

ops
H.K.
Rev)

**Ministry of Defence
(Deptt of Ex-Servicemen Welfare)**

Subject: Applicability of EPF in case of staff employed in ECHS on contractual basis.

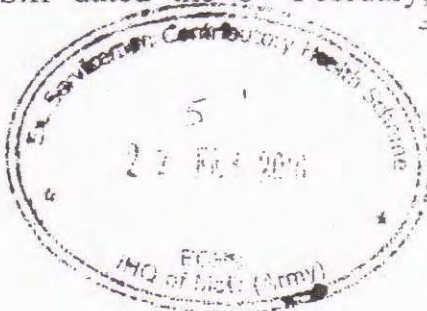
This Ministry has been receiving numerous representations for granting Employees' Provident Fund (EPF) facility to contractual staff engaged in ECHS polyclinics.

2. EPF Miscellaneous Provisions Act 1952 is applicable to every establishment employing 20 or more persons and whose **salary** is less than 15,000/- Per Month. It is informed that the categories of contractual staff of ECHS whose **contractual fee** is less than 15,000/- Per Month are as under:

S.No.	Post	Contractual Fee/per month
i	Receptionist/Clerk/Data Entry Operator	Rs.12,000/-
ii	Driver	Rs.10,500/-
iii	Female Attendant	Rs.8,970/-
iv	Safaiwala	Rs.8,970/
v	Peon	Rs.8,970/
vi	Chowkidar	Rs.8,970/

3. It is informed that contractual employees directly engaged by the ECHS get their salary/remuneration as per the terms of contract with ECHS but these category of employees are deprived of EPF benefits.

4. CO, ECHS is, therefore, requested that EPFO may be approached alongwith requisite documents for enrolment of the establishment under EPF & MP Act 2015. A copy of Ministry of Labour & Employment letter No. Z-13011/13/2014-SS.II dated the 8th February, 2015 in the matter is also enclosed.



(H.K. Mallick)
Under Secretary(WE)

CO, ECHS
No. 12(20)/VIP/2015-WE

dated 17-2-2016

Tele : 25684946
ASCON : 36832
E-mail : jdpers@echhs.gov.in

Central Organisation ECHS
Adjutant General's Branch
IHQ of MoD (Army)
Maude Lines
Delhi Cantt -110010

B/49760/AG/ECHS (WC)/2016

07 Oct 2016

(All Comds (A/ECHS))

PD ECHS (Navy)
IHQ of MoD (Navy)
6th Floor Chanakyapuri
New Delhi – 110021


Dte of Air Veterans
Subroto Park
New Delhi – 110010

APPLICABILITY OF EPF TO ECHS CONTRACTUAL STAFF

1. Ref our letter No B/49760/AG/ECHS (WC)/2016 dt 20 Jul 2016..
2. The completion report on the sub was to reach this HQ by 30 Aug 2016. However, the same has not been received as yet.
3. A number of queries have been received from the environment on the subject. On scrutiny of the queries, it is observed that reply to queries could have been obtained in coord with Regional EPF authorities and in adherence to directions as per letter under ref. It is once again clarified that all requisite actions have to be under taken by the respective Stn HQs.
4. **Applicability.** It is once again reiterated that EPF is applicable to **all ECHS Staff** drawing Contractual fees equal to or less than Rs 15, 000/-. This is irrespective of the fact that how many number of employees are emp in a Polyclinic.
5. **'On-line' Registration by Stn HQ as employer.** Stn HQ are required to liaise with Regional PF office/Sub Regional PF office for online registration. On-line registration for Stn HQ can be done from PF office only. The concerned PF Officer will facilitate On-line registration via their Regional Office (RO)/Sub Regional Office (SRO) Administrator Portal.
6. **Stn HQ having only one Polyclinic with Str of staff less than 20.** In this case HQ Comd/HQ Area will nominate a Stn HQ with total strength of ECHS staff more than 20, which will register itself as principal employer. The nominated Stn HQ will register the Stn HQ having less than 20 staff as its **branch office**. This way both Stn HQ will get **separate PF Code**. Each Stn HQ will comply with provisions of EPF independently and would be accordingly accountable. Principal Stn HQ will not be responsible for any default on part of the branch Stn HQ.
7. **Requirement of PAN.** There is no requirement of PAN for Govt est incl that of Stn HQ. **'On-line' registration of Stn HQ can be done with TAN number** on RO/SRO Admin portal.
8. **EPF Calculation.** It is intimated that contractual staff are being paid lumpsum contractual fees. The calculation of EPF is to be done on this fees.

