



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)

मुख्य कार्यालय / Head Office

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www.epfindia.gov.in

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No. Compliance/C-III/011/3(18)2015/DL/DO-Ref

Dated: 01/08/2016

To,

All Additional Central PF Commissioners,
All Regional PF Commissioners-I,
All Regional PF Commissioners-II,
All Assistant PF Commissioners,

01 AUG 2016

Sub: Inspection of Security/Manpower/Facility Management Establishments.

Madam/ Sir,

Large number of establishments engaged in providing security services, supply of manpower facility management establishments and construction companies are covered under EPF & MP act 1952. Several complaints are received regarding underreporting of employees/ contribution under the act in respect of such establishments. Often, the nature of such complaints is that these establishments have not enrolled all of the employees deployed with different principal employer/ clients.

2. In this regard, it is observed that while inspecting compliance of such establishments/ companies under EPF & MP Act, 1952 only absolute number of employees are reported by field officers and this may not give correct picture about number of employees engaged.

3. Hence, it has been decided that from now onwards **(a.)** it shall be mandatory on the part of Enforcement Officers, to report numbers of employer in respect of these security/manpower/facility management establishments with reference to each of principal employer/clients being served by these establishments and **(b.)** In case of any 7A proceeding, in respect of such establishments, it shall be mandatory on the part of officers working as Departmental Representatives to report numbers of employees in respect of these security/manpower/facility management establishments with reference to each of the principal employers/clients being served by these establishments.

4. Further, while carrying out inspection of principal employers it must be ascertained whether the details of contract awarded have been uploaded by the principal employer in the EPF portal and the same should be reported in the inspection report. The Inspection Proforma (Unexempted Establishments) has accordingly been modified with the inclusion of live items 2A & 7A in the proforma. A copy of the modified Inspection Proforma is enclosed for ensuring that all future inspections are firstly, carried out keeping the instructions in the circular in view, and secondly duly reported in the revised proforma.

(This issues with the approval of CPFC)

Yours faithfully,

Narayan
11/8/16

(M. NARAYANAPPA)
Additional Central Provident Fund Commissioner-I

Encls.: As above

Copy to:

1. PS to CPFC

2. PS to FA & CAO/CVO/*ACC(HQ)*/All ACCs } For information.

3. DD (Rajbhasha) with a request for Hindi translation.

**EMPLOYEES' PROVIDENT FUND ORGANISATION
REGIONAL/SUB-REGIONAL OFFICE**

INSPECTION PROFORMA (UNEXEMPTED ESTALBISHMENTS)

DATE OF INSPECTION : (dd/mm/yyyy)
PERIOD OF INSPECTION : (dd/mm/yyyy)

PART-A – OPTIONAL INSPECTIONS (Para 3c) of Inspection Scheme)

1. LIN:

2. Number of employees engaged by the establishment

- a) Engaged directly: _____
- b) Engaged on contract or through a contact _____
- c) Excluded employees: _____

2A Name of different Principal Employers and Number of total employees engaged with them:

Name	PF Code No.
a)	_____
b)	_____
c)	_____
Add row (if required)	Total _____

3. Number of employees in respect of whom remittance is made in the month of report.

Total:

- a) Engaged directly _____
- b) Engaged on contract or through a contractor: _____

4. Drop in Remittance

- a) Average drop in amount remitted in Rs. _____
- b) Percent drop in remittance: _____
- c) Reasons for drop in remittance: _____

*Add detailed explanatory sheet if required:

5. Drop in Membership:

- a) Average reduction in membership:
- b) Percent drop in membership
- c) Reasons for drop in membership*

*Add detailed explanatory sheet if required

6. Declaration Form in accordance with Para 34 of the EPF Scheme 19052) not furnished in respect of following members:

Sl. No.	Name of the employee	Date of Birth	Date of Joining
1			
2			

7. Workers whose statement are recorded during inspection:-

Name of the Worker	EPF Account No./UAN	Whether agree to reasons mentioned in para 4 & 5 above (Y/N)

i) In case of disagreement submissions/documentary evidence submitted:

ii) In case of disagreement, lit of record(s) seized by the Inspector:

7A: whether the establishment being principal employer has uploaded their
 (i) work order(ii) contractor details in the principal employer portal of EPFO
Yes/No
 (No enclose the list of contractors not uploaded)

8. Any other point which the Inspector desires to bring to the notice of RPFC:

PART-B – MANDATORY INSPECTIONS (Para 3 a) of the Inspection Scheme)

9. Whether the establishment to be inspected is :

a) New coverage – Y/MN

b) Establishment registered on ECR portal, not marked as closed and not complying – **Y/N**

c) Establishments reported for closure – **Y/N**

10. Number of employees eligible but not enrolled as members of the Fund

S.No.	Name of the employee	Date of Birth	Date of Joining
1			
2			

Add separate list, if required

11. List of pending Recovery Certificates against the establishment: **Y/N/NA**
(If 'Y' attach details)

12. List of pending assessment cases (Section 7A/14B of the Act): **Y/N/NA**
(If 'Y' attach details)

13. List of pending court cases-court wise and periodicity wise : **Y/N/NA**
(If 'Y' attach details)

14. List of pending prosecution cases: **Y/N/NA**
(If Y attach details)

15. Whether there is any short/excess remittance in establishment ledger: **YES/NO**

16. Whether any member/representative of the Workers Union of the Factory/Establishment were contacted? If so:

a) Brief description of the points discussed

b) Name(s) of the Union(s)

c) Name of the Office Bearer(s):

17. Declaration Form in accordance with Para 34 of the EPF Scheme, 1952 not furnished in respect of following members:

S.No.	Name of the employee	Date of Birth	Date of Joining
1			
2.			

Add separate list, if required

18. Any other point which the Inspector desires to bring to the notice of RPFC:

Name of the Enforcement Officer-----Signature-----

Date of last inspection:

Name of the Enforcement Officer who conducted the last inspection: