

**EMPLOYEES' PROVIDENT FUND ORGANISATION
REGIONAL/SUB-REGIONAL OFFICE**

INSPECTION PROFORMA (UNEXEMPTED ESTALBISHMENTS)

DATE OF INSPECTION : (dd/mm/yyyy)
PERIOD OF INSPECTION : (dd/mm/yyyy)

PART-A – OPTIONAL INSPECTIONS (Para 3c) of Inspection Scheme)

1. LIN:

2. Number of employees engaged by the establishment

- a) Engaged directly: _____
- b) Engaged on contract or through a contact _____
- c) Excluded employees: _____

2A Name of different Principal Employers and Number of total employees engaged with them:

Name	PF Code No.
a)	_____
b)	_____
c)	_____
Add row (if required)	Total _____

3. Number of employees in respect of whom remittance is made in the month of report.

Total:

- a) Engaged directly _____
- b) Engaged on contract or through a contractor: _____

4. Drop in Remittance

- a) Average drop in amount remitted in Rs. _____
- b) Percent drop in remittance: _____
- c) Reasons for drop in remittance: _____

*Add detailed explanatory sheet if required:

5. Drop in Membership:

- a) Average reduction in membership:
- b) Percent drop in membership
- c) Reasons for drop in membership*

*Add detailed explanatory sheet if required

6. Declaration Form in accordance with Para 34 of the EPF Scheme 19052) not furnished in respect of following members:

Sl. No.	Name of the employee	Date of Birth	Date of Joining
1			
2			

7. Workers whose statement are recorded during inspection:-

Name of the Worker	EPF Account No./UAN	Whether agree to reasons mentioned in para 4 & 5 above (Y/N)

i) In case of disagreement submissions/documentary evidence submitted:

ii) In case of disagreement, lit of record(s) seized by the Inspector:

7A: whether the establishment being principal employer has uploaded their
 (i) work order(ii) contractor details in the principal employer portal of EPFO
Yes/No
 (No enclose the list of contractors not uploaded)

8. Any other point which the Inspector desires to bring to the notice of RPFC:

PART-B – MANDATORY INSPECTIONS (Para 3 a) of the Inspection Scheme)

9. Whether the establishment to be inspected is :

a) New coverage – Y/MN

b) Establishment registered on ECR portal, not marked as closed and not complying – Y/N

c) Establishments reported for closure – Y/N

10. Number of employees eligible but not enrolled as members of the Fund

S.No.	Name of the employee	Date of Birth	Date of Joining
1			
2			

Add separate list, if required

11. List of pending Recovery Certificates against the establishment: **Y/N/NA**
(If 'Y' attach details)

12. List of pending assessment cases (Section 7A/14B of the Act): **Y/N/NA**
(If 'Y' attach details)

13. List of pending court cases-court wise and periodicity wise : **Y/N/NA**
(If 'Y' attach details)

14. List of pending prosecution cases: **Y/N/NA**
(If Y attach details)

15. Whether there is any short/excess remittance in establishment ledger: **YES/NO**

16. Whether any member/representative of the Workers Union of the Factory/Establishment were contacted? If so:

- a) Brief description of the points discussed
- b) Name(s) of the Union(s)
- c) Name of the Office Bearer(s):

17. Declaration Form in accordance with Para 34 of the EPF Scheme, 1952 not furnished in respect of following members:

S.No.	Name of the employee	Date of Birth	Date of Joining
1			
2.			

Add separate list, if required

18. Any other point which the Inspector desires to bring to the notice of RPFC:

Name of the Enforcement Officer-----Signature-----

Date of last inspection:

Name of the Enforcement Officer who conducted the last inspection: