

RE-ENGINEERED ECR

EPFO USER MANUAL & FAQ COMPILATION



Curated by Corrida Legal for easy access to the official EPFO User Manual and FAQs on the Re-engineered ECR system, guiding employers through every step of return filing and compliance.

About This Document

This document has been curated by Corrida Legal to help employers and establishments understand the Re-engineered Electronic Challan-cum-Return (ECR) system recently introduced by the Employees' Provident Fund Organisation (EPFO) under the Ministry of Labour & Employment, Government of India.

In this document, we have included two essential resources:

1. **FAQs on Revamped ECR** – to address common queries employers may face while filing monthly returns under the new module.
2. **User Manual for Re-Engineered ECR** – a detailed, step-by-step guide that explains each section of return filing, including:
 - **Return Filing (View/Upload Return)**
 - **Regular Return**
 - **Supplementary Return**
 - **Revised Return**

These resources together provide a complete overview of how to navigate the Revamped ECR system, understand filing requirements, and ensure compliance while submitting regular, supplementary, or revised returns.

By reading this document, you will learn:

- How to access and upload monthly ECR returns on the EPFO portal.
- The correct process for handling regular, supplementary, and revised returns.
- How to generate and pay challans, and manage 7Q/14B charges.
- Common issues and their resolutions as clarified in the **EPFO FAQs**.

For any assistance regarding ECR filing or employer compliance under the EPF Act, Corrida Legal's corporate and employment law team is available for professional consultation.

FAQs on Revamped ECR

1. What is the “Revamped ECR” / “Re-Engineered ECR”?

Answer:

The “Revamped ECR” (also called Re-Engineered ECR) is a redesigned version of EPFO’s Electronic Challan-cum-Return (ECR) system, applicable from the wage month of September 2025.

2. What are the key features of Revamped ECR ?

Answer:

Its key features include:

- a. Segregation of return filing and payment generation (i.e. submit the return first, then generate challan and make payment)
- b. System-based validations to prevent incorrect ECR submissions (e.g. incorrect wages, UAN, ineligible pension contributions, etc.)
- c. Automatic calculation of interest (under Section 7Q) and damages (under Section 14B), and incorporation into the ECR / payment process when applicable
- d. Provision for revised return under specified conditions to correct earlier submissions
- e. The format of the ECR file (.txt layout) remains unchanged

3. From which wage month is the new system applicable?

Answer:

The revamped ECR system will apply for returns from wage month September 2025 onwards. However, if an employer has not submitted ECRs for any earlier wage months (prior to September 2025), such pending ECRs are also required to be filed through the revamped ECR system.

4. Can multiple challans be generated or can multiple payments be made?

Answer:

Yes. The revamped ECR system allows generation of multiple challans. However, the employers are advised to ensure accuracy in order avoid duplication of payments for the same employee.

5. What are the types of returns under the new system?

Answer:

Under the revamped ECR, there are three types of returns, similar to earlier practice, but with more rules:

1. Regular Return — for the standard monthly submission of all active members.
2. Supplementary Return — to include employees who were missed in the Regular Return.
3. Revised Return — for correcting data (wages, contributions) from an earlier Regular or Supplementary return (subject to conditions).

Notes / Restrictions:

- a. A downward revision is allowed only if the payment against UAN for that wage month has not yet been made.
- b. An upward revision (i.e. paying more) is allowed even after payment in many cases.
- c. Once a return is approved in the system, it cannot be canceled; corrections must be through Revised Return.

6. Whether International Workers are permitted to contribute under EPS-1995 post 2014 in the revamped ECR?

Answer:

Such international workers, who have become member after September 2014 and whose wage is more than 15000/- per month, are not a member under EPS-1995. Hence such members are not permitted to contribute after 1st September 2014. However, such members, whose date of joining was pre-September 2014 and whose wage was more than the prevalent statutory ceiling limit continue to remain member under EPS-1995 and are required to contribute on full salary.

7. How does the workflow change (return → payment) in the revamped ECR?

Answer:

The revised workflow is more structured:

- a. Employer uploads the ECR file (.txt format) in the employer portal.
- b. System validates data. Errors are flagged; employer must correct and reupload.
- c. After validation, employer approves the return. At approval, a Due Deposit Balance Summary is generated (shows the amounts due:

contributions, interest, damages, admin/inspection charges).

- d. Employer then generates a challan with a TRRN (Temporary Return Reference Number).
- e. Employer makes the payment (net banking, etc.) using the TRRN.
- f. After payment, employer can download the receipt / challan copy from the portal. (Receipt / status view via TRRN query section)

Thus, the separation of “return filing” and “payment generation” ensures better checks and reduces errors.

8. What validation checks has the new system introduced?

Answer:

The revamped ECR has more built-in checks to reduce downstream corrections and disputes including (but not limited to):

- a. Flagging ineligible EPS contributions (e.g. employees whose wages exceed ₹15,000 per month and who joined after 1 September 2014)
- b. Restricting pension contributions beyond age 58 (unless employer flags for deferred pension)
- c. Validating UAN, member details, wage entries, contribution etc., and rejecting invalid rows before approval
- d. Preventing duplicate or erroneous entries, or mismatch in active / exited member status
- e. Contribution is calculated at the rate of either statutory or higher rate only, but not below the statutory rate.

9. What does the error message- UAN not linked to your establishment or DOJ Missing/DOE not updated- mean?

Answer:

The revamped ECR permits remittance of contributions only for the period falling between the valid date of joining and date of leaving (if any) of an employee.

If a **date of leaving** has already been entered in the system—whether **inadvertently or otherwise**—the payment of contributions for any period **subsequent to the recorded date of leaving** can be made **only after correction of the exit date** through a **joint declaration** submitted by the employer and employee.

10. What happens if an employer delays payment?

Answer:

Under the new ECR system:

- a. Interest under Section 7Q becomes automatically applicable (for delay in payment) and is computed by the system.
- b. Damages / penalties under Section 14B may also be applied for defaults.
- c. However, the employer shall have the option to deposit Damages either forthwith or at a later stage.
- d. The new system ensures that these charges are reflected in the Due Deposit Balance Summary when generating the challan.

Hence, timely submission and payment are critical to avoid additional liabilities.

11. Whether contribution beyond the age of 58 years under EPF/EPS is allowed under the revamped ECR?

Answer:

Contribution under the Employees' Provident Fund (EPF) is permissible even after an employee attains the age of 58 years. However, contribution under the Employees' Pension Scheme (EPS), 1995 is not admissible beyond the age of 58 years, unless the employer has specifically flagged the employee for deferred pension in accordance with the provisions of the Scheme.

The revamped ECR system has in-built validations to automatically restrict EPS contributions in respect of members who have attained the age of 58 years and have not been marked for deferred pension. In such cases, only the EPF (Provident Fund) contributions are accepted, while the EPS component is disallowed by the system.

12. Can a return be canceled after approval?

Answer:

No, once a return is approved, it cannot be canceled.

Corrections after approval must be made through a Revised Return (as per rules, upward or downward based on whether payment is made).

13. How to handle missed employees or employees joined late?

Answer:

If an employee was inadvertently omitted in the Regular Return for a wage month:

- a. Use Supplementary Return to include those employees.
- b. Multiple Supplementary Returns can be filed (subject to system constraints).

- C. However, a member should not be added more than once in multiple supplementary returns for the same wage month.

If a wrong wage/contribution was reported:

- a. Use a Revised Return to correct the data.
- b. If payment hasn't been made yet, downward correction may be allowed.
- C. If payment is made, only upward correction is generally permitted.

14. What about employees above 58 years or contributions to pension beyond age 58?

Answer:

Under the revised ECR:

- Normally, pension (EPS) contributions cease after the employee turns 58, except in cases where the employer marks the employee eligible for deferred pension. The new system will flag cases where contributions are being made post-58 years of age without such marking.
- For employees whose wages exceed ₹15,000 per month and who joined on or after 1 September 2014, they are ineligible for EPS, and the system will now flag such wrongful pension contributions before filing.

This ensures that contributions only go into the appropriate schemes and reduces post-filing corrections and disputes.

15. What is the relevance of Arrear disbursal date in Arrear payment?

Answer:

The term "*arrear payment*" refers to the payment of contributions in respect of a wage period for which wages or any component of wages (such as Dearness Relief, etc.) are paid subsequently as arrears — for example, following a government announcement of revised Dearness Relief.

This should not be confused with belated payment of salary or wages due to delay or default on the part of the establishment.

In cases of arrear payments, the date of disbursal of arrears is crucial for determining the "due month" for remittance of provident fund contributions under the revamped ECR system and calculating the interest and damages in case of delayed arrear payment.

