

OFFICE OF THE BOARD OF TRUSTEES

**The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D. L. I. Scheme
“NIDHI BHAWAN”, BASISTHA, LALMATI, N.H. 37 : GUWAHATI - 781029**

From : Sri S. Das
Secretary-Cum-P.F. Commissioner
Board of Trustees

Circular No. P.F/2013/Esstt.-102
Dated Guwahati the 26/06/2013

To
The Manager of
Tea Estates/Factories of Assam

Sub: Fixation of Administrative Cost for the year 2013-2014 under Schedules 5(III) of the ATPPF & PF Scheme Act, 1955 (as amended upto date).

Sir.

I am directed to say that the Board of Trustees in its meeting held on 25/06/2013 is pleased to fix the rate of Administrative cost for the year 2013-2014 @ 3.5% (Three point five percent) on gross collection of 2012-2013 (01/04/2012 to 31/03/2013).

You are therefore, requested to calculate the Administrative cost payable by you for the year 2013-2014 at the above rate and deposit the same **within 31/07/2013** by challan into Board of Trustees Account Number stated below -

Name of the Bank	Account Number
➤ STATE BANK OF INDIA	10821404326
➤ UNITED BANK OF INDIA	1436050010003
➤ CENTRAL BANK OF INDIA	1331804055

Please note that if the amount is deposited in any account of the Board other than the above mentioned accounts, the deposit challan will not be accepted by Board against the PF administrative cost.

You are further requested to forward a statement showing the gross collection for the year 2012-2013 and the amount payable as Administrative Cost alongwith the original copy of deposit challan to this office and copied to respective Zonal/Inspectorate Office.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

Copy to : All Officers, The Assam Tea Plantations Provident Fund & Pension Fund Scheme for information and necessary action.

Secretary-cum-P. F. Commissioner
Board of Trustees.