9. **Budget Code Head.** The employees share is to be demanded and paid out of respective salary code heads. For eg. for Non Med Staff it is 361/04.
10. **Temp Employment/Staff.** EPF is applicable for staff emp temporarily.
11. **Applicability of EPF to Staff hired through Outsourcing Agency.** In case staff is hired through outsourcing agency, all labour laws (incl EPF) are reqd to be followed by the same provider agency. In this connection para 14 (b) of Annex I to GoI, MoD letter No 24 (6)/03/US (WE)/D (Res) dt 22 Sep 2003 also refers. However, employers share is required to be paid to the Contractor/Service Provider Agency by Stn HQ. Stn HQ is also required to ensure that Contractor/Service Provider Agency complies with all labour laws incl that of EPF. Stn HQ will also ensure that the staff receives contractual fees as auth by the Govt and PF Contribution (incl employer's share) is deposited accordingly.
12. **Reqmt of Digital Signature.** Digital signature is reqd to be procured. Payment for the same may be made out of misc fund 366/00.
13. **Reqmt of Net Banking.** ECHS fund acct to be upgraded for net banking.
14. **Applicability of EPF for ESM already drawing Pension more than Rs 15, 000/-.** All ESM who have been hired on contract with remuneration of Rs 15, 000/- and less will have to contribute towards EPF. EPF contribution is mandatory.
15. You are once again requested to take all necessary actions to implement the instructions wrt EPF scheme at the earliest. Progress on the implementation to be fwd to this HQ every 15 days (01st and 16th of every month) till completion as per format att as Appx. First progress report should reach this HQ by 15 Oct 2016.
16. It is informed that implementation of instructions wrt EPF are being monitored at the highest level in MoD and needs **urgent attention** at all level to ensure timely implementation.
17. This letter may pl be put up to **MG-ic-Adm/SOA/FOC Area.**

San/-


Atoll (Sanjeev Saroch)
Col
Dir (Ops & Coord)
for MD ECHS

Appx

(Ref to Para 17 of Central Org ECHS letter No
B/49760/AG/ECHS (WC)/2016 dt 07 Oct 2016)

(TO BE RENDERED ON 1st AND 16th OF EVERY MONTH)

STATE OF EPF ACCT IN R/O OF HQ COMD AS ON

Ser No	Name of Stn HQ	PF Code of Stn HQ	Name of Polyclinic	No of Staff for which EPF applicable	No of EPF Acct opened during the period	Total No of Acct opened as on	Remarks
1	Stn HQ	Applied but	PC 1	4	-	-	
2	'A'	Not yet	PC 2	5	2	4	BAL - 01
3		Allotted	PC 3	4	3	3	
4	Stn HQ	B/5429	PC 4	6	3	2	BAL - 01
5	'B'		PC 5	3	3	3	
6			PC 6	7	4	2	BAL - 01

Note:- Ref para 15. The name of the nominated Stn HQ to be mentioned in remarks colmn alongwith their branch Stn HQs.

Tele : 25684946
ASCON : 36832
E-mail : jdpers@echhs.gov.in

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Central Organisation ECHS
Adjutant General's Branch
IHQ of MoD (Army)
Maude Lines
Delhi Cantt -110010

B/49760/AG/ECHS (WC)/2016

20 Jul 2016

(All Comds (A/ECHS))