Illustration:

If arrears pertaining to January 2025 to March 2025 are paid along with the salary of April 2025, the due month for remittance of provident fund contributions on such arrears shall be April 2025, i.e. the month in which the

arrear amount is actually disbursed.

16. Whether the ECR file format undergone any change under revamped module?

Answer:

No, the .txt format / layout of the ECR remains the same under the revamped system.

Employers will still upload the same schema, though validations and workflow will be stricter.

17. How does the revamped ECR handle Voluntary PF (VPF)?

Answer:

There is no change in the process of filing ECR relating to payment of contribution exceeding the statutory ceiling limit.

Para 29 (2) of the EPF Scheme permits an employee to contribute at a higher rate than the statutory rate of 10% or 12%. Para 26 (6) of the EPF Scheme, however, further stipulates enrolment of such employee as member, on the joint request in writing, to contribute on more than rupees fifteen thousand rupees of his pay per month subject to employer submitting a declaration that he shall pay administrative charges on such higher contribution and thereupon such employee shall be entitled to the benefits and shall be subject to the conditions of the Fund.

18. How does the revamped ECR validate administrative charges on Voluntary PF (VPF)?

Answer:

There is no change in the process of validating administrative Charges relating to wages exceeding the statutory ceiling limit.

An employee can contribute more than 12% as Voluntary Provident Fund (VPF) in their Provident Fund (PF) account, but the employer has the option to contribute either at 12% at the wage subject to ceiling limit or at higher rate.

Administrative charges are linked to Wages and not Contributions. Hence, whenever, contribution is received on higher wages, administrative charges are payable at specified rates on such higher wages. However, in case of VPF relating to employee share only, the employer is liable to make payment of administrative charges at actual wages, subject to the wage ceiling limit.

19. What happens to old / unpaid challans created under the earlier system?

Answer:

If a challan is created earlier, but payment process was not completed, such challan shall not remain valid in the revamped system. The establishment is required to regenerate challan through the new workflow and make the payment.

Therefore, the employer is required to use the new module for all active months under the revamped system.

20. Whether data mismatch like Aadhar details etc. affects marking date of exit of employees?**Answer:**

No. Date of exit can be marked without member detail update.

21. How does one file a NIL return if there are no employees?**Answer:**

For wage months in which there are no employees (i.e., no active contributions), the employer must submit the administrative and inspection charges using the "Direct Challan Entry" facility. This facility will be enabled, only when there are no active members for that particular wage month.

22. How can employers download the challan receipt after payment?**Answer:**

After payment is made via the TRRN, the challan / receipt can be downloaded from the View/Pay Challan section in the employer portal.

Employers should preserve TRRN, challan and bank payment receipts for audit / compliance records.

23. What are the common Dos and DON'Ts under the new system?**Answer:****DOs:**

- a. Maintain a monthly payroll checklist: active members, exits, new joiners, wages, UAN, etc.
- b. Mark exit dates promptly in the portal, before moving to next month's return.
- c. Upload / validate internally (check data) before clicking Approve.
- d. Use the correct return type: Regular, Supplementary, or Revised.
- e. Store TRRN, challan, payment receipts in a structured archive for each month / entity.
- f. Monitor the portal / EPFO communications for further tweaks and

updates (bugs, system patches, circulars).

- g. Train HR / payroll teams on new workflow and validations.
- h. During the first few months, allow buffer time in payroll cycles for resolving rejections / corrections.

DON'Ts:-

- a. Approving the return without checking the Return Statement carefully (i.e. wages, contributions, missing exits).
- b. Not marking exits of employees on time — leads to members being treated as active and may block future filings.
- c. Mixing up new joiners vs corrections (leading to use of wrong return type).
- d. Losing or mismanaging TRRN, challans, receipts.
- e. Delaying payment and getting penal interest/damages imposed automatically.

24. What is meant by Initial Relaxation of Validations?

Ans:-

To ease the transition, initial relaxations for a period of four months have been provided for filing regular returns for a subset of active members. The remaining members may be added later through supplementary returns. However, after this four-month period, the system will enforce the strict condition that the Regular Return for a specific month will only be allowed, if returns for all active members of the month four months prior have already been filed. This implies that relaxation of marking date of exit is allowed for a period of four months only.

25. What is meant by sequential return filing under revamped ECR?

Ans:

Sequential return filing under the revamped Electronic Challan-cum-Return (ECR) system of the Employees' Provident Fund Organisation (EPFO) refers to the requirement that employers must file monthly ECRs strictly in chronological order, i.e., one month after another, without skipping any month.

Illustration- An employer cannot file the ECR for a later wage month (say, October 2024) unless the ECR for the previous month(s) (like September 2024) has already been filed and processed.

26. What kind of support / user manual / documentation is available?

Answer:

EPFO has released a User Manual Re-Engineered ECR (v3.0) that guides employers' step by step through the new module, which is available on the EPFO Website-www.epfindia.gov.in

URL of the user manual can be accessed at:-
https://www.epfindia.gov.in/site_en/revamped_ecr.php

The manual covers: login, upload, validation, approval, summary, challan generation, TRRN use, payment, revised/supplementary returns, error handling, etc.

FAQ: Exempted Establishments

1. Does the correctness of exemption flags impact the filing of ECR?

Answer:

Yes. For filing of ECR, the correct exemption flags are very important. The system applies validations based on these flags. Before filing the return, the employer should ensure that the exemption flags are correctly updated against the establishment.

2 . What should be done if the exemption flag is showing incorrect?

Answer:

The establishment should immediately submit a request to the concerned Regional Office to correct the exemption status in the system.

3. Is it necessary to provide EPF wages and PF contribution in the return for establishments exempted from PF?

Answer:

Yes. Even if an establishment is exempted from PF, the employer must provide EPF wages and PF contribution details in the return. However, the system will exclude the PF contribution amount from the challan automatically.

4. Is EDLI wage entry mandatory in the return even if the establishment is exempted from EDLI?

Answer:

Yes. The employer must enter EDLI wages even if the establishment is exempted from EDLI. The system will, however, compute EDLI contribution as zero in such cases.

5. If an establishment is exempted from all three schemes — EPF, EPS, and EDLI — is it still required to provide EPF wages, EPF contribution, EPS wages, EPS contribution, and EDLI wages in the return?

Answer:

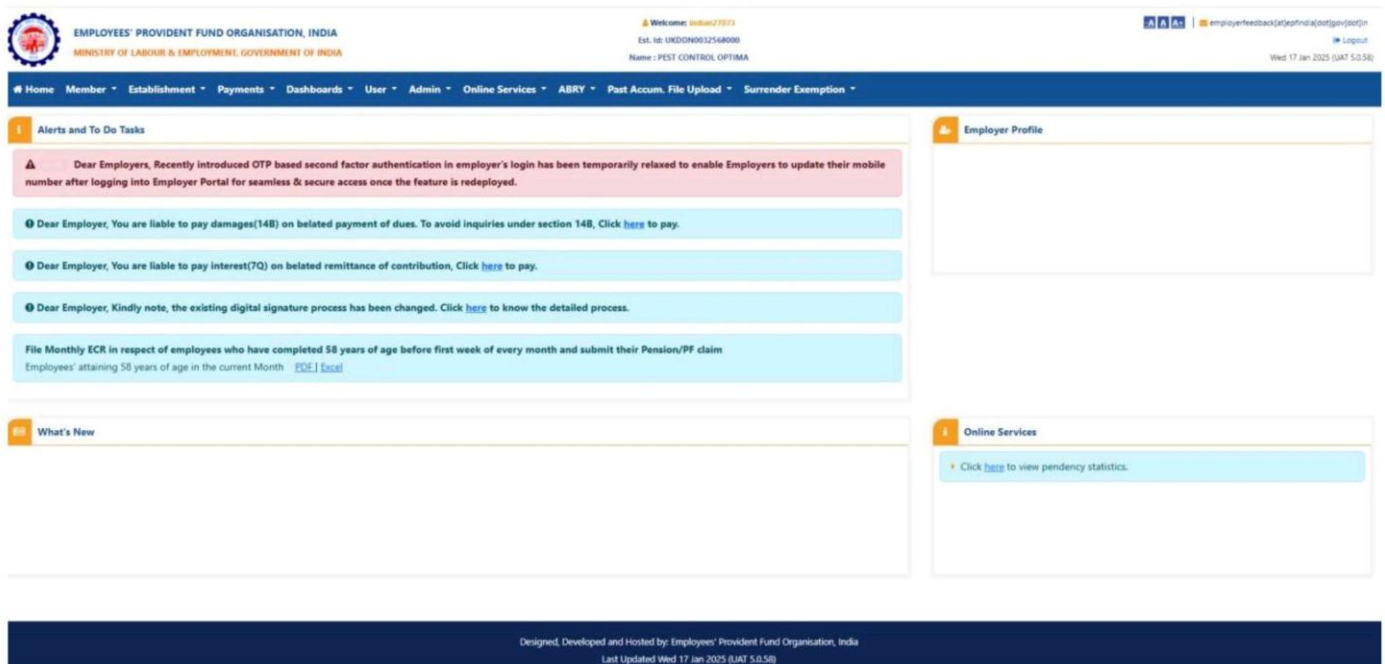
Yes. Even if the establishment is exempted from all three schemes, it must still provide all relevant details — EPF wages, EPF contribution, EPS wages, EPS contribution, and EDLI wages — in the return. However, while generating the challan, the system will consider only inspection charges.

