

BHARAT SANCHAR NIGAM LIMITED
(A Govt of India Enterprise)
Corporate Accounts Section, 1st Floor,
H. C. Mathur Lane, Janpath, N.Delhi-110001

CIRCULAR NO. 151

No. 500-85/CA II/BSNL/EPF/ Vol II

Dated 11.08.2008

To
The Chief General Managers,
All BSNL Circles.

Ref : (1) This office letter no.500-85/CA II/BSNL/EPF/Vol III dated 14.03.2007
(2) This office letter no. 500-85/2004/CA II/BSNL/KW-I dated 03.04.2008

Sub : Non issue of Annual Statement of EPF Balances.

In spite of issue of several instructions on the above mentioned subject complaints are being received in Corporate Office regarding non receipt of annual statement of EPF balances by the concerned employees as per provisions of EPF Scheme, 1952.

In this context Action Point sl. No. 74 of the minutes of 14th HOCC held on 22nd & 23rd May 2008 on the above subject issue may also be referred to. It has been reported by the representative Unions/Associations of the BSNL that the direct recruit employees of BSNL are not getting the EPF statement in time nor their account no. allotted has been intimated to them. In the said meeting CMD has expressed his views that “considering the merit of the cases, it needs to be resolved by the concerned CGMs on the priority basis as it is their money and they should know where it is going”.

In order to build confidence among the employees for whom BSNL is paying towards employer contribution regularly to EPF authorities, the following measures should be taken immediately by all the DDOs under your control :-

1. Every month details of employees' contribution, employee-wise as being deducted from the salary of each employee together with employers' contribution may be displayed on the notice board positively. A proforma for displaying the same is enclosed in Annexure 'A'. Concerned Employees Unions/Associations may also be given a copy of the same every month. This statement should be displayed immediately starting from the month of July'08 for the contribution to be remitted in the month of August'08..

2. At the end of the financial year annual return is required to be submitted to the EPF authorities vide Form-3A for every individual employee together with consolidation in Form-6A. The specimen of the above forms are attached as Annexure 'B' & 'C'. Every individual employee should be given a photo copy of Form-3A as furnished to EPF

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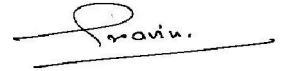
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authorities. The photo copy of Form-6A may be displayed on the Notice Board, so that the officials can also pursue with EPF authorities for early issue of annual statement of accounts. Copies of Form '3A' & '6A' as specified above may be given from financial year 2008-09 onwards and the photo copy of same may be supplied to individual employee positively by 30th April of each year.

3. As already intimated vide reference (2), the matter may be pursued with the concerned EPF authorities for furnishing the annual statement of EPF balances to the employees concerned through the employer as per para 73 of EPF scheme, 1952.

You are also requested to monitor personally that annual statements are received from the EPF authorities in time in respect of each SSA under your control and the same have been handed over to the employee concerned properly under receipt.

Enclo : As above.



(P. .K. Purwar)
DDG (CA)

Copy to :

- (1) GM (Finance) / IFA of all BSNL Circle for ensuring the above instructions are strictly adhered with.
- (2) CGMT, IT Project Circle, Pune, with a request to explore the possibility so that Annexure 'A' on monthly basis and Form '3A' & '6A' on annual basis can be generated from HRMS package DDO wise as reports.