

INSPECTION MANUAL FOR COAL MINES PROVIDENT FUND INSPECTORS

1. Appointment of Inspectors:

An Inspector is appointed under section 10 (1) of the Coal Mines Provident Fund & Miscellaneous Provisions Act 1948 by the Central Government under notification in the Official Gazette and he is deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code 1860. The Inspector of the Fund is the vital link between the Office of the Fund and Management of the Coal Mines. The success of the Scheme depends to a large extent on the proper discharge of the duties by an Inspector.

2. The C.M.P.F. Inspector also acts as Inspector for the purpose of Section 48 of the Mines Act, 1952.

3. The Inspector should be thoroughly acquainted with the provisions of the Act and Schemes and the departmental instructions/ Office Orders issued from time to time.

2. Jurisdiction:

An Inspector duly appointed and notified in Official Gazette by the Central Government will discharge his duties under the direction of the Commissioner/ Joint Commissioner/ Regional Commissioner/ Assistant Commissioner (I/ II) In-charge of Regional Office and according to the instructions issued to him by these Officers from time to time. All the Coal Mines grouped into circles and the circles are allotted to Inspectors clearly defining their respective territorial jurisdiction. He will not visit a colliery outside his jurisdiction unless he is specifically instructed to do so. When he is transferred from one circle to another he will prepare a list in triplicate of the inspection report files of the Coal Mine/ ancillary organizations of his circle and hand over the files to his successor. One copy of the list will be retained by the Inspector handing over and another copy by Inspector who takes over. The third copy will be forwarded to the Regional Commissioner for record.

3. Duties and Responsibilities:

The main duties and responsibilities of an Inspector are:

- (i) To bring all coal mines & other units/ ancillary organizations/ outsourcing establishments under the purview of the Coal Mines Provident Fund and Miscellaneous Provisions Act 1948 (No. 46 of 1948) as provided thereunder;
- (ii) To ensure full compliance of the provisions of the C.M.P.F., Pension, & D.L.I. Schemes framed under C.M.P.F and Misc. Provisions Act. 1984 by the employers;
- (iii) To attend to the problems of the employers and the grievances of the employees during the course of inspection & to bring such problems that he cannot tackle to the notice of the Commissioner/ Joint Commissioner/

Regional Commissioner/ Assistant Commissioner (I/ II) In-charge of Coal Mines Provident Fund.

- (iv) Hold/ arrange awareness programmes at Colliery/ Unit level highlighting the benefits of C.M.P.F & Allied Schemes.
- (v) To educate the employees about the salient features of the Schemes and to help the employers in proper and timely submission of the various statutory forms, returns and statements;
- (vi) To attend to prosecution of defaulters and ;
- (vii) To carry out such other functions as may be assigned to him by the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner or any other competent authority.

4. Powers:

(1) The Inspector under sub-Section 2 of Section 10 of the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948 may in respect of any Coal Mine within his jurisdiction:

(a) require an employer or any contractor from whom any amount is recoverable under Section 10E:-

- (i) to furnish such information or
- (ii) to produce in the Office of the Inspector or such other place as may be nearer to the employer or the contractor, as the case may be, such account, books, registers and other documents, relating to the employment of persons in a coal mine as the Inspector may consider necessary for the purposes of any Scheme framed under this Act.

(b) at any reasonable time and with such assistance, if any, as he may think fit, enter and search any coal mine and require any one found in charge thereof to produce before him such accounts, books, register and other documents relating to the employment of persons in the coal mine as he may consider necessary;

(c) examine, in respect of any matter relevant to any of the purposes aforesaid, the employer or any contractor from whom any account is recoverable under Section 10E, his agent or servant or any other person found in charge of the coal mine or whom the Inspector has reasonable cause to believe to be or to have been an employee in the coal mine;

(d) make copies of, or take extracts from any account-books, registers or other documents maintained in a coal mine and where he has reason to believe that any offence, under this Act has been committed by an employer or contractor, seize with such assistance as he may think fit, such accounts, books, registers or other documents or portions thereof as he may consider relevant in respect of that offence;

(e) exercise such other powers as any such scheme may provide.

(f) The Inspector may apply the provisions under Section 94 of the Code of Criminal Procedure, 1898 to any search or seizure under Sub Section (2) of Section (10) of the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948.