User Manual for Re-engineered ECR

This is a step-by-step guide that provides instructions for employers and establishments to navigate the new Re-engineered ECR module through EPFO's employer portal.

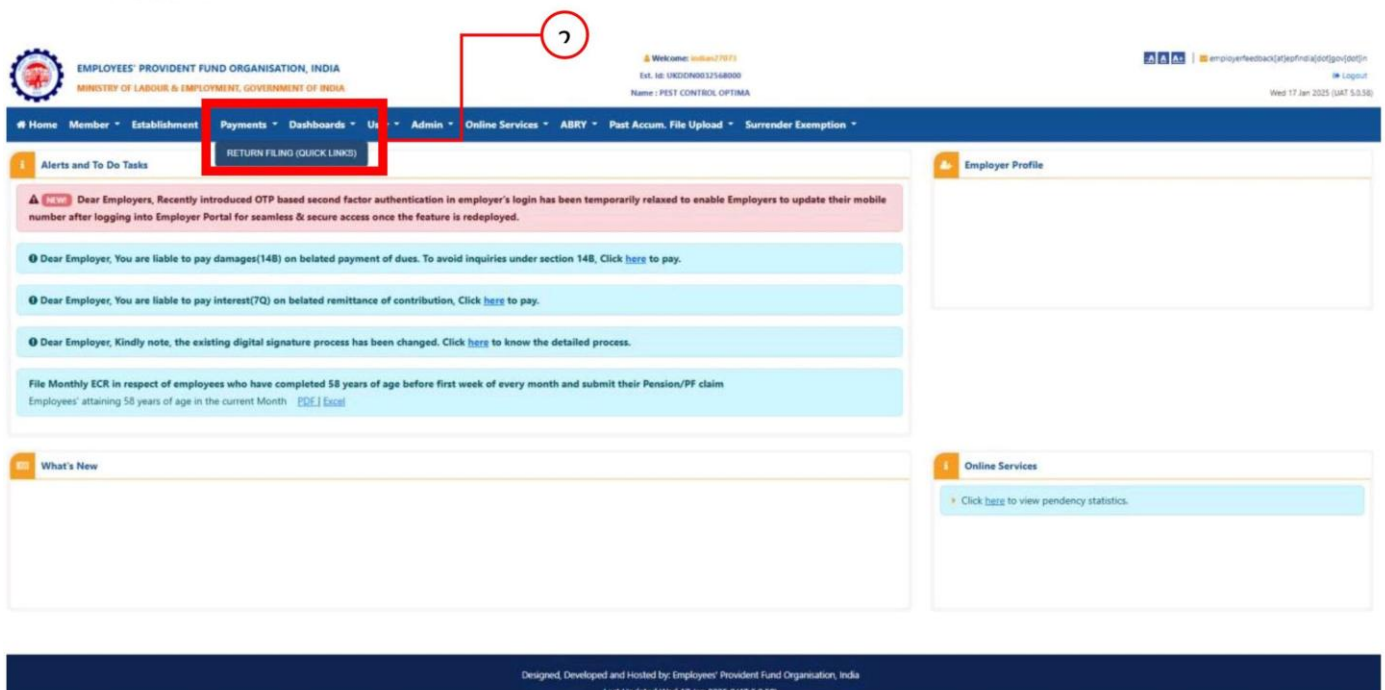
A. Return Filing - View/Upload Return

1. Login to the employer portal by entering the username and password. The following Home Page is displayed once the employer signs in.



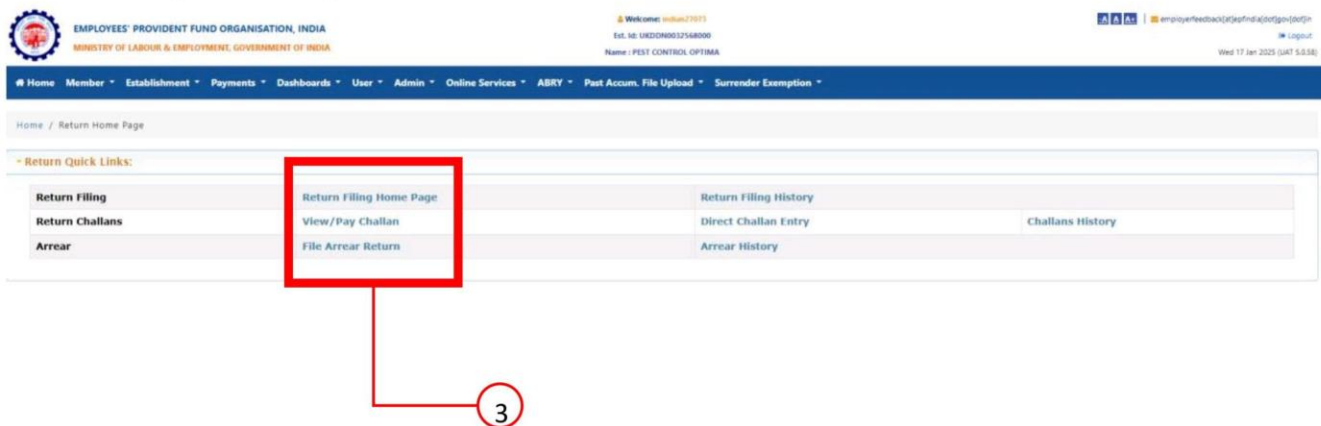
The screenshot shows the EPFO Employer Portal Home Page. The header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The user is logged in as "Welcome: subash27977" with details "Ext. No: UNKDN0032548000" and "Name: PEST CONTROL OPTIMA". The date is "Wed 17 Jan 2025 (JAT 5:0:58)". The navigation bar includes links: Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, ABRY, Past Accum. File Upload, and Surrender Exemption. The main content area is divided into sections: "Alerts and To Do Tasks" with several messages about OTP authentication, damages, interest, and digital signature changes; "Employer Profile" (empty); "What's New" (empty); and "Online Services" with a link to view pendency statistics. A footer bar states "Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India" and "Last Updated Wed 17 Jan 2025 (JAT 5:0:58)".

2. Click on 'Payments' tab and then on 'Return Filing (Quick Links)' to start filing the return.



This screenshot shows the same EPFO Employer Portal Home Page, but with the "Payments" tab in the navigation bar highlighted by a red box. A red line with a question mark points to the "RETURN FILING (QUICK LINKS)" link within the "Payments" dropdown menu. The rest of the page content remains the same as in the previous screenshot.

- The following Return Home Page is displayed with various quick links for return filing, view/pay challan, file arrear return and access their filing histories. Click on 'Return Filing Home Page.'



