



# 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**

From : Sri A. Das,  
Secretary-Cum-P.F. Commissioner.

Circular No.PF/Esstt.-I/2024-25/84  
Dated Guwahati, the 12.07.2024.

To,  
The Manager,  
All Tea Estates in Assam

**Sub:** Fixation of Administrative Cost for the year 2024-25 under Schedule 5(a) (III) of the ATPPF & PF & DLI Fund Scheme Act, 1955 (as amended upto date).

Sir,

I am directed to say that the Board of Trustees in its meeting held on 11-07-2024 is pleased to declare the rate of Administrative Cost for the year 2024-25@4.00% (Four percent) on Gross PF Contribution of 2023-2024 (01/04/2023 to 31/03/2024).

You are therefore requested to calculate the Administrative cost payable by you for the year 2024-25 at the above rate and deposit the same **within 30-09-2024** into the Board of Trustees Account Number stated below :-

Name of the Bank	Account Number	IFS Code
STATE BANK OF INDIA	10821404326	SBIN0003030
PUNJAB NATIONAL BANK	1436050010003	PUNB0143620

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

You are further requested to forward a statement showing the Gross P.F. Contribution for the year 2023-2024 and the amount payable as Administrative Cost alongwith the original copy of deposited challan/online receipt to this office and a copy to respective Zonal/Inspectorate Office.

Yours faithfully,

Secretary-Cum-P.F. Commissioner

Copy to:

1. All Officers, ATEPFO for information & necessary action.
2. System Manager, Computer Cell to upload in the Office Website: atppf.nic.in

Secretary-Cum-P.F. Commissioner.