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

No. Exem/Masterdata/Ex.Estt/2012

Dated 15.06.2012

To,
All Regional P F Commissioners,
Regional / Sub Regional Offices

Sub: Collection of the Master Data in respect of the Exempted Establishments for effecting e-transfer of members' accounts-regarding.

Sir,
Please refer to the subject cited above.

2. Vide letter Number Bkg/FRAUD/05/18210 dated 22.11.2011, the Finance Division, Head Office, has issued directions to all the field offices to transfer the amounts to the exempted trusts also through NEFT/RTGS only.

3. At present the new application software being used by the EPF Offices does not have the data of bank account and IFS Code number in respect of the exempted establishments to facilitate the transfer through the NEFT/RTGS.

4. It is therefore requested to collect the following data in respect of all the exempted establishments under your jurisdiction so that the data may be added to the application software for ensuring the transfer of the funds through the electronic mode.

DATA required in respect of Exempted Establishments:

1.	Establishment Code**	(character, max 15)
2.	Name of the Establishment **	(character, max 100)
3.	Name of the Trust **	(character, max 100)
4.	Bank Account Number**	(character, max 20)
5.	IFS Code of the Bank Branch where the Trust account is maintained **	(character, max 11)
6.	Address of the Trust in following fields:	
	a) Address line 1	(character, max 35)
	b) Address Line 2	(character, max 35)
	c) City	(character, max 50)
	d) District	(character, max 50)
	e) State	(character, max 50)
	f) PIN	(character, max 11)

7.	Trust Contact No.	(character, max 50)
8.	Trust Fax No.	(character, max 50)
9.	Trust email id	(character, max 50)

{Fields with ** are mandatory.}

[Note:(a) For correctness of the details, please advise the exempt trusts to enclose a copy of a cancelled cheque of the bank account(s) of the trust.

(b) If the e-mail id and Fax no. are available it will be possible to send the Annexure K also to the Trust through mail/fax.]

5. While sending the letters to the Exempted Trusts, they may be advised to submit the same under the signature of their Employer/Authorized Officer. While forwarding the replies received from the establishments to the Head Office please also send a copy to the RPFC, NDC (rc.ndc@epfindia.gov.in) so that the data is compiled and made available in the application software.

6. The information may be collected and furnished to EPF Head Office on priority and in any case latest by Friday, 13th July 2012.

A specimen of the letter to be sent to the Employer/Authorized Officer of the Establishment/Trust is also enclosed and all the exempted establishments may be directed to act accordingly.

Yours faithfully,



15/07/2012

(P. K. UDGATA)

Addl. Central PF Commissioner (Compliance)

Copy to:

1. Addl. CPFC (IS) – for information.
2. FA & CAO – for information.
3. RPFC (NDC) – for web upload.



15/07/2012

(P. K. UDGATA)

Addl. Central PF Commissioner (Compliance)

DRAFT LETTER TO EXEMPT ESTABLISHMENTS

To,
The Employer/Authorized Signatory,
M/s

Sub: Collection of the Master Data in respect of the Exempted Establishments for effecting e-transfer of members' accounts-regarding.

Sir,

Please refer to the subject cited above.

2. Employees Provident Fund Organisation has started release of members benefit amount under PF through electronic mode and this has been extended for the transfer of PF to exempted establishments where earlier cheque were sent to the Trust.

3. To ensure smooth and fast transfer without error, it is required to have the account number and the IFS code of the Bank where the Trust is maintaining its account for the credit of transfer in amounts. It is proposed to update this data in the EPF Application software. Thereafter, transfers through NEFT, RTGS can be done and the members will receive the credit immediately on the settlement of transfer claims.

4. It is therefore requested to send the required information against the following fields (fields with * being mandatory).

DATA required in respect of Exempted Establishments:

1.	Establishment Code**	(character, max 15)
2.	Name of the Establishment **	(character, max 100)
3.	Name of the Trust **	(character, max 100)
4.	Bank Account Number**	(character, max 20)
5.	IFS Code of the Bank Branch where the Trust account is maintained **	(character, max 11)
6.	Address of the Trust in following fields:	
	a) Address line 1	(character, max 35)
	b) Address Line 2	(character, max 35)
	c) City	(character, max 50)
	d) District	(character, max 50)
	e) State	(character, max 50)
	f) PIN	(character, max 11)
7.	Trust Contact No.	(character, max 50)
8.	Trust Fax No.	(character, max 50)
9.	Trust email id	(character, max 50)

{Fields with ** are mandatory.}

For ensuring correctness of the details, please enclose a copy of a cancelled cheque of the bank account(s) of the trust.

{Note: If the e-mail id and Fax no. are available it will be possible to send the Annexure K also to the Trust through mail/fax.}

Yours faithfully,

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Regional PF Commissioner
Regional/Sub Regional Office