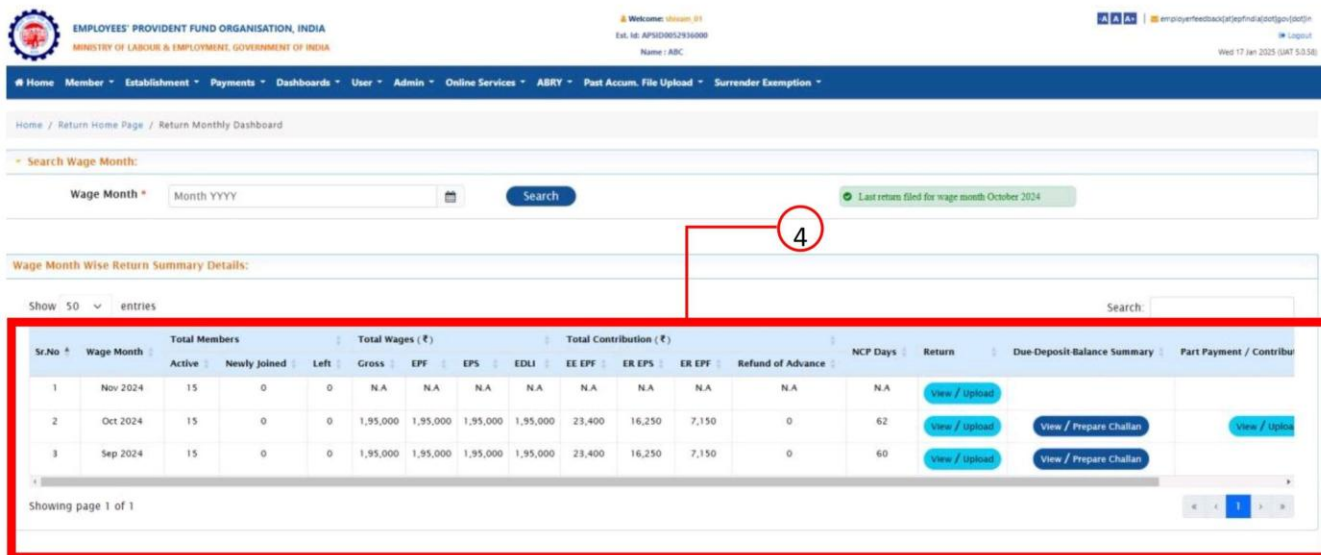
Home / Return Home Page

Return Quick Links:

Return Filing	Return Filing Home Page	Return Filing History
Return Challans	View/Pay Challan	Direct Challan Entry
Arrear	File Arrear Return	Challans History
		Arrear History

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
 Last Updated Wed 17 Jan 2025 (JAT 5.0.58)

- On the "Return Filing Home Page", navigate to the "Return Monthly Dashboard". The employers shall be able view wage month wise return summary details and search for specific wage month on clicking the calendar icon.



Home / Return Home Page / Return Monthly Dashboard

Search Wage Month:

Wage Month * Month YYYY

Last return filed for wage month October 2024

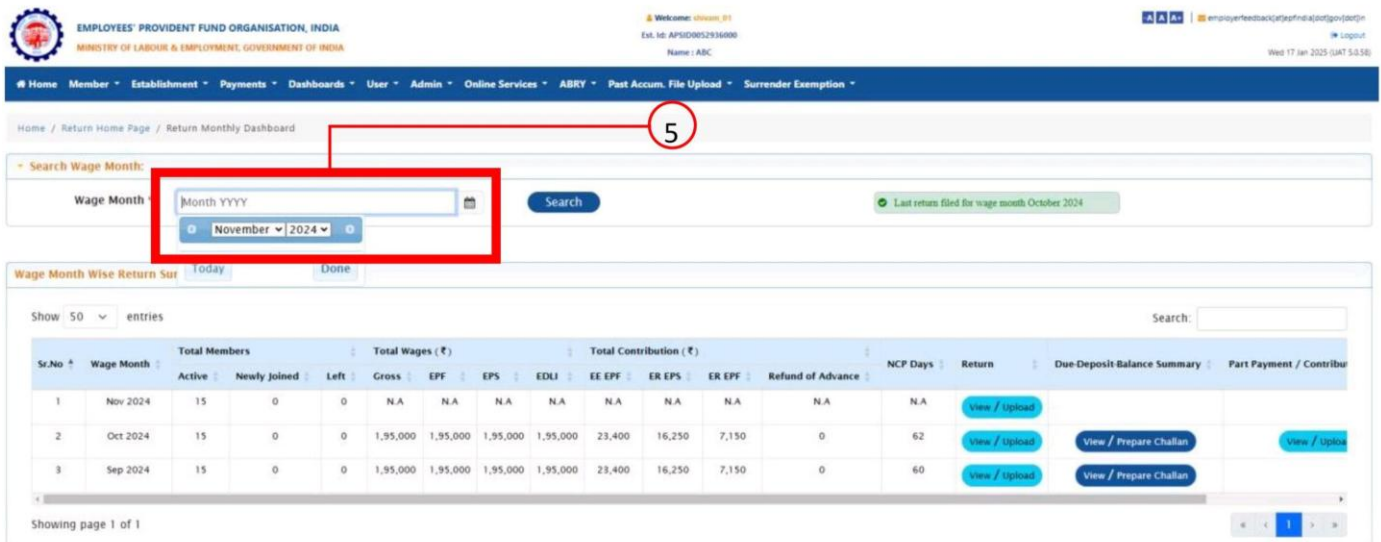
Wage Month Wise Return Summary Details:

Show 50 entries

Sr.No	Wage Month	Total Members			Total Wages (₹)				Total Contribution (₹)				NCF Days	Return	Due-Deposit Balance Summary	Part Payment / Contribu
		Active	Newly Joined	Left	Gross	EPF	EPS	EDLI	EE EPF	ER EPS	ER EPF	Refund of Advance				
1	Nov 2024	15	0	0	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	View / Upload		
2	Oct 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	62	View / Upload	View / Prepare Challan	View / Upload
3	Sep 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	60	View / Upload	View / Prepare Challan	

Showing page 1 of 1

5. Select wage month, click on done and then click on 'Search' button.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **Username: R1**
Ext. Id: AP500052936000
Name: ABC

Home / Return Home Page / Return Monthly Dashboard

Search Wage Month:

Wage Month: Last return filed for wage month October 2024

Month: **November 2024**

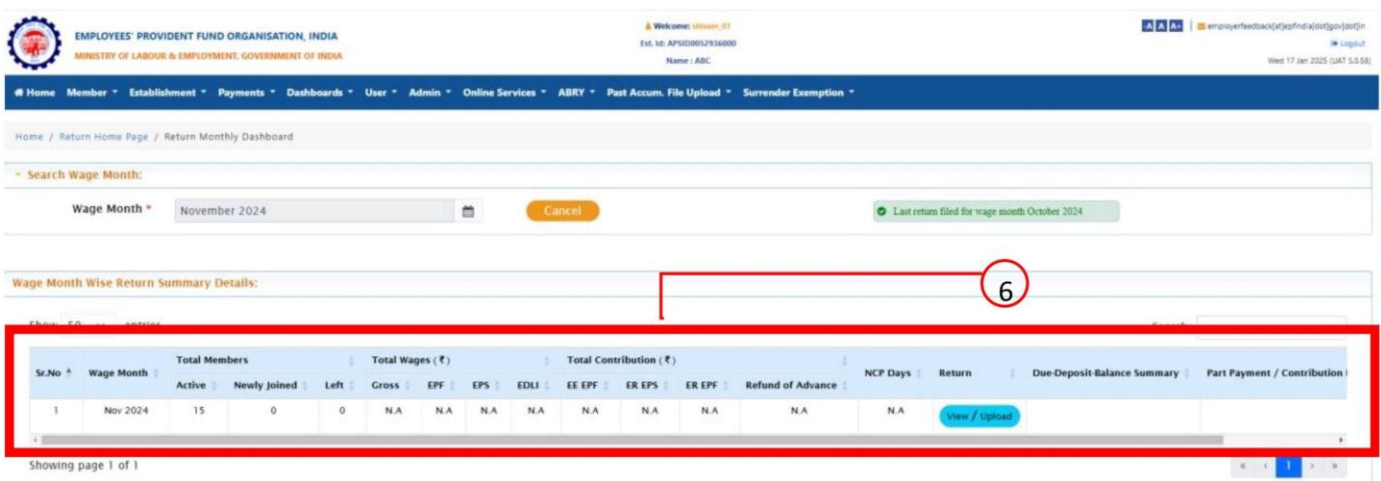
Wage Month Wise Return Summary

Show 50 entries

Sr.No	Wage Month	Total Members			Total Wages (₹)				Total Contribution (₹)				NCP Days	Return	Due-Deposit-Balance Summary	Part Payment / Contribution
		Active	Newly joined	Left	Gross	EPF	EPS	EDLI	EE EPF	ER EPS	ER EPF	Refund of Advance				
1	Nov 2024	15	0	0	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	View / Upload	
2	Oct 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	62	View / Upload	View / Prepare Challan	View / Upload
3	Sep 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	60	View / Upload	View / Prepare Challan	

Showing page 1 of 1

6. On clicking the search button, the wage month wise return summary details for the selected wage month are displayed in the table. Click on 'View/Upload' button.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **Username: R1**
Ext. Id: AP500052936000
Name: ABC

Home / Return Home Page / Return Monthly Dashboard

Search Wage Month:

Wage Month: Last return filed for wage month October 2024

Wage Month Wise Return Summary Details:

Show 50 entries

Sr.No	Wage Month	Total Members			Total Wages (₹)				Total Contribution (₹)				NCP Days	Return	Due-Deposit-Balance Summary	Part Payment / Contribution
		Active	Newly joined	Left	Gross	EPF	EPS	EDLI	EE EPF	ER EPS	ER EPF	Refund of Advance				
1	Nov 2024	15	0	0	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	View / Upload		

Showing page 1 of 1

7. Once 'View/Upload' button is clicked, the system navigates to the following page. Employers can view recent return files for the selected wage month in the table. Employers may also view member details, exemption status and can download the active member list.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **Ushashree_01**
Ext. No: APSID0052936000
Name: ABC

Wed 17 Jan 2023 (GMT 5.0:58)

Home Member Establishment Payments Dashboards User Admin Online Services ABRV Past Accum. File Upload Surrender Exemption

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month : Nov 2024

Wage Month * Nov 2024 [Help](#)

Return File * No file chosen

Return Type * Regular Return

Contribution Rate * 12%

Remark *

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

[Download Active Member List](#)
Click here to Download Active Member List

7

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

On clicking the 'Download Active Member List,' an excel file opens with list of active members.

downloadActiveMembersExcel (25) [Compatibility Mode] - Excel

Sl. No.	MEMBER NAME AS PER UAN	DATE OF JOINING	DATE OF EXIT	AADHAAR STATUS	WHETHER MEMBER OF PENSION	EPS CONTRIBUTING ON HIGHER	DEFERRED PENSION	NATIONALITY
1	AAAA TEST	09-DEC-2021		Verified	Yes	No	No	
2	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
3	AAAA TEST	08-MAR-2022		Verified	Yes	No	No	
4	AAAA TEST	02-JAN-2022		Verified	Yes	No	No	
5	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
6	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
7	AAAA TEST	01-SEP-2018		Verified	Yes	No	No	
8	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
9	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
10	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
11	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
12	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
13	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
14	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
15	AAAA TEST	01-SEP-2018		Verified	Yes	No	No	
16	RAJESH KUMAR	13-JAN-2021		Not Seeded	Yes	No	No	

8. If needed, employers can click on the 'Help' button for guidelines and can download help file which contains the format of the regular return file.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **00000001**
Ext. No: AP5D00052936000
Name: ABC

Wed 17 Jan 2025 (GMT 5:30)

Home Member Establishment Payments Dashboards User Admin Online Services ABRV Past Accum. File Upload Surrender Exemption

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month : Nov 2024

Wage Month * Nov 2024

Return File * Choose File No file chosen

Return Type * Regular Return

Contribution Rate * 12%

Remark * Enter Remark

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

Exemption Status

Download Active Member List
Click here to Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

Important Notice

- Please only use alphabets and numbers in file names. Remove special characters and spaces.
- Max Size of File Upload is 8 MB. If text file size exceeds 2 MB, please compress it using winzip. Smaller files can also be uploaded in zip format.
- Do not upload any other files like jpg, gif, doc, xls, ppt etc bundled inside the zip.
- Only text file or zip file containing only one text file can be uploaded (file extension should be in small case).
- For bigger Return files, the system may take some more processing time. After uploading the file, kindly revisit the page after some time.

Close

Upload Monthly Return For Wage Month : Aug 2021

Wage Month * Aug 2021

Return File * Choose File No file chosen

Return Type * Regular Return

Contribution Rate * 12%

Remark * Enter Remark

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	31	EDLI	No

Exemption Status

Download Active Member List
Click here to Download Active Member List

Recent Returns For Wage Month: Aug 2021

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
---------	----------------	------------	-------------	--------	-------------	--------------	---------------------------	---------	-------------	------------------	--------

Help File : The Help file contains the format and field details of the return file to be uploaded by the employer.

Return File Fields: -

Return File consists of 11 Fields as mentioned below which are separated by "#~#".

Sr. No.	Column Name
1	UAN
2	Member Name as per UAN
3	Gross Wages
4	EPF Wages
5	EPS Wages
6	EDLI Wages
7	Employee PF Contribution
8	Employer EPS Contribution
9	Employer PF Contribution
10	NCP Days
11	Refund of Advance

(## Note: Gross wages are mandatory.)

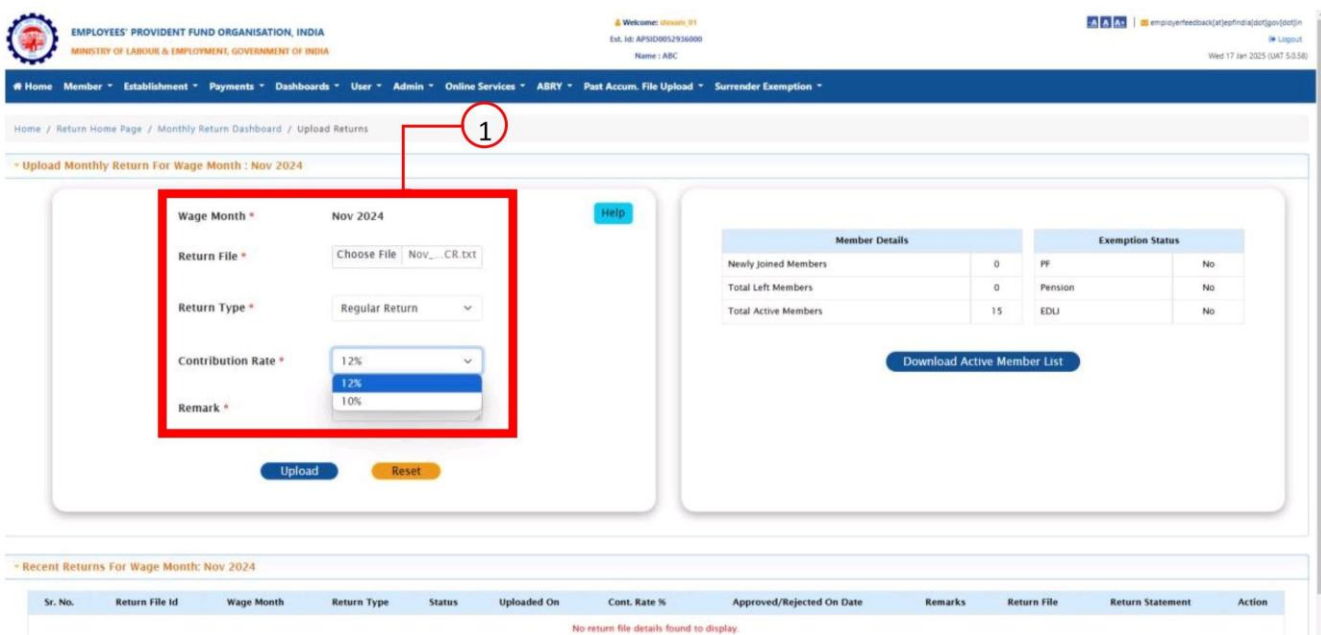
Return Text File Format:

 100257274743#~#NITESH#~#15000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0
 100427601130#~#RAMESH#~#15000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0

B. Regular Return

Employers may submit a "Regular Return" for active employees for a specific wage month for the post launch period.

1. Upload the return file (.txt format) and select Return Type as 'Regular Return.' Contribution rate can be selected from the drop down as 12% or 10%. If the employer wants to reset the selected values, they can click on the 'Reset' button and re-enter the details.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Welcome: **user101**
 Ext. Id: APSID0052930000
 Name: ABC

Wed 17 Jan 2025 (GMT 5:30)