PS ECHS (Navy)
IHQ of MoD (Navy)
6th Floor Chanakyapuri
New Delhi – 110021

PD Dte of Air Veterans
Subroto Park
New Delhi – 110010

APPLICABILITY OF EPF TO CONTRACTUAL STAFF FOR ECHS

1. Ref Min of Labour & Emp, Gol letter No Z-13011/13/2014-SS. II dt 08 Feb 2015 (Copy attached as appx 'A').
2. It has been intimated by MoD vide their letter No 12 (20)/VIP/2015-WE dt 19 Feb 2016 (Copy attached as appx 'B'), that EPF is applicable to all contractual staff of ECHS irrespective of type of Polyclinic, whose consideration is Rs. 15, 000/- and less per month.
3. You are requested to apch Regional EPF office alongwith requisite document for enrolment of the est under EPF & MP Act 1952 as amended from time to time. Present rate of contribution is given at Appx 'C' att to this letter. After receipt of EPF regn No, All Stn HQs may be advised to deposit the EPF contributions with the EPF authorities as per rules failing which concerned Stn HQ would be held accountable.
4. You are requested to give a completion report in this regard to this HQ by 30 Aug 2016. The EPF deductions will be applicable from the date of issue of letter by the MoD i.e wef the month of Feb 2016. Budgetary demand for the same to be made to P & FC section of this HQ accordingly.

(CK Nayak)
Lt Col
Jt Dir (Pers)
for MD ECHS

San/-

Copy to:-

US (WE), MoD, DoESW

US to Gol
Min of Labour & Employment

Central Provident Fund Commissioner,
Employment Provident Fund Organisation
Bhavishya Nidhi Bhawan
14, Bhikaji Cama Place
New Delhi – 110066

(All Regional Centres)

Regional Centre	CONTACT DETAILS	EMPANELLED FACILITIES	VACANCIES FOR CONTRACTUAL APPOINTMENT	EVENTS/INFO	DATE OF LAST UPDATE
AHMEDABAD	Available	Updated	Advertised	Cards in Stn HQ Jodhpur	30 Oct 2016
ALLAHABAD	Available	Updated	Advertised		30 Oct 2016
AMBALA	Available	Updated	Advertised		
BANGALORE	Available	Updated	Advertised	News Letter	30 Oct 2016
BAREILLY	Available	Updated	Advertised		30 Oct 2016
CHANDIMANDIR	Available	Updated	Advertised	News Letter	30 Oct 2016
CHENNAI	Available	Updated	Advertised		30 Oct 2016
COIMBATORE	Available	Updated	Advertised	News Letter	30 Oct 2016
DEHRADUN	Available	Updated	Advertised		30 Oct 2016
GUWAHATI	Available	Updated	Advertised	News Letter	30 Oct 2016
HISSAR	Available	Updated	Advertised		30 Oct 2016
HYDERABAD	Available	Updated	Advertised	News Letter	30 Oct 2016
JABALPUR	Available	Updated	Advertised		30 Oct 2016
JAIPUR	Available	Updated	Advertised		30 Oct 2016
JALANDHAR	Available	Updated	Advertised		30 Oct 2016
JAMMU	Available	Updated	Advertised		30 Oct 2016
KOCHI	Available	Updated	Advertised		30 Oct 2016
KOLKATA	Available	Updated	Advertised		30 Oct 2016
LUCKNOW	Available	Updated	Advertised		30 Oct 2016
MUMBAI	Available	Updated	Advertised		30 Oct 2016
NAGPUR	Available	Updated	Advertised		30 Oct 2016
NEW DELHI (WEST)	Available	Updated	Advertised		30 Oct 2016
NEW DELHI (EAST)	Available	Updated	Advertised		30 Oct 2016
PATNA	Available	Updated	Advertised		30 Oct 2016
PUNE	Available	Updated	Advertised	News Letter	30 Oct 2016
RANCHI	Available	Updated	Advertised		30 Oct 2016
TRIVANDRUM	Available	Updated	Advertised		30 Oct 2016
VISHAKHAPATNAM	Available	Updated	Advertised		30 Oct 2016
NEPAL	Available	Updated	Not Advertised		30 Oct 2016
CENTRAL ORG ECHS	Available			News Letter	

NIC LOGIN

NIC _ email

Nic Mail Reset Application form

POLYCLINIC MIS LOGIN

Database CO ECHS

STATUS

Check Your ECHS membership Application/Card Status
Empanelled Facilities as per City

Status of Application for Empanelment on - 11 Nov 2016

SPOTLITE

Compendium : Govt Letters

TDS Policy

Appreciation



Map

ARCHIVE

Archive

GALLERY

Swachh Bharat

PROCESS FLOW

ECHS Smart Card Application Process

ECHS Medical Treatment Process

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Page last updated on : 17 JAN 2017

Website owned & maintained by Central Organisation ECHS.

Regional centres & Stn HQ details available on <http://ech.s.gov.in/rc.html>