

**बिहार सरकार**  
**राजस्व एवं भूमि सुधार विभाग**  
**(चकबंदी निदेशालय)**

प्रेषक,

अनिल कुमार सिंह,  
अनुदेशक,  
चकबंदी निदेशालय,  
बिहार, पटना।

सेवा में,

संयुक्त निदेशक, चकबंदी  
सभी उप निदेशक, चकबंदी,  
सभी चकबंदी पदाधिकारी।

पटना, दिनांक 14/09/2023 /

**विषय :-** चकबंदी योजनान्तर्गत विभिन्न संवर्ग के संविदा पर नियोजित कर्मियों को कर्मचारी भविष्य निधि संगठन के तहत ई0पी0एफ0 योजना का लाभ प्रदान करने हेतु ई0पी0एफ0 खाता खुलवाने के संबंध में।

**प्रसंग :-** चकबंदी निदेशालय के पत्रांक 304 दिनांक 17.03.2021


महाशय,

उपर्युक्त विषय के संबंध में कहना है कि चकबंदी योजनान्तर्गत विभिन्न संवर्ग के क्षेत्रीय कार्यालयों में पदस्थापित संविदा नियोजित कर्मियों को ई0पी0एफ0 योजना में अंशदान करने हेतु सभी कार्यालय प्रधान को संविदा कर्मियों ई0पी0एफ0 का खाता खोलवाते हुए ई0पी0एफ0 कटौती करने का दिशा-निर्देश निर्गत किया गया था। इस क्रम में यह ज्ञात हुआ है कि कुछ कार्यालय प्रधान द्वारा ही अपने अधीन संविदा कर्मियों का देय मासिक मानदेय से ई0पी0एफ0 की कटौती की जा रही है। अधिकांश कार्यालय प्रधान द्वारा अभी तक ई0पी0एफ0 योजना के लाभ के तहत मासिक मानदेय से अनुमान्य ई0पी0एफ0 अंशदान राशि की कटौती नहीं की जा रही है।

अतएव अनुरोध है कि अपने अधीनस्थ सभी संवर्ग के संविदा कर्मियों का ई0पी0एफ0 खाता खोलते हुए एवं ई0पी0एफ0 खाता संचालन हेतु कार्यालय प्रधान के नाम से खाता खोलने हेतु संलग्न प्रपत्र में वांछित कागजातों के साथ आवश्यक कार्रवाई करने की कृपा की जाय तथा कृत कार्रवाई से चकबंदी निदेशालय को अवगत कराया जाय।

**अनुलग्नक :- यथोक्त।**

विश्वासभाजन

  
(अनिल कुमार सिंह)  
अनुदेशक  
चकबंदी निदेशालय।

बिहार सरकार  
राजस्व एवं भूमि सुधार विभाग  
(चकबंदी निदेशालय)

12/3

प्रेषक,

संयुक्त निदेशक, चकबंदी (मु0)

बिहार, पटना।

सेवा में,

सभी संयुक्त निदेशक, चकबंदी

सभी उप निदेशक, चकबंदी

सभी चकबंदी पदाधिकारी

पटना, दिनांक 17/03/2021

विषय :-

चकबंदी योजनान्तर्गत विभिन्न संवर्ग के संविदा पर नियोजित कर्मियों को कर्मचारी भविष्य निधि संगठन के तहत E.P.F. स्कीम से लाभ प्रदान करने हेतु E.P.F. code प्राप्त करने संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि चकबंदी योजना अन्तर्गत विभिन्न क्षेत्रीय कार्यालयों में विभिन्न संवर्ग के संविदा पर नियोजित कर्मी यथा अमीन/पेशकार/लिपिक/मोहररि/प्रारूपक एवं कार्यालय परिचारी पदस्थापित हैं, जिनके प्राप्त मानदेय राशि से मासिक E.P.F. अंशदान की कटौती करनी है।

अतएव निम्न बायोडाटा में अपने क्षेत्र के प्रमण्डलीय स्तर के कर्मचारी भविष्य निधि संगठन कार्यालय को विभिन्न सूचनाएँ प्राप्त कराते हुए E.P.F. Code प्राप्त करने की कार्रवाई करने की कृपा की जाय, ताकि संविदा कर्मियों का E.P.F. स्कीम का लाभ प्रदान किया जा सके।

1	Name of Establishment	:	
2	Office TAN no.	:	
3	Address	:	
4	Authorised Officer	:	
5	Name	:	
6	PAN no.	:	
7	Aadhar No.	:	
8	Date of Birth	:	
9	E-Mail ID	:	
10	Mobile no.	:	
11	Date of EPF Coverage	:	

विश्वासभाजन



संयुक्त निदेशक, चकबंदी (मु0)  
बिहार, पटना।

# PROFORMA FOR EPF REGISTRATION

(FOR GOVT ESTABLISHMENTS)