2. An Inspector will exercise the powers under Mines Act 1952 subject to the following conditions: -

(i) The reports of inspections made by him should be forwarded to the concerned Joint Director of Mines Safety for follow up action.

(ii) When any register is seized by him intimation thereof should be sent to the concerned Joint Director of Mines Safety immediately.

3. Every Inspector shall be deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code, 1960. No suit or other legal proceeding will be taken against him in respect of anything done by him in good faith under the Act or Scheme. As such the following obligations are cast on him:

(i) a public servant is forbidden to accept illegal gratification from any person in any shape including a present in connection with the discharge of the official duties;

(ii) willful departure from the direction of Law with a view to causing injury to any person is not permitted. Inspector entering a mine at an unreasonable hour causes a breach of this rule or direction;

(iii) a public servant must not intentionally prepare a false record with a view to saving himself or saving/ harming any other person. This amounts to an offence. The correctness of the record is of the highest importance both to the State and to the public;

(iv) a public servant is legally bound not to engage himself in any other trade or profession. An Inspector himself, is not permitted to enter into any business; and,

(v) a public servant is forbidden from attempting to save any person from punishment under the law.

4. The Inspector should also follow the Conduct Rule, maintenance of secrecy etc., like a Govt. servant and not misuse any information he might gather during the discharge of his official obligations.

5. Equipment:

The powers given to the Inspector will certainly help him in the proper discharge of his duties. However, the powers alone will not make him an efficient Inspector, as there are no substitute for a thorough knowledge of the various provisions of the CMPF and other allied Schemes framed under this Act, and various other relevant Labour Laws. He should also have a working knowledge of the various labour laws connected with labour welfare and social security with special emphasis on the following:

- (a) The Industrial Disputes Act, 1947;
- (b) The Payment of Wages Act, 1936;
- (c) The Minimum Wages Act, 1948;
- (d) The Workmen's Compensation Act, 1923;
- (e) The Employees Provident Fund Act, 1952;
- (f) The Contract Labour (Regulation and Abolition) Act, 1970;
- (g) The Mines Act, 1952 (Relevant Sections);
- (h) The Payment of Bonus Act, 1965; and,
- (i) The Payment of Gratuity Act, 1972

Besides, he should have a working knowledge of Indian Penal Code, 1860 (Section 406 & 409), The Code of Criminal Procedure, 1973 (Section 102 & 103), The Revenue Recovery Act, 1890, The General Clauses Act, 1897 and the Indian Evidence Act, 1872.

2. The Inspector should keep himself physically and mentally fit. He should be able to express himself clearly and correctly both in English and Local languages. He should be courteous and tactful.

3. He should have no complexes and should be firm but not offensive. His approach to the problems of the industry should be realistic and practical.

4. To be more effective, he should develop good relations with the officers of the various public organizations such as Labor Department, Department of Mines, Revenue Department and also with the Trade Unions and Employers Organizations.

5. His job may expose him to various temptations and local pressure, but he should keep himself completely immune to all such pressures and temptations. He should be honest and should decline politely any free service or gift from interested persons. He should win the confidence of both the employees and employers.

6. **Duty Hours:**

The Inspector should go out for inspection of the collieries on all the days of work. He should arrange to start work at the colliery office at 7:00 am or such other hours at which the colliery office opens and put in a minimum of 5 hours work each day. If the Inspector reaches the colliery office late for any reasons or the colliery office opens after 7.00 am he must stay there in the afternoon also so as to complete the minimum of 5 hours work for the day. It would generally happen in the case of small collieries that there is not sufficient work for the Inspector for 5 hours. In such cases the Inspector should visit two collieries in a day.

7. **Tour Programme:**

1. Every Inspector shall submit to the Regional Commissioner/ Assistant Commissioner (I/ II) In-charge under whose administrative control he is working, a fortnightly advance tour programme in duplicate. The tour programme shall be submitted according to the following time schedule: -

