

डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान,  
Dr. Syama Prasad Mookerjee Institute of Social Security Administration,  
राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी की इकाई।  
(A Unit of National Academy for Training and Research in Social Security, New Delhi)  
कर्मचारी भविष्य निधि संगठन,



**Employees' Provident Fund Organisation**

श्रम एवं रोजगार मंत्रालय, भारत सरकार

(Ministry of Labour & Employment, Govt. of India)

सैक्टर 16ए कोठी नं. 174 के सामने, ओल्ड फरीदाबाद, हरियाणा।

Sector 16A, Infront of Kothi No.174, Old Faridabad (Haryana)

No.ZTI/NZ/Spl.Workshop /2011-12/581

Dated: 02.08.2011

*Speed Post*

To,

The Regional P.F.Commissioner/OIC

Head Office

Regional/Sub-Regional Office (North Zone)

**Sub: Holding of Two-day workshop on the provisions of EPF & MP Act, 1952 & Schemes framed thereunder for Employers / EPF Members of Un-exempted establishments under the EPF & MP Act, 1952-29<sup>th</sup>-30<sup>th</sup> August, 2011 – Reg.**

Sir,

With a view to enlighten the users i.e. the employers representative with the provisions of the EPF & MP Act 1952 and scheme framed there under with special emphasis on the spirit thereof, Zonal Training Institute (North Zone), Faridabad would be organizing a Two - day Workshop for Employers Representatives/EPF Members of unexempted establishments on **29<sup>th</sup>-30<sup>th</sup> August, 2011**.

There would be special focus on practical exercises on calculations of various benefits payable under the aforesaid Schemes especially EPS-1995 & provision related to contractual and international workers.

2. We are enclosing herewith ..... leaflets on the programme. You are requested to use your good office to encourage the employers/ members from unexempted establishments in your region to participate in the proposed workshop so that maximum representatives of employees/ employers get familiarized with the Act and the Scheme(s) provisions.

3. **The fee charged per participant is Rs.3000/-(Rs Three Thousand only) inclusive of lodging & boarding charges payable through Demand Draft in favour of Regional P.F. Commissioner, Dr. Syama Prasad Mookerjee Institute of Social Security Administration (SPMISSA), Faridabad.**

The course fee covers free tea, snacks, working lunch, dinner, breakfast, course materials etc. and free lodging in the well maintained hostel of the institute.

4. Nomination along with Demand Draft of Rs.3000/- (Rs. Three Thousand only) may please be sent to us by **12.08.2011** to enable us to make proper arrangements for the smooth conduct of the Workshop.

5. You are requested to kindly take personal interest and ensure maximum participation from amongst the un-exempted establishments falling in your jurisdiction.

Yours faithfully,

Encl: as above

*Sd/r*

(S.A.A. Abbasi)

Regional P.F. Commissioner(I)/OIC

✓ Copy to: RPF, NDC, Head Office – with the request to upload on website.

*Sally*

(S.A.A. Abbasi)

Regional P.F. Commissioner(I)/OIC



## RATIONALE

The concept of Social Security is acquiring wider dimensions with the growth of Industry vis-a-vis increasing needs for human existence. While the Employees' Provident Fund Scheme framed in 1952 under the EPF & MP Act had been a major legislation enacted to ensure better Social Security for the organized working class, the Employees' Pension Scheme, 1995 is another milestone in accomplishing the objectives set forth in the Constitution of India. There is yet another scheme called Employees' Deposit Linked Insurance Scheme that was framed in 1976 to provide some consolidated monetary consolation to family in case of death of an employee. By administering these schemes, the Employees' Provident Fund Organisation is striving hard to excel in delivery of social security benefits.

Nevertheless, the administration of Social Security legislations like Provident Fund and Pension would be difficult if the personnel at the helm of affairs of covered establishments are not aware of requirements of beneficial legislations like EPF & MP Act.

It is observed that many executives/employees dealing with Provident Funds in their establishments are not Social Security professionals. Now it is necessary for them to excel in this particular field, keeping in view the volume and variety of work they are required to handle in their respective organisation. In other words, managing of social security is a negligible part of the overall functions of Personnel Executive of an establishment. But having far reaching effects on the existence of an establishment, there is an urgent need to familiarize the Employers / Members of the Fund with Social Security legislations specially the Employees' Provident Funds and Pension Scheme.