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month: Nov 2024

Wage Month * Nov 2024

Return File * Choose File Nov_...CR.txt

Return Type * Regular Return

Contribution Rate * 12%
 12%
 10%

Remark *

Upload **Reset**

Member Details

Newly Joined Members	0
Total Left Members	0
Total Active Members	15

Exemption Status

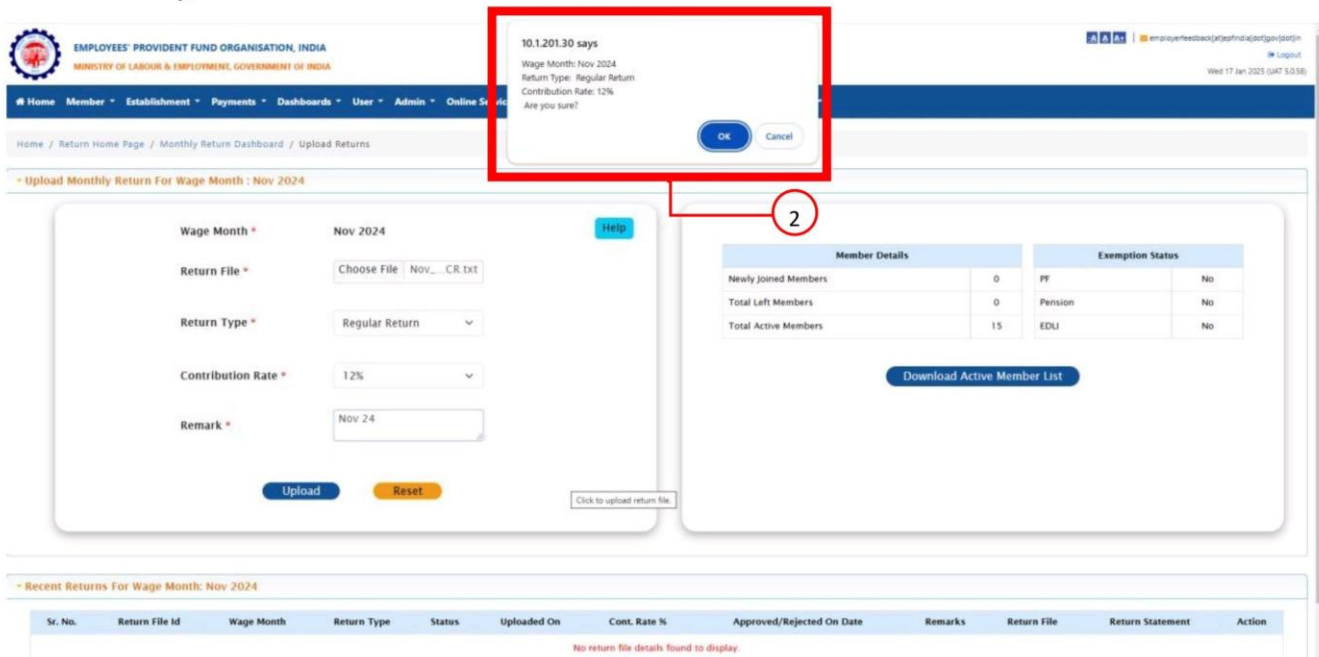
PF	No
Pension	No
EDLI	No

Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

- After selecting all fields, click on 'Upload button.' The following pop up comes, please verify, and click on 'Ok' button to continue.



10.1.201.30 says
 Wage Month: Nov 2024
 Return Type: Regular Return
 Contribution Rate: 12%
 Are you sure?

2

Wage Month: Nov 2024

Return File: Choose File: Nov... CR.txt

Return Type: Regular Return

Contribution Rate: 12%

Remark: Nov 24

Upload **Reset**

Click to upload return file.

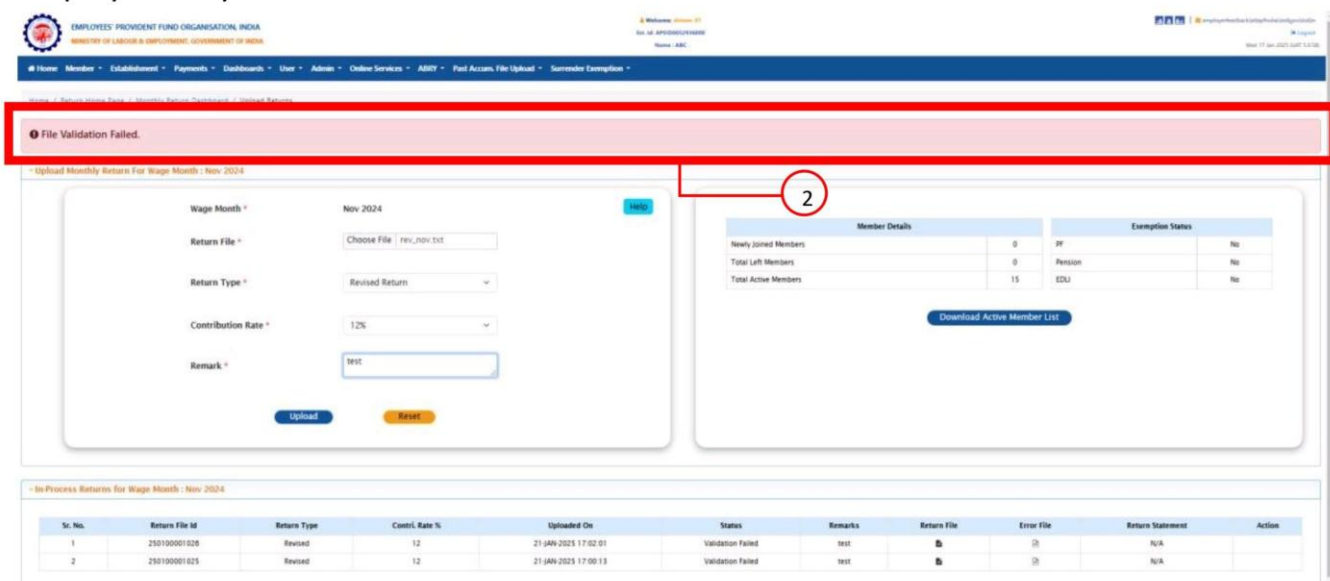
Member Details		Exemption Status	
Newly joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

If the file upload is failed, then an error file is generated and shown in the error file column. Employers may download the file and take corrective action.



File Validation Failed.

Wage Month: Nov 2024

Return File: Choose File: REV_NOV.DAT

Return Type: Revised Return

Contribution Rate: 12%

Remark: TEST

Upload **Reset**

Member Details		Exemption Status	
Newly joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

Download Active Member List

In Process Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Return Type	Cont. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001026	Revised	12	21 JAN 2025 17:02:01	Validation Failed	test			N/A	
2	250100001025	Revised	12	21 JAN 2025 17:00:13	Validation Failed	test			N/A	

- If file is uploaded successfully, the following message is displayed at the top of the page. A return file ID and return statement is generated and displayed in the 'In Process Returns' table as shown below. Option to "Approve" or "Reject" the return is also displayed.



☒ File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In-Process Returns for Wage Month : Nov 2024

Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001023	Regular	12	21-JAN-2025 16:44:02	Return Statement Generated	Nov 24				Approve Reject

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

4. Employers may download the return statement, verify and then either approve or reject the file.

Return statement –



EMPLOYEE'S PROVIDENT FUND
RETURN STATEMENT (REGULAR) : NOV-2024

Name of Establishment	ABC		
Establishment Id	APSID0052936000	LIN	1204035809
Contribution Rate (%)	12	Return File Id	250100001024
Uploaded Date Time	21-JAN-2025 16:45	Remarks	nov regular
Exemption Status	Unexempted	Total Members	15

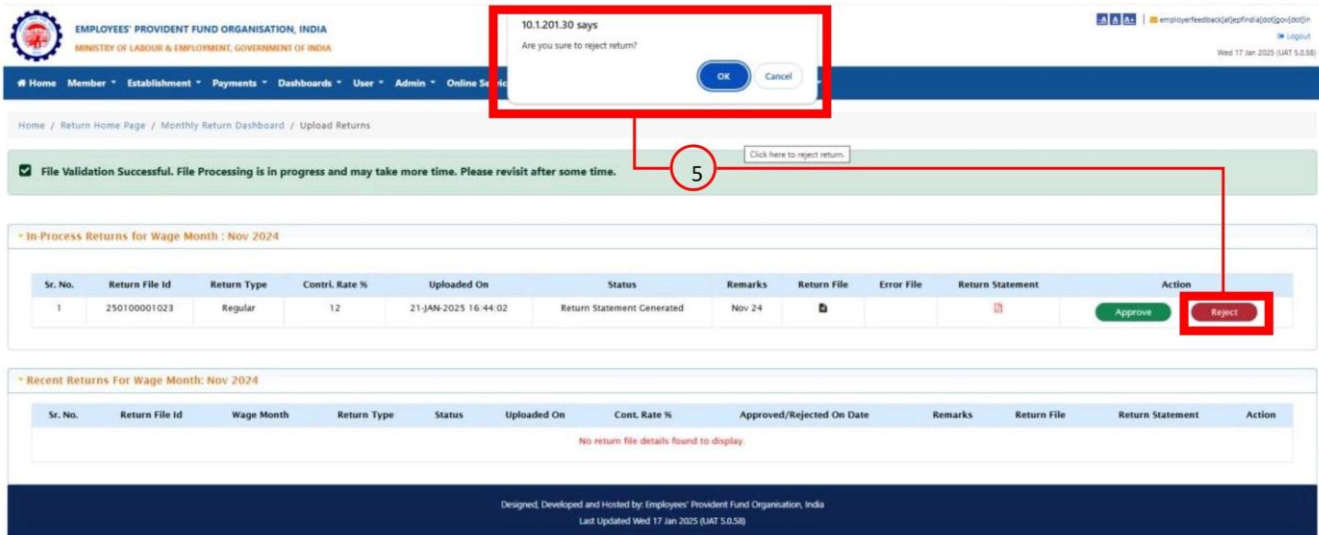
Contribution and Remittance Details (In Rupees) :

Total EPF Contribution	23,400	Total EPS Contribution	16,250
Total EPF-EPS Contribution	7,150	Total Refund of Advances	0

Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				NCP Days	Principal Employer ID or TAN
		Return	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	Refunds		
1	100314144529	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
2	101503209124	AAAB TEST	AAAB TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
3	101710252000	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
4	101710252016	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
5	101710252028	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
6	101710252777	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
7	101710252783	AAAA TEST	AAAA TEST	0	0	0	0	0	0	0	0	30	APSID0052936000
8	101710252796	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
9	101710252806	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000

5. If the employer wishes to reject the return, they may click on the 'Reject' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.



