E-mail: zti.north@epfindia.gov.in

फोन/Phone 0129-2297894
फैक्स/ Fax 0129-2297898

डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान,
Dr. Syama Prasad Mookerjee Institute of Social Security Administration,
आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल
Zonal Training Institute, North Zone
कर्मचारी भविष्य निधि संगठन,
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
(Ministry of Labour & Employment, Govt. of India)
सैक्टर 16ए, फरीदाबाद, हरियाणा--**121002**
Sector 16A, Faridabad (Haryana)-121002

क्रमांकः आ.प्र.सं/विशेष कार्यशाला/2019-20/ 491 दिनांक: 21/8/19

सेवा में

क्षे.भ.नि. आयुक्त - I / कार्यालय प्रभारी

क्षे.का. - दिल्ली (उ.) / दिल्ली (द.) / दिल्ली (पू.) / दिल्ली (म.) / दिल्ली (प.) / मेरठ / नोएडा / आगरा / कानपुर / इलाहाबाद / बनारस / लखनऊ / बरेली / गोरखपुर / गुरुग्राम - I / गुरुग्राम - II / फरीदाबाद / करनाल / रोहतक / चड़ीगढ़ / भटिंडा / लुधियाना / जालंधर / अमृतसर / देहरादून / हल्द्वानी / शिमला

विषय: कर्मचारी भविष्य निधि एवं विविध उपबंध अधिनियम, 1952 के अन्तर्गत अछूट प्राप्त स्थापनाओं के नियोक्ता / क.भ.नि. सदस्यों के लिए कर्मचारी भविष्य निधि एवं विविध उपबंध अधिनियम एवं उनके अंतर्गत आने वाली योजनाओ के प्रावधानों पर दो दिवसीय विशेष कार्यशाला का आयोजन।

महोदय,

कर्मचारी भविष्य निधि एवं विविध उपबंध अधिनियम, 1952 और इसके अधीन निर्मित योजनाओं के प्रावधानों से अछूट प्राप्त संस्थानों से जुड़े नियोक्ताओं/क.भ.नि. सदस्यों को प्रबुद्ध करने और उनकी जिज्ञाषाओं को संतुष्ट करने के उदेश्य से आंचलिक प्रशिक्षण संस्थान (उत्तरी अंचल), फरीदाबाद **दो दिवसीय विशेष कार्यशाला दिनांक 26 सितम्बर से 27 सितम्बर, 2019** (गुरुवार और शुक्रवार) को आयोजित कर रहा हैं।

2. उपर्युक्त योजनाओं के अंतर्गत हाल के दिनों में संगठन की कार्यप्रणाली में आए नए बदलावों तथा स्कीमों के अंतर्गत विभिन्न प्रकार के लाभों की गणनाओं का प्रयोगात्मक ज्ञान, ठेकेदारी, अंतर्राष्ट्रीय कामगारों तथा प्रधानमंत्री रोजगार प्रोत्साहन योजना से संबंधित प्रावधानों पर जोर दिया जाएगा (विशेष रूप से उनसे संबधित कंप्यूटर एप्लीकेशन)। आपसे अनुरोध है कि आप अपने क्षेत्र से **<u>कम से कम 5 नियोक्ताओं</u>** का भाग लेना सुनिश्चित करें | कृपया भाग लेने वाले नियोक्ताओं का विवरण इस संस्थान को **दिनांक 06 सितम्बर, 2019** तक भेजने की व्यवस्था करें।

3. नियोक्ताओं को ई-मेल के द्वारा सूचित करने हेतु एक नमूना पत्र अनुलग्नक-ए के रुप में इस पत्र के साथ संलग्न है। इसकी सॉफ्ट प्रति आपके कार्यालय को मेल पर भी अलग से प्रेषित की जा रही है।

4. कार्यक्रम के विवरण सहित लघुपत्र भी पर्याप्त संख्या में संलग्न किए जा रहे हैं। आपसे निवेदन है कि आप अपने क्षेत्र की गैर-छूट प्राप्त स्थापनाओं के नियोक्ता/क.भ.नि.सदस्यों को प्रतिभागिता के लिए प्रोत्साहित करने के लिए इनका भी प्रयोग करें ताकि अधिनियम एवं योजनाओं से परिचित होने के लिए अधिकतम नियोक्ता/कर्मचारियों की प्रतिभागिता हो।