Realizing the importance of increasing trend of professionalism in implementation of the Act, Dr. Syama Prasad Mookerjee Institute of Social Security Administration (SPMISSA), Zonal Training Institute (NZ) has decided to organize a special Two-Day Workshop for the Employers / EPF Members of covered establishments at its own complex at Faridabad.

## OBJECTIVES

- To familiarize the Employers / EPF Members about the objectives and requirements of the Employees' Provident Fund Organisation.
- To provide the requisite professional knowledge & skill with regard to Provisions of the EPF & MP Act, 1952 & Schemes framed thereunder.
- To explain the provisions of the Act & Schemes, directives and instructions applicable to the covered establishments.
- To apprise the employers of their duties and responsibilities for proper implementation of Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- To develop the participants expertise on calculation of PF, EDLI & Pension benefits and filling of prescribed returns forms.

## COURSE CONTENTS

- Provisions of EPF & MP Act 1952 with amendments.
- Provisions & Benefits under EPF Scheme, 1952 & EDLI Scheme 1976.
- Employees' Pension Scheme, 95-Provisions & Benefits.
- Submission of Monthly, Annual and other Statutory Returns etc. by employers.
- Duties and responsibilities of employers.
- Quasi-Judicial & Penal Provisions.
- Practical Exercises on
  - Filling up statutory returns forms:
  - PF & EDLI Benefits & Withdrawals.
  - Pension Benefits under various options / situations.
- Self Pension Calculation (Practical Exercises)
- Clarifications - Feedback.

## METHODOLOGY

The workshop will be conducted through lectures, panel discussions and case studies in interactive and participative sessions.

## FACULTY

Apart from own faculty of the Institute, experienced professionals from outside will be invited to share their practical experience with the participants.

## PARTICIPATION LEVEL

Managers/Sr. Executive and employers or EPF members of covered unexempted establishments under the EPF & Misc. Provisions Act, 1952.

## VENUE

DR. SYAMA PRASAD MOOKERJEE  
INSTITUTE OF SOCIAL SECURITY  
ADMINISTRATION,  
Sector-16A Faridabad  
(In front of Kothi No. 174, Sector-16A)  
(Adjacent to Daultabad Village),  
Faridabad - 121 002 (Haryana)

## DURATION

Two days **29-30 AUG 2011**  
The Programme shall commence at 9:30 A.M. and close at 5:30 P.M. each day.  
Registration at : 8:30 A.M. on **29 AUG 2011**

## FEE & MODE OF PAYMENT

The course fee is Rs. 3000/- per participant covering free tea, snacks, working lunch, dinner, breakfast, course materials etc. and free lodging on twin sharing basis in the well maintained hostel of ZTI-NZ.

Bank Draft/Local Cheque for the course fee drawn in favour of  
RPFC, SPMISSA, Faridabad  
may be sent direct at above address

## AWARDS

Participants will be awarded certificates of participation in the Workshop.

**Employees' Provident Fund Organisation**  
Ministry of Labour & Employment, Govt. of India  
DR. SYAMA PRASAD MOOKERJEE INSTITUTE  
OF SOCIAL SECURITY ADMINISTRATION (SPMISSA)  
(A Unit of National Academy for Training & Research  
in Social Security)  
FARIDABAD - 121 002.

## NOMINATION FORM

Training Programme on EPF & MP Act.

Venue : Dr. Syama Prasad Mookerjee  
Institute of Social Security  
Administration, Faridabad

Date : **29-30 AUG 2011**

Time : 9.30 A.M. to 5.30 P.M.

Name (In Block Letters) : .....

Age : .....

Sex (Male & Female) : .....

Name & Address of the : .....

Organisation with Tel/ : .....

Fax No. : .....

E-mail : .....

Designation : .....

Experience (No. of years) : .....

Education & Professional : .....

Qualification : .....

Address for correspondence : .....

with Tel. No. & Fax No. (O) : .....

(R) : .....

E-mail : .....

D.D. / Local Cheque No. : .....

Signature of Participant : .....

Signature of the Sponsoring : .....

Authority Certifying the : .....

above data : .....

Registration will start at 8.30 A.M.  
Please return this Nomination Form alongwith  
**DD/Local Cheque or Cash of Rs. 3000/- to**

The Regional Provident Fund Commissioner  
Dr. Syama Prasad Mookerjee Institute  
of Social Security Administration,  
(SPMISSA)  
Sector-16A, Faridabad  
(In Front of Kothi No. 174, Sector-16A)  
(Adjacent to Daultabad Village), Faridabad - 121 002