Tour programme for the first
Fortnight of a month

By 20th of the
preceding month

Tour programme for the
Second fortnight of the month

By 5th of the month

2. While drawing up the tour programme, Inspector should keep the following criteria in mind:
 - (i) Every colliery should be inspected at least once in 2-3 months depending on the small/ large number of collieries under his jurisdiction.
 - (ii) The frequency of inspections in respect of the coal mines whose performance in the matter of submission of various returns and remittance of P.F., Pension & D.L.I. Contribution is bad, should be more than in respect of those collieries whose performance are good.
 - (iii) Under normal circumstances standard of performance being the same, inspection of collieries shall be scheduled in the chronological order of the date of the last inspection.
 - (iv) Collieries for which long lists of suspense items and outstanding refund pension claims are received by Inspector may be inspected out of turn and if necessary more than one inspection may be undertaken in such collieries.
 - (v) One copy of the tour programme will be returned to the Inspector by the Assistant Commissioner (I/II) In-charge / Regional Commissioner after approval with such changes as may be considered necessary.
 - (vi) The Inspector shall also send a prior intimation of his visit to the colliery Manager and to the recognized Labour Union of that colliery.

8. Running tour diary for T.A. Purposes:

By the 5th of each month an Inspector will submit a report showing the details of the work done to the concerned Assistant Commissioner (I/II) In-charge/ Regional Commissioner in respect of the coal mines which he visited during the preceding month. This report will show the date of inspection, name of the coal mine inspected; time of arrival and departure from the colliery and the details of work done. This will be maintained by the Establishment Section of the Regional Commissioner's Office and will be utilized for checking the T.A. Bills submitted by an Inspector;

9. Inspection:

(A) An Inspector has to ensure:

- (i) That the definition of a coal mine has been properly used by the employer in respect of all the working of a coal mine as defined in Section 2 (b) of the Coal Mines Provident Fund & Misc. Provisions Act 1948;
- (ii) That Register 'YY' and D.I. I.-II are test-checked with reference to attendance Registers maintain under section 48 of the Mines Act 1952 to verify whether all eligible employees are

enrolled members of the Coal Mines Provident Fund Scheme. Attendance Registers alone cannot be relied upon in all cases. Casual and temporary workers may be paid on vouchers with quittance rolls and without being borne on the attendance register. Spot counting of the persons employed in the colliery premises and prudent enquiries about more employees found on spot may have to be done. Surprise visits and visits by two or more Inspectors at a time may also help and may be resorted to;

(iii) That attendance registers of 10% of the total number of the Employees in the coal mine and 'YY' register if 10% of the total members of the Fund working in the coal mine are checked In either case the check should cover the entire period since the last inspection. In case of considerable errors/ serious irregularities the check is to be extended to 100%;

(iv) That a worker has been made a member of the Fund from the due date after he has put in the required attendance. i.e. 30 days in a calendar quarter;

(v) That statement in Form HH'A' along with declarations in Form 'A', PS-3 & PS-4 in respect of the newly enrolled members are submitted to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner within the prescribed time as laid down in paragraph 38 of the CMPF Schemes 1948 and other allied Schemes (These returns may be prepared on the spot if the number of members involved is limited and the job can be finished within a reasonable time);

(vii) That the contribution cards in 'YY' register are opened in respect of all members of the CMPF employed in a coal mine/ unit for the currency period, posting is made up to date therein and duplicate copy of the form are handed over to the subscribers;

(viii) That the Provident Fund and Pension contributions of the members are deducted regularly and correctly out of the total emoluments paid to them i.e. the total cash emoluments inclusive of all allowance, time compensation for guaranteed wages, additional payment for difficult and arduous work, remuneration for paid holidays whether earned while on duty or any kind of leave with pay but exclusive of bonus under the Coal Mines Bonus Scheme, any traveling allowances or the value of any traveling concession, any sum paid to the persons employed to defray special expenses entailed on him by the nature of his employment, any gratuity payable on discharge, any retrenchment compensation, any commission and any *ex-gratia* payment;

(ix) That any under-charge/ over-charge in the provident fund detected during check but not included by the colliery owner in Form PS-5 is noted in the 'YY' register against the wage period concerned and a detailed report is submitted to the Assistant Commission (I/ II) In-charge/ Regional Commissioner showing the name of the Member, Account Number of the member and week/ month when discrepancy occurred etc. in a statement in Form-I/R. (These forms are to be prepared in duplicate during the inspection and should be got countersigned by the Management. One copy of the list is to be retained by the Inspector as office copy);

(x) That the amount of provident fund contribution payable by the members for a period shall be deducted from the wages paid to them for that period only and not from their subsequent wages;

(xi) That such under-changes and other irregularities detected are followed up and got rectified;

