

**OFFICE OF THE  
REGIONAL PROVIDENT FUND COMMISSIONER**

Delhi (South)

5th-7th Floor, 60 Skylark Building, Nehru Place, New Delhi-110509

*935306*  
No. PFRC/98 Coord/DL...../Coverage/ 1170 | 1845

Regd. A.D.  
Dated the :

*7 NOV 2007*

To

M/s. Vigil 24x7 Guarding Services (P) Ltd  
E-156, LG. Flr.  
Kalkaji, N.D-19.

Sub. : Applicability of the Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to M/s. .... *as above*

Dear Sirs,

On the basis of particulars furnished by you on..... and on this basis of the inspection of the records of your establishment conducted by the Enforcement Officer on..... It is evident that :

(a) Your establishment/factory viz M/s. .... *as above*..... is engaged in which is included in schedule 1/classes of establishment in Employees' Provident Funds and Miscellaneous Provisions Act. 1952.

(b) that the said establishment/factory has employed..... *23*..... persons on..... *9/9/07*

(c) that it has completed the infancy period in terms of provisions of Sec. 16(1) (b) of the Employees' Provident Funds & Miscellaneous Provisions Act. 1952 of 3 years on/in..... Therefore, the provisions of the E.P.F. and Misc. Provisions Act. 1952 and the Schemes framed thereunder are applicable to your above named establishment together with head office and its branches/departments whether situated at the same place or at different places with effect from ..... *9/9/07*..... finally/provisionally, subject to further verification of your records for the earlier period.

With reference to your application No..... dated..... your are hereby allotted code No. DL/..... on Administrative ground. Please note that this will not effect the original applicability of the establishment and it will be treated as part and parecel of the parent unit for all purposes (damages etc.) Employee's share for the period to will not be waived off.)

With reference to your application No..... dated..... received for extension of E.P.F. & Misc. Provisions Act, 1952 under Section 1 (4) of the said Act, on voluntary basis a code No. is hereby allotted to your establishment namely DL/..... Provisionally covering your establishment with effect from..... pending issue of a notification by the Government of India in exercise of the powers conferred on them by sub-section (4) of Section 1 of the E.P.F. & Misc. Provisions Act, 1952.

The Code No. DL/..... *935306*..... Is allotted to your estt. for the purpose of making compliance with the various provisions of the E.P.F. & Misc. Provisions Act, 1952 and the Schemes framed thereunder namely, E.P.F. Scheme, 1952 Employees Pension Scheme, 1995 and Deposit Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondences with this office.

The contribution payable by the employer shall be @..... *12*..... % of basic wages, dearness allowance (including cash value of food concession) and retaining allowance, if any payable to each employee every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.

I. The contribution shall be calculated on the basic wages dearness allowance etc, payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.

II. each contribution shall be calculated to the nearest rupee i.e., 50 paise or more to be counted as the next higher rupee, and fraction of a rupee less than 50 paise to be ignored.

III. for the purpose of calculation of contribution the wages may be rounded off to the nearest rupee i.e. 50 paise or more being taken as one rupee and less than 50 paise ignored.



REGIONAL OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
Rajendra Bhawan, Rajendra Place, New Delhi.  
ISO-9001:2000 Certified

No. D/11-10-102568-0910-K02.  
To

Dated: 07/11/2007

M/s VIGIL 24X7 GUARDING SERVICES PRIVATE LIMITED ZAMIR KHAN  
E-156,LGF  
KALKAJI  
NEW DELHI  
DELHI-110019

Subject: Implementation of the E.S.I. Act, 1948 and Registration of employees of the Factories and Establishments under Section 2(12)/1(5) of the Act as amended

Dear Sir/s,

It is informed that under section 1(3) of the E.S.I. Act, 1948 the Central Government has vide notification No. SF-12(36) Dated 29/03/1975 made the provisions of the Act applicable to all factories/establishments covered under the Act within the (Area) KALKAJI (DELHI)

1. It is further informed that the appropriate Government has extended the provisions of the Act to other establishment under Section 1(5) of the Act with effect from 28/03/1975 (vide notification No. F-27(2)/75 Dated 29/03/1975).
2. Under Section 2-A of the Act such a factory/establishment is required to register itself under the Act and Chapter IV thereof casts a responsibility on to principal employer thereof to insure his employees and pay contributions in respect of these employees covered under the Act.
3. On the basis of the particulars in respect of your factory/establishment submitted by you, the report of the inspection conducted by the Insurance Inspector/Branch Office Manager who inspected your factory/establishment on 28/09/2007 your factory/establishment falls within the purview of the Section 1(5) of the Act with effect from 16/09/2007 (PROVISIONAL). In case, however, subsequent facts reveal that your factory/establishment was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provision of the Act from such earlier date.
4. It is requested to take immediate steps for registration of your employees by submitting Declaration Forms, payment of contribution, maintenance of record etc., from the date of coverage of your factory/establishment under the Act.
5. For the sake of convenience your establishment has been allotted code No 11-10-102568-0910. which may kindly be used in all communication sent to this office and on all forms at the places indicated for the purpose. The Branch office of the Corporation situated at KALKAJI has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above branch office who will render necessary help in the matter.
6. It is requested that publicity may kindly be given to list of Insurance Medical Practitioners, State Insurance Dispensaries to enable your employees to choose their State Insurance Dispensaries/ Insurance Medical Practitioner. Required forms etc., may please be collected from the Branch office mentioned above to which all your employees will also be attached.
7. The Corporation Officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the ESI Act, 1948, and I am confident of prompt and early compliance under the provisions of the ESI Act, Regulation on your part.
8. A list of Bank Branches who are authorized to accept ESI Contributions is enclosed. You may choose one of the Branches convenient to you, under intimation to this office and to the concerned branch of the State Bank of India and deposit the ESI dues in that branch only. In case no intimation is received within 15 days of the receipt of the letter the amount of contribution in one of the specified branch would be considered as *Nominated Branch* for your factory/establishment.
9. A brochure/leaflet containing benefits available under the scheme and obligation of the employer etc. is enclosed herewith with request to give wide publicity towards smooth functioning of the scheme.
10. Please indicate your Code No. on all correspondences to avoid delay.

Yours faithfully,

for Regional Director

सहा. सेवीय निदशक  
कर्मचारी राज्य बीमा निगम  
राजेन्द्र प्लैस, नई दिल्ली-८

for Regional Director

PL. ENSURE TO INSURE ALL ELIGIBLE WORKERS WITH ESI FOR TOTAL SOCIAL SECURITY.

Encl. As stated

Copy for information and necessary action to:

1. The Manager, Branch Office: KALKAJI.
2. 103A Branch/Co-ordination Branch.
3. The Insurance Inspector \_\_\_\_\_ Division \_\_\_\_\_
4. Name of the Principal Employer: ZAMIR KHAN. / No. of Employees (Covered): 23 / Factory Licence No. (if any)
5. The Dy. Director (Finance) 6. C-6 Branch 7. Benefit Branch 7. EPF OFFICE