

Sub: Operation of EPF account of DFCCIL employees with EPFO.

As per approval of MD and willingness of employees for opening EPF account with EPFO under EPF Act 1952, EPF account has been opened with account No. DL-42192. Original letter will come through courier/speed post as per procedure. A copy of the letter has been arranged which is enclosed. Employee and Employer's contribution have to be deposited with effect from 01.03.2011.

2. As desired by Competent Authority, further action may be taken in the matter as under:

- i) Company Secretary will complete the requisite statutory documents and returns to be filed with EPFO as mentioned in their coverage letter dated 9<sup>th</sup> March 2011 to DFCCIL with assistance from Accounts department. The main file containing all documents is handed over to Company Secretary for this purpose which may be returned to HR alongwith completed documents.
- ii) Accounts department will make the necessary deductions (Employer as well as Employee's contribution), prepare challans, deposit contribution in EPF account, and related necessary routine returns to EPFO. Copy of MD's approval, EPFO's letter dated 09.03.2011 and consent of members are enclosed.
- iii) HR will continue to be in the forefront to co-ordinate in the matter.

  
(A C Jain)  
DGM(HR)

Copy to:

1. Dir(OP &BD)- for information please.
2. GGM(HR), GGM(Fin.)-for appropriate direction.
3. Company Secretary/DGM(Acctts.)-for appropriate action.

Annex

Diary No. 96 DGM Finance  
Date 10/3/2011

5.21