(xii) That the member's contributions during a month together with an equal amount of Employer's contributions and administrative charges on both the member's Contributions and Employer's contribution are deposited by the employers in the CMPF A/c No. I maintained with S.B.I. Dhanbad within prescribed time in the prescribed manner;

(xiii) That the monthly abstracts of payment in Form PS-5 in duplicate along with the supporting cheque/ draft/ pay-in-slips in duplicate are submitted to the Coal Mines Provident Fund Commissioner, Dhanbad;

(xiv) That the Provident Fund & Pension contributions which become due but not deposited are ascertained and intimated to the Assistant commissioner [I/ II] In-charge/ Regional Commissioner along with the necessary administrative charges month wise for further action;

(xv) That the statement in Form 'YY' in duplicate are submitted to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner within the prescribed time as required under para 42 of the CMPF and other allied Schemes, 1948;

(xvi) That a special attention is given to Form PS-5 forwarded to him by the office of the Coal Mines Provident Fund Commissioner, Dhanbad from time to time and is checked up with reference to payment sheets of the colliery with a view to ensure the correctness of total amount of contributions (both shares) and the administrative charges payable to the Fund.

(xvii) That all the under charges and over charges detected on the previous occasions and those detected by the Management are correctly included in the abstract of Payment in Form PS-5.

(xviii) That the Form PS-5 is duly returned to the Coal Mines Provident Fund Commissioner, Dhanbad after completion of the check and after recording the following certificate at the bottom of the Form PS-5:

Received from Coal Mines Provident Fund Commissioner on(date). Checked with the records of the colliery on(date). Discrepancies detected have been included in my inspection report No.....dated.....Under-charges detected have been reflected in the connected contribution cards in 'YY' register.

Dated.....

CMPF Inspector

(xix) That a declaration in Form 'HH' A to E is being obtained by the employer from the new entrants with a view to ascertain the previous membership of the Fund of such entrants if any;

(xx) That within 15 days of the close of each quarter the employer submits to the Regional Commissioner a return in duplicate in Form 'HH' A to E in respect of the Members ceasing to be employed during the preceding quarter;

(xxi) That the member's account number is noted in the Form YY and the wage Payment sheets and other registers.

- (xxii) That the employer has made satisfactory arrangement for the safe-custody of 'YY' register, 'VV' statement and other forms including blank forms and that the number of forms obtained from the Coal Mines Provident Fund Office from time to time is not in excess/ deficit of the actual requirement of the coal mine;
- (xxiii) That production bonus required to be credited to the member's account has been so done and the amount so deposited reflected in the PS-5 statement;
- (xxiv) That if the amount of Bonus for a quarter payable to a worker is not paid to him within 6 months from the date of payment, it is deposited with the Coal Mines Provident Fund and that such amount, as is not deposited, is ascertained and intimated to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner;
- (xxv) That the returns in forms 'S' & 'SS' are prepared and submitted to the Assistant Commissioner (I/ II) In-charge, Regional Commissioner each quarter by the due date;
- (xxvi) The Form PS-3 along with Form PS-4 are submitted by the colliery management to the office of the Assistant Commissioner/ Regional Commissioner & 2% notional salary, one additional increment showing the total emoluments earned by the members of the Fund along with Provident Fund contributions and Pension contribution submitted to the CMPF Commissioner; In case the forms have not been submitted these should be collected and forwarded to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner.
- (xxvii) That the copy of Form 'YY' are handed over to each member in time and the signature/ thumb impression of the member concerned in token of their conformation of correct deduction is obtained.

(B) Other Miscellaneous Points:

- (i) The Inspector will investigate into any complaint made to him regarding non-enrolment of any member or non-recovery of Provident Fund/ Pension dues from any member during the course of his inspection.
- (ii) The Inspector will bring to the notice of the Commissioner/ Joint Commissioner/ Regional Commissioner/ Assistant Commissioner (I/ II) In-charge, whenever a new mine is opened or a closed one resumes working.
- (iii) The Inspector will maintain a file for each colliery and keep copies of all letters issue by him.
- (iv) The Inspector shall keep a watch on a coal mine which is likely to change ownership or is to be closed down. Even after a colliery is closed, skeleton staff is generally engaged for dewatering and other purposes. As these employees are also entitled to the benefits of the Scheme, care will be taken so that contributions are paid for them as due.
- (v) In the event of change of ownership/closure of a coal mine the Inspector will ensure that records in possession of the owner are transferred to the new owner or to the Coal Mines

Provident Fund Commissioner as the case may be in accordance with the provisions laid down in Para 69B of the Scheme.