5. प्रत्येक नामांकन के साथ रुपये 4,000/-, उन प्रतिभागियों के लिए जो यहाँ ठहरने की व्यवस्था का लाभ प्राप्त करना चाहते हैं एवं रुपये 3,000/-, जो उक्त सेवा का लाभ नहीं लेना चाहते हैं, का डिमांडड्राफ्ट **दिनांक 20 सितम्बर, 2019** के पूर्व प्रेषित करायें ताकि कार्यशाला को सुचारु रुप से चलाने के लिए जरुरी व्यवस्था की जा सके। भुगतान **NEFT** के द्वारा भी संस्थान के खाता संख्या **35134710838** एवं **IFSC** कोड **SBIN0004097** में किया जा सकता है।

6. कृपया व्यक्तिगत रुचि लेकर अपने क्षेत्र के अंतर्गत आने वाली अछूट प्राप्त संस्थानों की अधिकतम प्रतिभागिता को सुनिश्चित करायें।

भवदीया,

सलंग्नः उपयुक्त।

(डॉ. ग़ज़ाला अली ख़ान)
क्षेत्रीय भविष्य निधि आयुक्त - I

Annexure-'A'

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डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान,

Dr. Syama Prasad Mookerjee Institute of Social Security Administration,

आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल

Zonal Training Institute, North Zone

कर्मचारी भविष्य निधि संगठन,

Employees' Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार

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

सैक्टर 16ए, फरीदाबाद, हरियाणा **121002**

Sector 16A, Faridabad (Haryana)-121002

प्रिय नियोक्ताओ,

डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासनिक संस्थान, फरीदाबाद सम्पूर्ण उत्तर क्षेत्र हेतु कर्मचारी भविष्य निधि संगठन का एक आंचलिक प्रशिक्षण संस्थान है ।

कर्मचारी भविष्य निधि एव विविध उपबंध अधिनियम, 1952 और इसके अंतर्गत निर्मित तीनो योजनाए सामाजिक कल्याण के विधान का एक लाभकारी हिस्सा है, जिसका उददेश्य नियोताओ की सक्रिय भागीदारी के साथ- साथ कारखानों तथा अन्य स्थापनाओ मे कार्यरत कामगारों को प्रोत्साहित तथा उनके हितलाभो को सुरक्षा प्रदान करना है| इस प्रकार के कामगारों को विधि के अंतर्गत सामाजिक सुरक्षा योजनाओ के परिलाभो को अधिकतम सीमा तक प्रदान करने के लिए यह आवश्यक है कि अधिनियम तथा योजनाओ के विभिन्न उपबन्धों, अधिनियम मे हुए नवीनतम संसोधनो से अधतन करने तथा कर्मचारी भविष्य निधि संगठन की कार्यविधि मे हुए परिवर्तनों की जानकारी हेतु नियोक्ताओ को प्रशिक्षण देने हेतु एक कार्यक्रम आयोजित किया जाए । इस लक्ष्य की प्राप्ति नियोक्ताओ की जागरूकता पर निर्भर करती है जो भविष्य निधि मे अंशदान तथा ऑनलाइन विवरणी फाइल करके अधिनियम के अंतर्गत अनुपालन करते है जिससे अंशदाताओ के खातो मे अंशदान जमा होता है ।

इस बात को ध्यान मे रखते हुए आंचलिक प्रशिक्षण संस्थान (उत्तरी अंचल) दिल्ली, हरियाणा, पंजाब, हिमाचल प्रदेश, उत्तर प्रदेश और उत्तराखंड में स्थित अ-छूट प्राप्त स्थापनाओं के नियोक्ताओं / कर्मचारियों हेतु दिनांक 26 सितम्बर से 27 सितम्बर, 2019 को दो दिवसीय कार्यशाला का आयोजन कर रहे हैं ।

यह कार्यशाला नवीनतम परिवर्तन तथा संशोधनो तथा संदेहों के निवारण व तकनीकी मुद्दे पर केन्द्रित होगी ।

अत: कर्मचारी भविष्य निधि एव विविध उपबंध अधिनियम, 1952 के सर्वोतम अनुपालन के लिए इस कार्यशाला में आपसे अधिकतम भागीदारी अपेक्षित हैं ।

