

CIRCULAR No.48

Sub:- APSCSCL – Sending of IOCPF amount of all the Members of the APSCSCL EPF TRUST both regular employees & hamalies – before due date –Reg.

The monthly contributions of EPF amounts of the members of all districts of APSCSCL are consolidated at Head Office level and the data is uploaded through Electronic Challan cum Return (ECR) and payment is made through e-challan as per the guidelines of the Employee's Provident Fund Organization, India.

For this purpose the consolidation of data at Head Office may take considerable time. It is therefore decided to obtain the IOCPF data including hamalies from the districts well in advance to upload the details through online.

While sending the IOCPF, the descriptions should be clearly stated for all supplementary entries made in the e-office software for both Regular employees and Hamalies and it is essential that each separate supplementary entry should be made for each month respectively.

The RPFC Authorities are insisting that the Pension contribution 8.33% (i.e. maximum of Rs.541/-) is to be remitted pertaining to all the employees on role without fail. In view of this District Managers are requested to include the FPS (8.33%) pertaining to all the employees on role irrespective of the employees either on leave with or without sanction / suspension. The amount of FPS already included in the IOCPF ~~and~~ sent to Head Office may be adjusted in Pay & Allowance of the employees when it is settled, pertaining to such employees. This will facilitate easy and correct remittance to the RPFC and settlement of Pension etc to the employees without any problem.

When cash payments are made towards refund of PF loan / Voluntary PF Contribution then such Cash Receipts are to be entered in package and should be included in IOCPF also. Therefore, all the District Managers and Zonal Managers are hereby requested to send monthly IOCPF statements of Regular employees and Hamalies on or before 5th of every month by following the above instructions scrupulously without any deviations, so as

to enable us to upload the data correctly and make payment in time. Non receipt of the IOCPF data on scheduled time as requested will be viewed seriously and suitable action will be initiated against the concerned.

To

All the District Managers / Zonal Managers
Copy to the Stock file.

GENERAL MANAGER (FINANCE)

o/c