(vi) The Inspector will ensure that the Pass Books received by the management from the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner have been shown to the members and the signature or left thumb impression of the members obtained in token of confirmation of their accounts to be correct.

(vii) The Inspector will intimate his findings to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner in respect of the claims forwarded to him for enquiry about refund of accumulation in the CMPF, for purchase of dwelling house or a dwelling site or for construction of a dwelling house.

(viii) The Inspector will also intimate to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner his findings in respect of the suspense item cases referred to him.

10. Inspection Report:

1. According to approved/ submitted tour programme, Inspector will communicate to concerned colliery/ unit about his date and time of arrival in advance. After arrival and inspection of records, Inspector shall prepare inspection report. Writing of inspection report is as important a job for the Inspector as the conduct of inspection itself. This report should be prepared with utmost care, as this report besides serving as a permanent record of the work done by an Inspector, also serves various other useful purposes.

2. The Inspector shall prepare his inspection report in triplicate in the pro forma at Annexure-II at the colliery itself and obtain the signature of colliery manager/ authorized officer in the space provided for the purpose in this report. One copy of the report shall be sent to the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner under whose administrative control the Inspector is working. Inspector outside Jharkhand will prepare his inspection report in quadruplicate and send one copy to the Regional Commissioner under whose jurisdiction he is working and the second copy to the CMPF Commissioner Dhanbad. Copies of the inspection reports intended for the CMPF Commissioner and the Regional Commissioner shall be sent with a letter in the form as at Annexure-III. Inspection report meant for the Coal Mines Provident Fund Commissioner or the Regional Commissioner should be posted or sent through messenger as the case may be on the day following the day of inspection. One copy will be retained as the Inspector's office copy. Along with the inspection report the Inspector will return the duplicate copy of PS-5 statement together with the list of under charges/over charges in form I/R I & I/R II.

11. Prosecution and Recovery Proceeding:

In accordance with Para 69-A of the Coal Mines Provident Fund Scheme this is obligatory on the part of an employer to produce such books and records as may be required by the Inspector during his inspection. An employer or a contractor under principal employer, unwilling to do so, will be served with a notice to be issued by the inspector under registered post with acknowledgement due. Failure of the employer or his refusal to produce the documents in spite of registered notice acknowledged by him will form the basis of such further action, legal or otherwise, as may be decided by the Commissioner. If there is no response on the above

notice, the Inspector will bring the fact to the notice of the Commissioner for sanction to enable him prosecute the contractor or principal employer for non production of records.

2. The Inspector will have to file complaints under section 9(2) of the CMPF and Misc. Provisions Act 1948 for contravention of the various provisions of the Coal Mines Provident Fund Scheme, 1948. These complaints will be prepared in the Legal Section of the Office of the Coal Mines Provident Fund Commissioner, Dhanbad and four copies of the complaints will be sent to the Inspector concerned. The Inspector will file the original copy of the complaint before the Sub Divisional Officer of the concerned District under registered cover with acknowledgement due and retain one copy for his record. The remaining two copies will be returned to the Commissioner for further action.

3 The Inspector will have to appear in the trial Courts whenever summoned by the Courts for deposition in connection with these prosecution cases. The Inspector should see that during the course of argument or at any other appropriate stage he himself or through the Assistant Public Prosecutor/ Public Prosecutor, as the case may be, pleads in the court for granting adequate compensation to the Coal Mines Provident Fund Organization as provided under Section 545 of the criminal procedure code towards cost of prosecution.

4 Provident fund and other dues such as damages are to be recovered as arrears of land revenue under Section 10A and 10F of the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948 and for the recovery thereof certificate cases may be filed by the Commissioner, CMPF before, after or simultaneously with prosecution cases. A copy of the draft requisition in Court form No-2 filed before the certificate officer will be forwarded to the inspector, who will have to furnish the details of the movable and immovable property of a certificate debtor or any other information in connection with the certificate cases whenever so required by the certificate officer in connection with the recovery of the CMPF dues.

