



कर्मचारी भविष्यनिधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF  
INDIA

Telephone : (0591)  
2488188



जिला कार्यालय / District Office

1B-441 Buddhi Vihar, Delhi Road, Moradabad - 244001

S.No. 193562/EPFO/DO/MBD/COMP/

Dated: 24.02.26

To

Reminder-1

M/s BRIGHT FUTURE PUBLIC SCHOOL  
VILL MUNDIA RAJA Moradabad - 244001

Sub:- *Applicability/Coverage of establishment under the provisions of The Code on Social Security, 2020 (CoSS)/Employees' Provident Funds & Misc. Provisions Act, 1952- Regarding.*

Ref:- I/346062/2024, dated 19.11.2024

Madam/Sir.

Please refer to the subject and reference letter cited above. In this regards it has come to the notice of the undersigned that your establishment which is employing more than 19 employees but the provisions of The Code on Social Security, 2020/EPF & MP Act, 1952 are yet to be implemented by you or applied under some other name, society etc.

2. In order to make the Code on Social Security, 2020/EPF Act & Scheme applicable to your establishment, you are advised to either provide PF Code No. if any, or apply for EPF Code Number online through **Shram Suidha Portal (SSP)** and submit the hard copies to this office along with following documents within 07 days:

1. Copy of PAN card of the establishment and employer.
2. Copy of Bank Pass Book/Cancelled Cheque/Bank Statement of the establishment.
3. Detail of employees along with their date of joining and salary from the date of setup.
4. Ownership detail with proof.
5. Salary Registers/Attendance Registers of all the employees including casual/regular and employees enrolled through contractor etc.
6. Detail of petty contractors and payments made to them, if any.
7. Detail of Branches, if any.

It may be reiterated that The Code on Social Security, 2020/EPF & MP Act, 1952, being a beneficial social welfare legislation, becomes applicable ipso facto to an establishment from the date on which it engages twenty (20) or more employees/workers. According to section 2(26) of The Code on Social Security "employee means any person (other than an apprentice engaged under the Apprentices Act, 1961) employed on wages by an establishment, either directly or through a contractor, to do any skilled, semi-skilled or unskilled, manual, operational, supervisory, managerial, administrative, technical, clerical or any other work, whether the terms of employment be express or implied, and also includes a person declared to be an employee by the appropriate Government, but does not include any member of the Armed Forces of the Union".

You are, therefore, advised again to apply for code number through SSP, if not applied without any further delay to provide the statutory social security benefits to your employees.

Digitally signed by  
Anil Kumar  
Regional PF Commissioner II (I&C)  
Date: 03-02-2026

18:08:47

Copy to: Sh. Vijay Kumar, Enforcement Officer is directed to pursue the matter in light of guidelines issued from