10.1.201.30 says
Are you sure to reject return?

OK Cancel

5 Click here to reject return.

File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In-Process Returns for Wage Month: Nov 2024

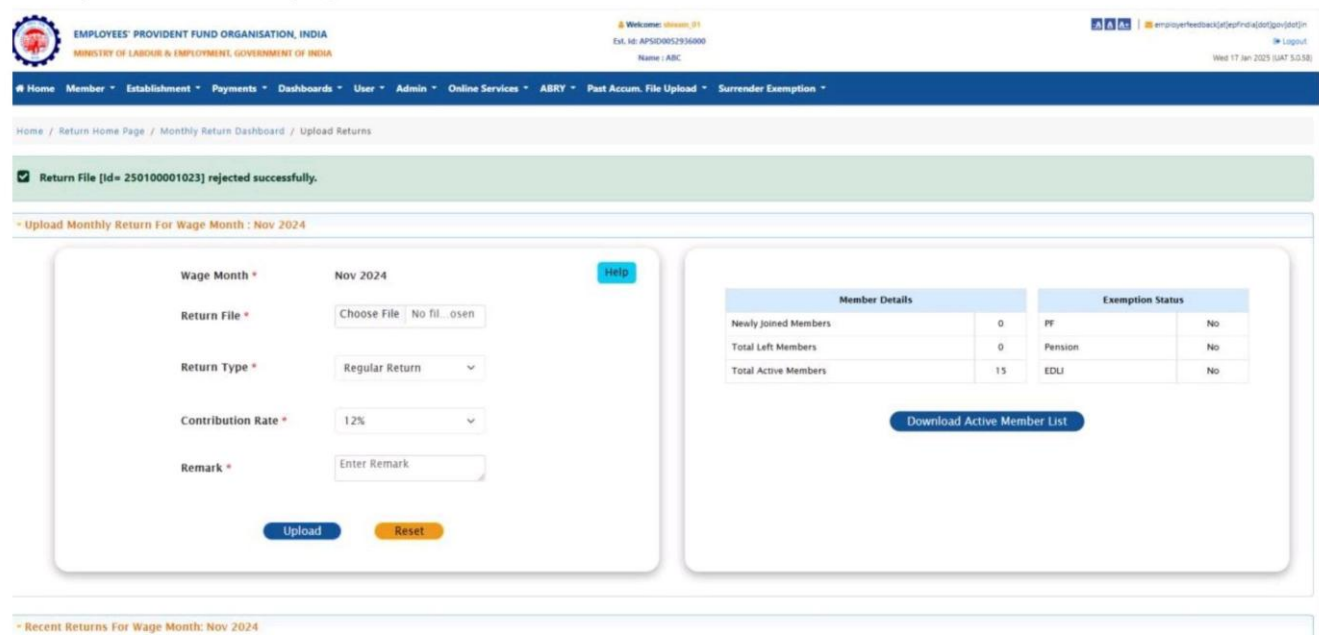
Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001023	Regular	12	21-JAN-2025 16:44:02	Return Statement Generated	Nov 24				Approve Reject

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

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Once the file is rejected, the following message is displayed, and the system navigates back to the Upload Returns page.



Return File [Id= 250100001023] rejected successfully.

Upload Monthly Return For Wage Month: Nov 2024

Wage Month * Nov 2024 [Help](#)

Return File * No file chosen

Return Type *

Contribution Rate *

Remark *

Upload **Reset**

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

Download Active Member List

Recent Returns For Wage Month: Nov 2024

- If the employer wishes to approve the return after verifying the return statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

10.1.201.30 says
Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified.
Are you sure you want to proceed?

OK Cancel

File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In Process Returns for Wage Month : Nov 2024

Sr. No.	Return File Id	Return Type	Cont'l. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001024	Regular	12	21-JAN-2025 16:45:25	Return Statement Generated	nov regular				Approve Reject

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001023	NOV-2024	Regular	Rejected	21-JAN-2025 16:44:02	12	21-JAN-2025 16:44:46	Nov 24			

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Last Updated Wed 17 Jan 2025 (JAT 5.0.50)

7. Once the file is approved, the following message is displayed, and system generates a 'Due Deposit Balance Summary.' The page displays the return summary for the wage month, total account wise summary and 7Q/14B summary for the employers. Employers may select either 'Full Payment,' 'Part Payment,' 'Pay Admin/Insp Charges,' 'View Pay/Challan,' and 'Pay 7Q/14B charges' as per their requirement.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Return File Id (250100001024) approved successfully. Kindly prepare the challan using appropriate payment option.

Returns Summary for Wage Month : Nov 2024

Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	21,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDU Exemption Status	No	Total EPS Wages	1,95,000	Total EPF EPS Difference	7,150
Total Active Members	15	Total EDU Wages	1,95,000	Total EDU	975
Newly Joined Members	0	Total HCF Days	80	Total Refund of Advances	0
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,775

Total Account Wise Summary

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDLI) (₹)	AC-22 (EDLI Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option POST

[Full Payment](#)
[Part Payment](#)
[Pay Admin/Insp Charges](#)
[View/Pay Challans](#)

7Q/14B Summary

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Dues	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0

Pay 7Q/14B Charges

8. On clicking the 'View/Pay Challan' button as shown in Step 15, a list of in process challans and recent challans is displayed.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Return Monthly Dashboard / View-Pay Challans

In-Process Challans List:

Display: 50 records per page

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000439	NOV-2024	7Q-148	Due for Payment	20	20	20	20	20	100	Pay	Cancel

Showing page 1 of 1

Recent Challans List:

Display: 50 records per page

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CRN	Payment Receipt
1	250113000000438	NOV-2024	Administrative/ Inspection Charges	Cancelled	0	180	0	0	180	320		
2	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,660	975	16,250	975	0	48,860		
3	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,150	975	16,250	975	0	48,350		
4	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
5	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

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Last Updated: Wed 17 Jan 2025 04:15:50

8

9. On clicking the 'Pay Admin/Insp. Charges' button as shown in Step 15, a direct challan entry page is displayed wherein the employer can fill in administration and inspection charges account wise and click on 'Prepare Challan' to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Filing Home Page / Due-Deposit-Balance Summary / Direct Challan Entry

Direct Challan Entry:

For Wage Month: Nov 2024 Select Challan Type: Administrative/ Inspection Charges Challan

Sr.No.	Particulars	A/C No 20th	A/C No 22th	Totalth
1	Administrative Charges	0	0	0
2	Inspection Charges	0	0	0
Grand Totalth				

Prepare Challan

As the PF is not exempted, Administrative Charges become mandatory.

9

10. On clicking 'Prepare Challan' button, the following pop-up is displayed, verify the amount, and click on 'Ok' button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Filing Home Page / Due-Deposit-Balance Summary / Direct Challan Entry

Direct Challan Entry:

For Wage Month: Nov 2024 Select Challan Type: Administrative/ Inspection Charges Challan

Sr.No.	Particulars	A/C No 20th	A/C No 22th	Totalth
1	Administrative Charges	80	80	160
2	Inspection Charges	80	80	160
Grand Totalth				320

10.1201.30 says
Total amount is Rs.320.
Are you sure to proceed with preparing the challan?

OK **Cancel**

Prepare Challan

As the PF is not exempted, Administrative Charges become mandatory.