12. General:

1. With the upcoming of private coal mines and coal blocks, the role of an Inspector has become more important even though after nationalization of the Coal Industry the control of most of the coal mines has passed on to the Public Sector Undertakings.

2. As a sequel to this far reaching change a slight change was also called for in our technique and approach for dealing with the coal mines under the membership, control or management of the public sector. This does not, however, imply that any discrimination is to be made between the public sector and private sector units or that any special favour is to be shown to the public sector *vis-a-vis* the private sector. But the fact remains that the public sector units will have no intention whatsoever of either evading or challenging the law though there may be delay in implementing certain provisions of the scheme because of their system of administration in which orders passed by the higher authorities may take longer to reach the lower rungs of administration. It is clear that the Inspector will have to be a little discriminating to see whether implementation of certain provision is held up due to late receipt of orders from above or because local authorities are careless and lack initiative and imagination. In such cases the Inspector besides bringing his difficulties to the notice of the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner should deal with the situations firmly and tactfully.

3 Due to upcoming of coal mines in private Sector, role of an Inspector has become more important. The Inspector in order to command respect & confidence has to be strictly unbiased and independent in his judgment.

4. An Inspector should scrupulously adhere to the instructions issued from time to time for a proper & uniform implementation of the Scheme. Doubts and difficulties as and when they arise should be brought to the knowledge of the Assistant Commissioner (I/ II) In-charge/ Regional Commissioner / Joint Commissioner / Commissioner and got redressed.

5. The success of the Scheme and the effectiveness of its implementation will largely depend on the quality of work done by an Inspector as he is the pivotal figure & a credited representative of the Organization in the field. He comes in direct contact with all shades of interest, the employer, the employees and the public. His image is the image of the organization & his effectiveness is in the success of implementation of Schemes.

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as per Para 3 (d) of CMPS – 98

Rs.....

2. P.S.–5 Statements for the following months have been checked with the total salary/wages bill of the members and have been found correct/discrepancies as under:-

Month	Total Salary	Amount as PS-5	Discrepancy
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3. PS-5 statements collected/ yet to be submitted are as follows:

Months for which collected	Months for which yet to be submitted
.....
.....

II. Form ‘HH’ returns – A to E

- (a) Submitted up to the month of
- (b) Collected for the month of
- (c) Not submitted for the month of
- (d) The following eligible employees qualified for CMPF membership, not included in the ‘HH’ returns already submitted.

Sl. No.	Name of the employee	Month in which qualified	Undercharges up to.....
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Total Amount Rs.....

III. Declarations in Form 'A', Form PS-3 and PS-4

(a) Submitted along with 'HH' returns up to month of:

(b) Not submitted along with 'HH' returns in respect of the following:

Sl. No.	Name of the employee	'HH' returns in which his name appears	Above declaration not submitted
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(c) Form 'A', PS-3 and PS-4 obtained for(Nos.) of new entrants since last Inspection.

IV. Form 'HH' returns – A to E

(a) Submitted up to the Month.....

(b) Not submitted for the Month

(c) Collected by me for the Month.....

(d) Following information could not be gathered about outgoing members.....

Sl. No.	Month in which To be employed	Name and A/c No. of the members	Information gathered refund/ Pension claims Submitted
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V. Form 'YY' returns

- (a) Form 'YY' register prepared and duplicate copy distributed to the members up to CPE
- (b) Form 'YY' register not prepared and PF and Pension contributions not posted in the 'YY' register for the CPE
- (c) Test check made for members and found correct/ following discrepancies observed:

(d) Under charges / Over charges detected are mentioned in IR-I.

Undercharges:

Sl. No.	Name	A/c No.	Nature of discrepancy	Undercharges
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Overcharges:

Sl. No.	Name	A/c No.	Nature of discrepancy	Overcharges
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(e) Form 'VV' statements along with reconciliation statement sent to Regional Office on..... for the CPE

(f) Form 'VV' statement not submitted to Regional Office for the CPE.....which is due to be submitted.

(g) Form 'VV' statements in respect of contractors/ members have been submitted/ not submitted for the CPE

(h) Form 'YY' register not opened for the following members qualified for membership:

Sl. No.	Name	PF A/C No.	Date from which to be opened.
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- (i) The following payments are subjected to PF & Pension deduction.....
- (j) The following payments are not being subjected to PF/ Pension deduction
- (k) In the following cases payment is being made through vouchers instead of through payment of wages register.

VI. Bonus Register

- (a) Posting not done for the Period
- (b) Unclaimed bonus not sent to CMPF Commissioner
- (c) Returns in Form I & II submitted for the CPE

VII. Pass Book

Not acknowledged by all members for whom received from CMPFO for the CPE

VIII. Application for various advances, refund, pension and DLI pending with the Colliery (Reason for delay in their submission):

Sl. No.	Name	PF A/C No.	Nature of claim	Reason for delay in submission
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IX. Refund, Pension, Advance and DLI claims –The following claims referred to by Regional commissioner / AC (I/ II) In-charge were looked into with reference to the records of the colliery:

PF A/c No.	Name of member Information/ document collected	Point to be looked into	Finding wanting Information/ document collected
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X. The following suspense items referred to were looked into with reference to the records of the Colliery/Unit

A/c No.	Name of member	Discrepancy for which posting held up	Findings
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XI. Pension

Pension contributions not deducted and deposited as per provisions under para 3 of the CMPS-98

- a. Suppl. 'VV' statement of Pension contributions not submitted for the CPE
- b. Revised Notional salary submitted
- c. Pension claims referred by the R.C./A.C.(I/ II) In-charge looked into with reference to colliery records and findings enclosed at Annexure-II

XII. Coal Mines Deposit Linked Insurance Scheme-1976

- (a) DLI contribution along with administrative charges deposited to CMPFO up to CPE
- (b) DLI contributions along with administrative charges not deposited to CMPFO since
- (c) Returns in Form DLI-I & II submitted up to CPE
- (d) Returns in Form DLI-I & II not submitted since
- (e) Returns in Form DLI-I & II collected
- (f) Total salary paid during the month to ascertain the DLI contribution Rs.....
- (g) 0.5% of salary as DLI Contribution amount Rs.
- (h) 0.1% of Administrative Charges of DLI contributions Rs.....

XIII. Please remit the P.F. & Pension contributions under charges together with Adm. Charges and submit the statement as per provisions under the scheme and rectify the deficiencies pointed out above. The compliance may please be intimated to the undersigned with a copy to the R.C./ A.C. (I/ II) In-charge.

Date:

Place:

CMPF Inspector
(Seal)

Copy of the inspection report received

Name of the Authorized representative:

Designation:

Address:

Date:

Signature of the employer or his authorized
representative with official Seal



Coal Mines Provident Fund Organisation
Office of the Inspector
Circle _____

No. CPF/32/PFI/
Dated.....20

Camp _____

To
The Regional Commissioner
Coal Mines Provident Fund,
.....
.....

Sir,
As per tour programme, I inspectedcolliery/ Unit
Reg. No.on A copy of the Inspection Report
is enclosed herewith for your kind information.

The following points were covered during inspection:-

- (i) Postings in 'YY' register were checked and the details are attached.
- (ii) The voluntary contributions made by the members are authorized and within the permissible limit.
- (iii) (a) The P.F., Pension and DLI records were made available, checked and found to be in order.

(b) The following discrepancies were noted:

- (iv) The attendance register, wages file/ register and bonus register in respect of contractor's workers were made available, checked and found to be in order/discrepancies noted as under:

Nature of record/ document	Discrepancies noted
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- (v) Name(s) and postal address of the contractor(s) engaged in the Colliery/ Unit as per management records and irregularities found:

Name of the contractor & Regn. No.	Address	Irregularities
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- (vi) Date of submission of the returns in Form 'HH', PS-5, DLI- I & II previous month/ Qtr. since the last inspection.

Form	Period & Date of submission
'HH'	
'VV'	
PS-5	
DLI – I & II	

(vii) Under charges noted are enclosed in Form Inspection Report (I) & (II)

(viii) General status of records

(ix) Points discussed with the representatives of employees union (if no contacts made state reasons and if contract made state name and designation of representatives contacted):

Sl. No.	Name of the representative	Designation in Union	Name of the Union	Points discussed
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(x) Other points if any

Dated:

Yours faithfully

Inspector
Official Seal

Copy together with a copy of the inspection report forwarded to the Coal Mines Provident Fund Commissioner, Dhanbad, for information and necessary action.

Dated:

Inspector
Official Seal

