of duplicate UANs issued to one EPF member as mentioned above, the following solutions are detailed below:

- The members should be advised to apply for P.F. transfer from previous EPF account to the present EPF account.
- The system would identify such cases on periodic basis where the P.F. transfer has been effected from one EPF account to another, both having different UANs attached to these EPF accounts.
- All such identified UANs, from which P.F. transfer has been effected to P.F. account having different UAN, would be deactivated (the mobile number would be released by the system for use by the member) and UAN would be blocked for further use. This would be done in respect of all identified UANs even when no request has been received from the member.
- The previous member ID would henceforth be linked to the new UAN.
- The member would be informed of the deactivated status of his previous UAN in case of activated UANs) by SMS to the registered mobile number. He would be requested to activate the new UAN to get the updated status of his EPF account.
- There is a possibility of arrears payments by the previous employer for the member. In such cases, since the system knows the new UAN against the deactivated UAN, the system would automatically populate the new UAN in the ECR (on punching of previous UAN or member ID by the employer) and the statutory contribution by the employer against the arrears can be remitted against new UAN only.

3. It is requested that the above process may be informed to the employers and EPF members, in case there are cases of multiple UANs allotted to same EPF members.

4. This issues with the approval of Central P.F Commissioner.

Yours faithfully,

(Jag Mohan)
Additional Central P.F. Commissioner -I (IS)

FAX: 011- 26175915



कर्मचारी भविष्य निधि संगठन
 Employees' Provident Fund Organisation
 श्रम एवं रोजगार मंत्रालय भारत सरकार
 Ministry of Labour & Employment, Govt. Of India
 मुख्यकार्यालय/Head Office

भविष्य निधि भवन, 14-भिकजी कामा प्लेस, नई दिल्ली -110066
 Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066
 Website : epfindia.gov.in

No. R-I/ECR/2012/Vol.II

Dated: 07.09.2016

08 SEP 2016

To,

All Regional P.F. Commissioner-I
 All Officer-in-Charge,
 Regional Office/Sub-Regional Offices

Subject: Erroneous payment by the establishment against the TRRN generated for other establishment.

Sir/Madam,

It has come to the notice of the undersigned that during the last week of July 2016 due to some technical issue at the ECR portal, same TRRN was generated for different establishments.

2. It has resulted in to two scenarios:

(i) In some of the cases, the payment of the dues of one establishment was remitted by another establishment. These establishments are now approaching Field Office, to refund the money that has been erroneously paid for another establishment.

(ii) In some of the cases, establishment remitted payment for their dues and ECR files that are being provided by the Portal ie ECR file received by Field office is of different amount and also for different establishment.

3. A list containing TRRNs that was generated twice along with the establishment code for which amount is received by EPFO, is provided herewith (by e-mail) with a request that Field Office may examine the case in detail for each TRRN and TRRN may be marked as TYPE 1 or 2 so that the necessary action may be initiated by the IS Division.

Yours faithfully,

(V. Ranganath)

Regional PF Commissioner- I (IS)



कर्मचारी भविष्य निधि संगठन

«EMPLOYEES' PROVIDENT FUND ORGANISATION

Ministry of Labour & Employment, Government of India

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14, भीकाजी कामा प्लेस नई दिल्ली 110066-

BhavishyaNidhiBhawan, 14, Bhikaji Cama Place, New Delhi -11006

File. No. Pension-I/ Notification No. G.S.R533(E)/2016

Dated: 30.08.2016

To

All. Addl. CPFCs
All Regional P. F. Commissioners
In- Charge of the ROs/SROs

Sub: Notification for amendment to PARAGRAPH 12 sub para (8) OF Employees Pension Scheme (EPS), 1995 - regarding.

Sir,

Please find enclosed copy of Notification NO. G.S.R No. 533(E), dated 19.05.2016 approved by the Ministry of Labour & Employment on the above cited subject.