1105

Type of Establishment (Please ✓)*	Center govt/ Center govt controlled / <b>State govt/</b> State govt controlled		
Name of the Department *			
Name of Establishment As per TAN *			
<b>T A N Number *</b>			
Full Address with PIN code *			
	PIN* <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span>		
Phone No and E-Mail Id *	<span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span>		
Date Of Setup Of Establishment *			
Licenses Issued By Various Authorities, <b>if any.</b>	Type of License :	G s t	
<i>(Please attach the copy of the licenses)</i>	Number :		
	Date of issue of Document :		
	Issued By, Place :		
Whether Establishment Is Covered Under The ESIC Act	YES / <b>NO</b>		
Ownership Details	State govt department		
Particulars Of <b>Officer-in-Charge *</b>	NAME:		
	DESIGNATION :		
	PAN :		
	DATE OF BIRTH :		
	FATHER'S NAME :		
	RESIDENTIAL ADDRESS :		
	MOBILE NO :	<span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span>	
	EMAIL ID :		
	Date from Which in Position :		
<b>EMPLOYEE DETAILS *</b>			
<b>Total Number Of Employees *</b> (Including Excluded Employees) As On Date Of Application *			
Number Of Excluded Employees * (Number of Employees who is under <b>GPF/NPS</b> beneficiary)			
<b>Number of Contractual/ Daily wages/ Other Employees *</b>			
<b>Date from which EPF and MP Act applies</b> on the Establishment*			
<b>BANK DETAILS OF THE ESTABLISHMENT *</b>			
IFSC Code			
Bank Name			
Account Number			
Account Type	SAVING / CURRENT		
Whether the establishment is having a single Unit or has several Units (Branches)	SINGLE UNIT / SEVERAL UNIT		

- ATTACHMENTS :**
1. Copy of TAN
  2. Address Proof of the Establishment
  3. PAN and AADHAR of the of the **Officer-in-Charge**
  4. Copy of **Bank Passbook or Cancelled Cheque WITH NET BANKING FACILITY.**
  5. Specimen Signature (Proforma attached)
  6. Excel Sheet of Employee details (for >25 Emp.)
  7. THIS PROFORMA SHOULD BE SIGNED DIGITALLY ( with DSC).

**SIGNATURE OF OFFICER-IN-CHARGE WITH SEAL**

(104)

**SPECIMEN SIGNATURE CARD FOR UPLOAD WITH THE ONLINE APPLICATION  
FOR REGISTRATION WITH EMPLOYEES' PROVIDENT FUND ORGANISATION**

(This card is for the specimen signature of the employers of the establishment at the time of registration of the establishment with the Employees' P F Organisation)

**NAME OF THE ESTABLISHMENT**

.....

**ADDRESS OF THE ESTABLISHMENT**

.....

.....

.....

(Please upload for all employers and for Authorized Signatory if any)

**Name of the Employer 1.**

**Name of the Employer 2**

Designation

Designation

Specimen Signature

Specimen Signature

1.

1.

2.

2.

3.

3.

For P F Office Use: Code Number Allotted:

## PRESENT RATES OF CONTRIBUTION

BY	CONTRIBUTION ACCOUNTS			ADMINISTRATION ACCOUNTS	
	EPF	EPS	EDLI	EPF@@	EDLI @@
EMPLOYEE	12% /10% ##	0	0	0	0
EMPLOYER	Difference of EE share and Pension Contribution	8.33% ##	0.5% ##	0.50% !! [w.e.f. 01-06-2018]	0 [w.e.f. 01-04-2017]

### 10% rate is applicable for

- Any establishment in which less than 20 employees are employed.
- Any sick industrial company and which has been declared as such by the Board for Industrial and Financial Reconstruction
- Any establishment which has at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and
- Any establishment in following industries:-  
(a) Jute (b) Beedi (c) Brick (d) Coir and (e) Guar gum Factories.

## Contribution is rounded to the nearest rupee for each employee, for the employee share, pension contribution and EDLI contribution. The Employer Share is difference of the EE Share (payable as per statute) and Pension Contribution.

!! Monthly payable amount under EPF Administrative charges is rounded to the nearest rupee and a minimum of Rs 500/- is payable. Note:- If the establishment has no contributory member in the month, the minimum administrative charge will be Rs 75/-

@@ In case Establishment is exempted under PF Scheme, Inspection charges @0.18%, minimum Rs 5/- is payable in place of Admin charges. In case the Establishment is exempted under EDLI Scheme, Inspection charges @ 0.005%, minimum Re 1/- is payable in place of Admin charges.

Notes:

### UNDER EPF

- The contributions are payable on maximum wage ceiling of Rs. 15000/-
- The employee can pay at a higher rate and in such case employer is not under any obligation to pay at such higher rate.
- To pay contribution on higher wages, a joint request from Employee and employer is required [Para 26(6) of EPF Scheme]. In such case employer has to pay administrative charges on the higher wages (wages above 15000/-).
- For an International Worker, wage ceiling of 15000/- is not applicable.

### UNDER EPS

- Contribution is payable out of the employer's share of PF and no contribution is payable by employee.
- Pension contribution not to be paid:  
When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). When an EPS pensioner is drawing Reduced Pension and re-joins as an employee.

In both the cases the Pension Contribution @8.33% is to be added to the Employer Share of PF. (Pension contribution is not to be diverted and total employer share goes to the PF). In case an employee, who is not existing EPF/EP member joins on or after 01-09-2014 with wages above Rs 15000/- In these cases the pension contribution part will be added to employee share, EPF.