अधिक जानकारी के लिए इछुक नियोक्ता अपने संबंधित कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय मे संपर्क कर सकते हैं अथवा दूरभाष संख्या 0129-2297894 पर भी संपर्क किया जा सकता हैं ।

(ग़ज़ाला अली ख़ान)

क्षेत्रीय भविष्य निधि आयुक्त - ।

Annexure-'A'
E-mail: zti.north@epfindia.gov.in
फोन/Phone 0129-2297894
फैक्स/ Fax 0129-2297898

डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान,
Dr. Syama Prasad Mookerjee Institute of Social Security Administration,
आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल
Zonal Training Institute, North Zone
कर्मचारी भविष्य निधि संगठन,
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
(Ministry of Labour & Employment, Govt. of India)
सैक्टर 16ए, फरीदाबाद, हरियाणा 121002
Sector 16A, Faridabad (Haryana)-121002

150 YEARS OF CELEBRATING THE MAHATMA

Dear Employer(s),

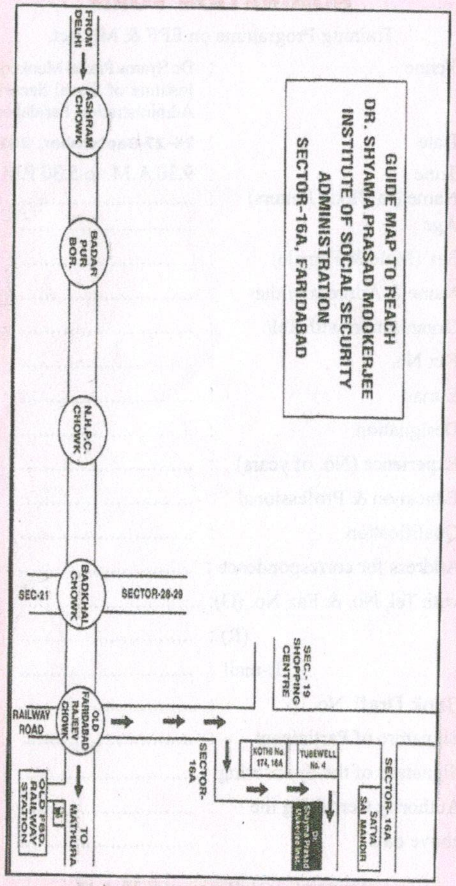
Dr. Shyama Prasad Mookerjee Institute of Social Security Administration, Faridabad is a Zonal level Training Institute of the Employees Provident Fund Organization for the entire North Zone.

The Employees' Provident Fund & Misc. Provisions Act 1952 and three schemes framed thereunder, is a beneficial piece of social welfare legislation aimed at promoting and securing the well-being of the workers engaged in factories and other establishments, with active participation of their employers. In order to confer the benefits of the social security schemes to such workers to the maximum extent within the parameters of law, a programme is being organized to impart training to the employers to acquaint them with the various provisions of the Act and schemes and to keep them updated of latest amendments in the Act and changes in working procedure of EPFO. Achieving this objective depends upon awareness of the employers who make compliance under the Act by contributing towards Provident Fund and filing on-line returns so that the contributions could be credited to the account of the subscribers.

With this object in mind, we are conducting a workshop for two days on 26 September to 27 September, 2019 for the employers/employees of un-exempted establishments situated in Delhi, Haryana, Punjab, Himachal Pradesh, Uttar Pradesh and Uttrakhand. This Workshop will focus on latest changes and amendments as well as resolving doubts and any technical issues being faced.

It is requested to make it convenient to ensure maximum participation in this workshop for better compliance of EPF & MP Act, 1952. For more details, interested employers may contact their respective Regional Offices of Employees Provident Fund Organization or contact us on Phone number-0129-2297894.

(Ghazala Ali khan)
Regional P. F. Commissioner-I



NOMINATIONS

Nomination in the enclosed proforma along with a Demand Draft of Rs. 4,000/- (those wishing to avail lodging facility) or Rs. 3,000/- (without lodging facility) drawn in favour of **RPFC, SPMISSA** payable at Faridabad, be sent to Zonal Training Institute, (North Zone) at the following address:

Dr. Syama Prasad Mookerjee Institute of Social Security Administration,

Sector-16A,

Faridabad - 121 002

For further information on the workshop please contact workshop Co-ordinator

Regional Provident Fund Commissioner (I) ZTI (NZ)

at Telephone No. : 0129-2297894
0129-2221976

In case of any emergency please contact

Regional Provident Fund Commissioner **(I)**
of Institute Telephone No. : 0129-2297894
0129-2221976

ABOUT ZONAL TRAINING INSTITUTE (NORTH ZONE)

ndayal

The Zonal Training Institute, North Zone, Faridabad-now known as Dr. Syama Prasad Mookerjee Institute of Social Security Administration (SPMISSA), was set up in the year 1993 under the administrative Control of Pandit Deendayal Upadhyay National Academy of Social Security, (PDNASS), New Delhi to meet the challenges of Human Resource Development in Employees' Provident Fund Organisation (EPFO), Ministry of Labour & Employment, Govt. of India. This institute is primarily meant for imparting training to the EPFO Staff in North Zone covering Head Office (Delhi), Delhi, Haryana, Himachal Pradesh, Punjab, Uttar Pradesh & Uttaranchal.

Employees Provident Fund Organisation is the world's largest publicly managed Social Security Organisation administring Provident Funds & providing pension benefits to the persons employed in the Public and Private Sector in India.

r. It operates three Schemes viz Employees' Provident Fund Scheme, 1952, Employees' Pension Scheme, 1995 (replacing Employees' Family Pension Scheme, 1971) and Employees' Deposit-Linked Insurance Scheme, 1976.

The Zonal Training Institute, North Zone, Faridabad under direction and advice of the PDNASS has undertaken the task of apprising, in stages, the members, employees and employers, of the establishments covered under the Employees' Provident Fund Act about the object and salient provisions of the PF Act & the Schemes framed thereunder with a view to ensure effective implementation of the schemes for extending benefits and social security to the working classes through seminars, workshops at lowest possible cost.

The Zonal Training Institute North Zone (SPMISSA) Faridabad is housed in its own complex since 10th June '02 and is having sufficient expertise, space and infrastructure for arranging one or more training courses simultaneously for the employers of covered establishment / EPF Members or the members of Board of Trustee of Exempted Establishments in the above regions. The institute has organised numerous workshops and seminars every calender year since 2003-04, There has been unprecedented response to all workshops and seminars organised for the benefit of employers as well as employees of establishments covered under EPF & MP Act, 1952.

Workshop on EPF & MP Act for Covered Un-Exempted Establishments

DR. SYAMA PRASAD MOOKERJEE INSTITUTE OF SOCIAL SECURITY ADMINISTRATION (SPMISSA)

EMPLOYEES' PROVIDENT FUND ORGANISATION
Ministry of Labour & Employment, Govt. of India
Zonal Training Institute (North Zone)

Sector-16A,

Faridabad-121 002
Telephone : 0129-2297894
Fax : 0129-2297898

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 Schehme 1976.
- Employees' Pension Scheme, 95-Provisions & Benefits.
- Implication & impact of Judicial Ruling of the Hon'ble. Supreme Court of India on various points of dispute on Employees Pension Scheme.
- Submission of Monthly, Annual and other Statutory Returns etc. by employers.
- Quasi-Judicial & Penal Provisions.
- Practical Exercises on
  - Filling up statutory returns forms:
  - PF & EDLI Benefits & Withdrawals.
  - Pension Benefits under various options / situations.
- Pension Calculation
- 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 - 121 002

DURATION

Two days : **26-27 September, 2019**

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 **26 Sep., '19**

FEE & MODE OF PAYMENT

The course fee is Rs. 4000/- 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 for the course fee drawn in favour of 'RPFC, SPMISSA, Faridabad' may be sent direct at above address

Employees' Provident Fund Organisation
Ministry of Labour & Employment, Govt. of India
DR. SYAMA PRASAD MOOKERJEE INSTITUTE
OF SOCIAL SECURITY ADMINISTRATION (SPMISSA)
(A Unit of Pandit Deendayal Upadhyay National Academy of 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	:	**26-27 September, 2019**
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	:	....
Bank Draft 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 or Cash of Rs. 4,000/- or 3,000/- to

The Regional Provident Fund Commissioner
Dr. Syama Prasad Mookerjee Institute
of Social Security Administration,
(SPMISSA)
Sector-16A,

Faridabad - 121 002