2. The amended provision in paragraph 12 sub para (8) of the EPS, 1995 shall come in to force with immediate effect.

Encl: As above:

Yours faithfully,

(K.S.Saini)

Regional P. F. Commissioner -II (Pension)

MINISTRY OF LABOUR AND EMPLOYMENT**NOTIFICATION**

New Delhi, the 19th May, 2016

G.S.R. 533(E).—In exercise of the powers conferred by section 6A read with sub-section (1) of Section 7 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952), the Central Government hereby makes the following Scheme further to amend the Employees' Pension Scheme, 1995, namely :—

1. (1) This Scheme may be called the Employees' Pension (Third Amendment) Scheme, 2016.

(2) It shall come into force from the date of its publication in the Official Gazette.

2. In the Employees' Pension Scheme, 1995 (hereinafter referred as the principal scheme), in paragraph 12, for the proviso to sub-paragraph (8), the following proviso shall be substituted, namely:—

"Provided that if the member does not take up an employment coverable under this Scheme and has rendered less than ten years eligible service on the date of exit, but dies before attaining the age of fifty-eight years and before a continuous period of thirty-six months has elapsed during which contributions have not been received in respect of the member in the Pension Fund, the amount of contributions received in his case shall be converted into a monthly widow pension or children pension and the widow pension in such cases shall be calculated at the scale laid down in Table 'C' and the children pension at 25 per cent thereof for each child (upto two):

Provided further that if there is no widow, then the orphan pension shall be payable at the rate of 75 per cent of the amount which would have been payable as a widow pension subject to the provisions of the paragraph 16.

Provided also that if the member does not take up an employment coverable under this Scheme and has rendered less than ten years eligible service on the date of exit, but dies before attaining the age of fifty-eight years after a continuous period of thirty-six months has elapsed during which contributions have not been received in respect of the member in the Pension Fund, the family shall be entitled to benefits under paragraph 14."

[No. R-15011/2/2016-SS-II]

MANISH KUMAR GUPTA, Jt. Secy.

Note: The Employees' Pension Scheme, 1995 was published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i) vide notification number G.S.R. 748(E) dated 16th November, 1995 and was lastly amended vide notification number G.S.R. 440(E) dated 25.04.2016.

No. DGE-U-13015/1/2016-MP (G)
Government of India
Ministry of Labour & Employment
Directorate General of Employment

3/10, Jam Nagar House,
Shahjahan Road,
New Delhi-110011

Dated: 09.08.2016

OFFICE MEMORANDUM

Subject: Scheme Guidelines for Pradhan Mantri Rojgar Protsahan Yojana (PMRPY).

The undersigned is directed to enclose herewith the guidelines on Pradhan Mantri Rojgar Protsahan Yojana (PMRPY), a scheme to incentivise employers registered with the Employees' Provident Fund Organisation (EPFO) for job creation by the Government paying the 8.33% contribution of employers to the Employee Pension Scheme (EPS) in respect of new employees having a new Universal Account Number (UAN). For the textile (apparel) sector, the Government will also be paying the 3.67% Employees Provident Fund (EPF) contribution of the eligible employer for these new employees. The Scheme may be popularised amongst industry for wider participation and coverage.

2. The Scheme will be operational with effect from 09th August, 2016, i.e. date of issue of this OM. EPFO will make necessary arrangements for the software development for implementation of the PMRPY Scheme.

Encl: as above


(Dr. Shikha Anand)
Director (Employment)
Tel. Fax. 23386737

1. Finance Secretary & Secretary Expenditure, Ministry of Finance, North Block, New Delhi - 110001
2. Secretary, Ministry of Textiles, Udyog Bhawan, New Delhi - 110011
3. Secretary, Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi - 110011
4. Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi - 110011
5. Secretary, Ministry of Skills Development & Entrepreneurship, Shivaji Stadium, New Delhi - 110001
6. Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi - 110001
7. CEO, NITI Aayog, Sansad Marg, New Delhi-110001
8. OSD, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110119

Annex-I**PMRPY Scheme Implementation**

Note: The Employer applying for the Scheme is required to fill up the following details

A. Establishment Details			
S.No.	Fields/Objects	Input	Validation Checks
1	Employer ID	LIN	User to enter the LIN. Links to be provided to Shram Suvidha Portal for applying for a LIN
2	Name of the Organisation	ABC Enterprises	Data to be pulled from EPFO Database. Pre-filled field & Non-editable.
3	Registered Address of the Organisation	Gurgaon, Haryana	Data to be pulled from EPFO Database. Pre-filled field & Non-editable.
4	Organisation's Industry (as per NIC-2008)	Chemicals	Data to be pulled from EPFO Database. Pre-filled field & Editable.
5	Organisation's Year of Incorporation	DD/MM/YYYY	Data to be pulled from EPFO Database. Pre-filled field & Non-editable.
6	Organisation's PAN	AAAPP1234P	User to enter PAN details Pan Verified (One Time)
7	Organisation email	abc@gmail.com	Pre-filled: editable
8	Bank Account No	10014456203	Cross checked by payment gateway. Pre-filled field & Editable.
9	IFSC Code	SBIB000007	Cross checked by payment gateway. Pre-filled field & Editable.
10	Bank Name	State Bank of India	Cross checked by payment gateway. Pre-filled field & Editable.

B. Contact Person's Details (from establishment applying for scheme)			
S.No.	Fields/Objects	Input	Validation Checks
1	Name	First /Middle /Last Name	User to enter Details
2	Aadhaar	36701568970	User to enter Details To be Verified by NCS
3	PAN	AAAPS1234P	User to enter Details To be Verified by NCS
4	DoB	1 January, 1950	User to enter Details
5	Contact Person's Mobile No.	9875462309	User to enter Details
6	Email	xyz@gmail.com	User to enter Details

C. PMRPY eligibility of establishment to be auto-generated and displayed				
S.No.	Fields/Objects	Reference Date	Employment size	Validation Checks / Remarks
1	Employee Strength as on	31.03.2016	50	Data to be pulled from March 2016 ECR. Pre-populated & Non-Editable
2	Employee Strength as on Last Completed month	31 May, 2016	54	Data to be pulled from ECR of Last Completed month Pre-populated & Non-Editable
3	Current Month	30 June, 2016		Automatically Filled based on 3.67% EPF contribution – this triggers the system for PMRPY

D. PMRPY eligibility of employees - to be entered by Employer New Employee Details Table													
S.No.	Name of the New Employee			Date of Birth	Gender	Job Role (Master List to be provided)	Pay of employee (in Rs)	Date of Joining (mm-dd-yyyy)	Date of Exit (mm-dd-yyyy)	UAN of the employee	Aadhaar No.	Eligible Amount to be covered (in Rs) To be computed on the basis of basic pay	Confirmation / Verification Status
	First Name	Middle Name	Last Name										
1	A	A	A	1 Jan, 1960	M	Security Guard	15000	01-04-16		UAN012456912		15000	Yes
2	B	B	B	2 Jan, 1960	M	Fitter	12000	05-04-16		UAN012456913		12000	Yes
3	C	C	C	3 Jan, 1960	F	Turner	13000	20-04-16	31-05-16	UAN012456914		13000	Yes
4	D	D	D	4 Jan, 1960	TG	Electrician	25000	31-05-16		UAN012456915		NIL	No

CASE LAW UPDATE



Misconduct of misappropriation when stands proved against the delinquent employee, reinstatement cannot be ordered. Highest degree of integrity and trustworthiness is must while dealing with the public money.

Supreme Court of India – U.P.S.R.T.C., Vs. Pradeep Kumar – 2016 – LLR - 897

If the number of employees in an establishment is less than 20, the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 are not applicable. Partners of a partnership firm could not be treated as employees for the purpose of covering the firm under the provisions of the Act.

Madhya Pradesh High Court – EPFO Vs. Ambar Products, Gwalior – 2016 LLR 932

An enquiry conducted by EPF Authority under Section 7A of the Act is not sustainable if the EPF Authority has not exercised all its powers to collect all evidence and collate all material before coming to final conclusion. Non Providing a reasonable opportunity to cross-examine the enforcement officers for proving incorrectness of the report submitted by them is a sufficient cause to set-aside the order of the EPF Authority.

