



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & DLI Scheme)

“Nidhi Bhawan” Basistha, Lalmati, N.H.-37, Guwahati-781029

OFFICE CIRCULAR

No.PF/COMP/2022/.....

Dated Guwahati, the

As per decision made by the Board of Trustees, this office has decided to collect the deposit of P.F. and D.L.I. dues in P.F. Form No. 1 and D.L.I. Form No. A and B by the Employers of Tea Estates/Factories to the ATEPFO in the mode of online through ATEPFO e-Portal payment gateway from 01-03-2022 onwards. However, it will be mandatory for the Employers of Tea Estates/Factories to deposit the above mentioned dues only through ATEPFO e-Portal payment gateway from 01-04-2022.

The steps for depositing the above said dues by the Garden Management through e-Portal are as mentioned below –

- 1) Go to <https://www.atepfo.in>
- 2) Go to Employers -> Login and get login as Garden Entry Assistant

For PF Form No. 1

- 1) Go to PROVIDENT FUND -> STATUTORY FORMS
- 2) Go to Deposit and click on Form1 Deposit (Payment Gateway)
- 3) Fill Garden Code and Name and then click on Submit
- 4) Fill Form1 RefNo and press Enter or Tab (this will auto fill the net collection and from and to period textboxes)
- 5) Fill the Deposit Amount and Mobile Number (This mobile no. will get the response SMS)
- 6) Select the Bank from Dropdown list where user wants to deposit and then the depositing A/C No from the next list
- 7) Remarks textbox is optional for users who want to write any remarks.
- 8) Then Click on Proceed for Payment
- 9) Now verify the Ref No. and Amount and then Click on Pay Now button and wait till the page redirects to the Payment Gateway
- 10) After making the payment, wait till the Payment Gateway page redirects back to the ATEPFO e-Portal Response Page. Once get back to the response page, user can download/print the receipt of the transaction.

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For DLI Form No. A and B

- 1) Go to DLI -> STATUTORY FORMS
- 2) Go to Deposit and click on Form A/B Deposit (Payment Gateway)
- 3) Fill Garden Code and Name and then click on Submit
- 4) Fill Form A/B Ref No and then select Form (Form No. A or B) (this will auto fill the month/year and net payable amount)
- 5) Fill the Deposit Amount
- 6) Select the Bank from Dropdown list where user wants to deposit and then the depositing A/C No from the next list
- 7) Fill the Mobile Number (This mobile no. will get the response SMS)
- 8) Remarks textbox is optional for users who want to write any remarks.
- 9) Then Click on Proceed for Payment
- 10) Now verify the Ref No. and Amount and then Click on Pay Now button and wait till the page redirects to the Payment Gateway
- 11) After making the payment, wait till the Payment Gateway page redirects back to the ATEPFO e-Portal Response Page. Once get back to the response page, user can download/print the receipt of the transaction.

The e-receipt obtained should be generated from ATEPFO e-Portal and without this receipt, no transactions will be considered as valid.

For any type of query regarding the above, it is requested to send email to **atepfo.pg@gmail.com** for support.

A Copy of the advertisement in this regard to be published in newspaper is enclosed herewith.

Encl:- As above.

Sd/-
Secretary-Cum-P.F. Commissioner

Memo No. PF/COMP/2022/.....**74-78**.....Dated Guwahati, the.....**25/02/2022**.....

Copy to:

- 1) All Member of the Board of Trustees for information.
- 2) All Officers of the Board of Trustees for information and necessary action.
- 3) All Employers Association for information and necessary action.
- 4) All Managers of Tea Estates under A.T.E.P.F.O. for information and necessary action.
- 5) Notice Board.


Secretary-Cum-P.F. Commissioner