Madhya Pradesh High Court – EPFOVs.Prem Motors Pvt. Ltd., - 2016 LLR 968

A domestic enquiry can be held against an employee after retirement upon reaching the age of superannuation only if the Rules governing the service conditions permit the employer to do so.

Allahabad High Court – Bank of BarodoVs. S.C. Mishra – 2016 LLR 999

Burden to prove that an employee is a workman under section 2 (s) of the ID Act is firstly upon that employee to prove that he was a 'workman'. If an employee has firstly proved that he is a workman under section 2 (s) of the Act, the burden would, thereafter, shift on the employer to prove that he was not a workman.

Gujarat High Court – Ingersoll Rand India Ltd., Vs. DineshbhaiKacharabhal Patel and another- 2016 LLR 964

The burden to prove is upon the workman that he performed duty continuously for 240 working days during the preceding 12 calendar months. If the workman has not completed 240 working days continuous service during the preceding 12 calendar months, termination of his services by the Management, in any manner except imposing stigma of a misconduct upon him, would not be in violation of provisions of section 25F of the Act, attracting any relief to the workman under the Industrial Disputes Act, 1947.

Delhi High Court - Ashoka Gears & Another - Vasudev Prasad - 2016 LLR 948

CASES REFERENCE - EPF APPELLATE TRIBUNAL

Trainees under Standing Orders - Not employees for coverage under the Act

Force Motors Ltd., Vs. RPFC - ATA No.1212 (8) 2015 decided on 26.07.2016

If delay in remittance of EPF dues was not intentional, imposition of damages and interest at higher rates are not justified.

Global Waste Management Cell Pvt. Ltd., Vs. Assistant Provident Fund Commissioner - ATA No.1126(9) 2014 decided on 14.7.2016

No collection towards EPF dues can be made in respect of Unidentified employees

Myco Electricals Pvt. Ltd., Vs. Assistant Provident Fund Commissioner - ATA No.486 (4) 2012 decided on 13.07.2016

Assessment of EPF dues on the basis of balance sheet without identifying the beneficiaries is not sustainable

Bharat Motor Transport Vs. APFC, Delhi - ATA No.209 (4) 2007 decided on 26.07.2016

Determination of EPF Dues in respect of Unidentified beneficiaries is not Justified

Vrideshwar Sahakari Sakhar Karkhana Ltd., Vs. RPFC - ATA No.328 (9) 2011, decided on 20.07.2016

Any Order passed without following fair and transparent prescribed procedure is not sustainable

Force Motors Ltd., Vs. RPFC - ATA No.1212 (8) 2015 decided on 26.07.2016

An order passed, without any authentic evidence, by the EPF authority is liable to be set aside being illegal

General Sales and Services Vs. Assistant Provident Fund Commissioner - ATA No.753 (14) 2009 decided on 25.07.2016



COMPLIANCE CHECKLIST

List of Registers to be Maintained Under Various Labour Laws			
Sl. No.	Act	Frequency	Principle Employer ---->
1	S & E Act	MONTHLY	Register of advance , Deduction, Damages and Loss fine - Form - P
2	S & E Act	MONTHLY	Register of Employment for Shop and Establishment Form - Q
3	S & E Act	MONTHLY	Register of Wages - Form - R
4	S & E Act	MONTHLY	Notice of Daily Hours of Work, Rest Interval Weekly Holiday Form - S
5	S & E Act	MONTHLY	Wages slip/Leave card Return - Form - T
6	LWF	MONTHLY	Labour Welfare Fund register - Form - B
7	Min Wages	MONTHLY	Register of Fines-Form - 1
8	Min Wages	MONTHLY	Deduction and Damages- Form - II
9	Min Wages	MONTHLY	Overtime register- Form - IV
10	S&E Act	MONTHLY	Whether minimum leave entitled / availed as per Shops & Establishment Rules
11	S.A.ACT	MONTHLY	Maintenance of Registers - Form - 1
12	P.S.ACT	MONTHLY	Maintenance of Registers - Form - 1
13	M.B.ACT	MONTHLY	Maintenance of Registers - Form - A
14	M.B.ACT	MONTHLY	Whether any maternity Benefit and maternity Bonus paid to the eligible women employee for the month
15	E.R.ACT	MONTHLY	Maintenance of Registers - Form - D
16	N.F.H.ACT	ONGOING	Maintenance of Registers - Form - VI
17	P.W. ACT	MONTHLY	Register of Fines - Form - I
18	P.W. ACT	MONTHLY	Deduction and Damages - Form - II
19	P.W. ACT	MONTHLY	Register of Advances - Form - III
20	P.W. ACT	MONTHLY	Notice of Rate of Wages-Form - VI
21	EPF ACT	MONTHLY	EPF Challan on or before 15 th of Succeeding Month
22	ESI ACT	MONTHLY	ESI Challan on or before 21 st of Succeeding Month

NOTICE BOARD DISPLAY COPY

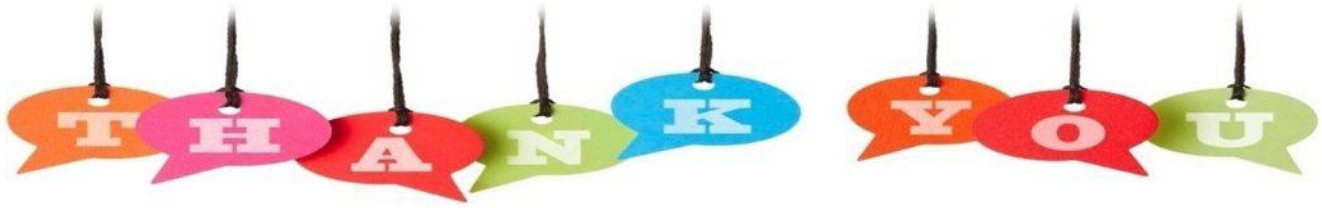
23	MA.NO.BO	ONGOING	Abstract of the Maternity Benefit Act - FORM - J
24	S & E Act	ONGOING	Notice of Daily Hours of Work, Rest Interval Weekly Holiday - FORM - S
25	GRA. NO. BO	ONGOING	Abstract of the Gratuity Act - FORM - U
26	P.W.NO.BO	ONGOING	Abstract of the Payment of Wages Act - FORM - V
27	M.W. NO.BO	ONGOING	Abstract of the Minimum Wages Act - FORM - X
28	N.F.H.ACT	ONGOING	Display of list of Holidays under National and Festival Holiday Act - FORM- V
29	P.W. ACT	ONGOING	Notice of Rate of Wages under Payment of Wages Act Form - VI
30	CL NO.BO	ONGOING	Abstract of the Contract Labour Act - Rule -79
31	GRA.ACT	ONGOING	Display of Notice - Authorized by the employer to receive Notice - Rule - 4
32	Min Wages	ONGOING	Inspectors Details- under the payment of minimum wages Act - Rule - 22(10)
33	N.F.H.ACT	ONGOING	Proceeding number received from Labour department- under the National and Festival Holidays Act -FORM - III
34	Min Wages	ONGOING	Notices required to be displayed at work site, under Minimum Wages Act, showing rates of wages, hours of work, wage periods, date of payment of unpaid wages, Name and addresses of inspector in English and in a local language -Rule 10 of Annexure - A
35	S & E Act	ONGOING	Displayed in Entrance of Company - COMPANY NAME BOARD IN TAMIL & ENGLISH

DUE DATE FOR FILLING OF RETURNS - 31.10.2016

ACT	FREQUENCY	DETAILS
LWF	Quarterly	Register of fines and unpaid accumulation - Form - C Return
E Act	Quarterly	Form ER -1 To be Submitted to Local Employment Exchange
E E Act	Bi-Annual	Form ER -2 To be Submitted to Local Employment Exchange
S & E Act	Monthly	Copy of Form -S - for addition and deletion for the month to be send to the office of the Assistant Inspector of Labour and Inspector of Labour

Disclaimer

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