10

11. On clicking 'Ok' button, the challan is prepared successfully with a unique TRRN and is displayed in the 'In Process Challans List' table with an option to either 'Pay' or 'Cancel' the challan.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Return Monthly Dashboard / View-Pay Challans

Challan prepared successfully with TRRN: 250113000000438. Kindly verify & finalize the challan for payment.

In-Process Challans List

Display 50 records per page

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000438	NOV 2024	Administrative/ Inspection Charges	Due for Payment	0	100	0	0	100	320	Pay	Cancel

Showing page 1 of 1

Recent Challans List

Display 50 records per page

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CBN	Payment Receipt
1	250113000000437	NOV 2024	Monthly Contribution	Cancelled	30,000	075	10,250	075	0	40,350		
2	250113000000426	NOV 2024	Monthly Contribution	Cancelled	30,350	075	10,250	075	0	40,750		
3	250113000000425	NOV 2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
4	250113000000424	NOV 2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

12. To continue, click on the 'Pay' button. Once clicked, the system navigates to the Challan Payment page wherein the employer can select the bank from the drop-down list and 'Make Payment.'

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / View/Pay Challans / Challan Payment

Challan Payment

TRRN: 250113000000438 Wage Month: NOV 2024

Total Amount: 320

Please select your payment bank and click on "Make Payment" button, below to initiate payment:

Select Bank

Make Payment of ₹ 320

Select Bank

Online Payment

Note to Employer: If the payment has been debited from your bank account, please use same TRRN. Instead, check the status of the payment.

Make Payment

12

13. On clicking the 'Pay 7Q/14B Charges' button as shown in Step 15, a direct challan entry page is displayed wherein the employer can fill in interest and damages account wise and click on 'Prepare Challan' to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Due-Deposit-Balance Summary / Direct Challan Entry

Direct Challan Entry

For Wage Month: Nov 2024 Select Challan Type: 7Q/14B

Sr.No.	Particulars	A/C No 10B	A/C No 20B	A/C No 10B	A/C No 20B	A/C No 22B	TotalB
1	Interest (7Q)	0	0	0	0	0	0
2	Damages (14B)	0	0	0	0	0	0
Grand TotalB							

Grand total amount should be greater than zero.

Prepare Challan

13

14. On clicking 'Prepare Challan' button, the following pop-up is displayed, verify the amount, and click on 'Ok' button.

15. On clicking 'Ok' button, the challan is prepared successfully with a unique TRRN and is displayed in the 'In Process Challans List' table with an option to either 'Pay' or 'Cancel' the challan.

16. To continue, click on the 'Pay' button. Once clicked, the system navigates to the Challan Payment page wherein the employer can select the bank from the drop-down list and 'Make Payment.'

The screenshot shows the 'Challan Payment' interface on the EPFO portal. At the top, the header includes the EPFO logo, the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA', and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The user is logged in as 'Welcome - online 01' with the email 'epfo@epfoindia.gov.in'. The navigation bar contains links: Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, ADITY, Fast Access, File Upload, and Surrender/Exemption.

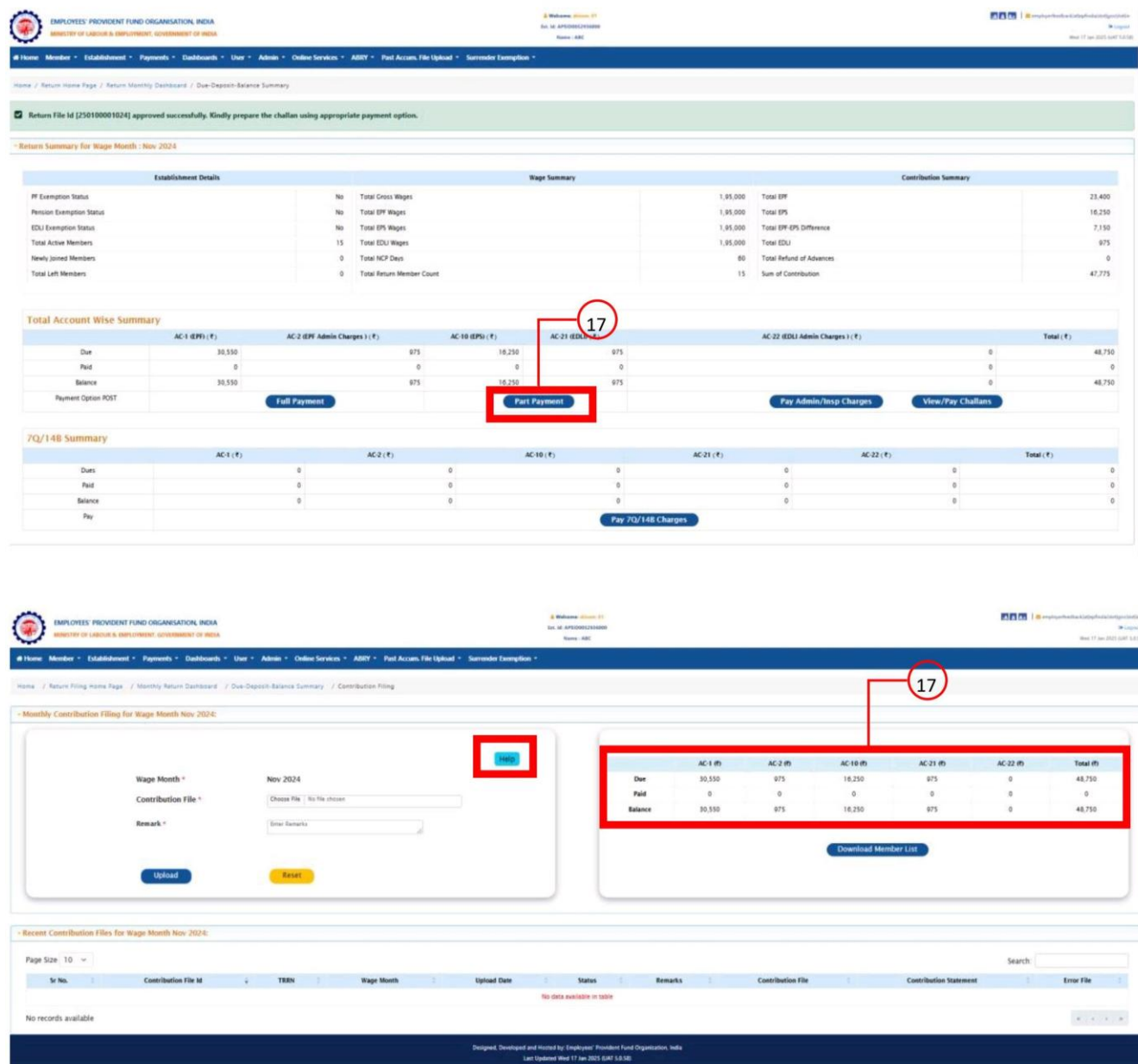
The main content area shows the 'Challan Payment' form with the following details:

- TRRN: 230113000000439
- Wage Month: NOV 2024
- Total Amount: 100

The form instructs the user to 'Please select your payment bank and click on "Make Payment" button, below to initiate payment:'. Below this instruction is a 'Select Bank' dropdown menu. A red box highlights this dropdown menu, and a red circle with the number 16 is positioned to its right. Below the dropdown menu is a blue button labeled 'Make Payment of ₹ 100'. A note to the employer states: 'Note to Employer: If the payment has been debited from your bank account, at same TRRN. Instead, check the status the amount has been credited to the EPFO account for the payment for the same TRRN. Instead, check the status the amount has been credited to the EPFO account for the payment for the same TRRN.'

Part Payment

- If the employer selects the 'Part Payment' option, the system navigates to the following Monthly Contribution Filing screen. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.



The screenshot displays the EPFO portal interface. At the top, the header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA", and the "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The navigation bar contains links for Home, Member, Establishment, Payments, Dashboard, User, Admin, Online Services, ADRY, Paid Account, File Upload, and Surrender Exemption. The main content area shows a message: "Return File Id [250100001024] approved successfully. Kindly prepare the challan using appropriate payment option." Below this, a section titled "Returns Summary for Wage Month : Nov 2024" contains three tables: "Establishment Details", "Wage Summary", and "Contribution Summary". The "Total Account Wise Summary" table is highlighted, showing columns for Due, Paid, and Balance for various accounts (AC-1, AC-2, AC-10, AC-21, AC-22). The "Part Payment" button is circled in red, and a red box highlights the "Part Payment" option in the table. Below this, the "7Q/14B Summary" table is also visible. The bottom section shows the "Monthly Contribution Filing for Wage Month Nov 2024" form, which includes fields for Wage Month, Contribution File, and Remark. A red box highlights the "Help" button in the top right corner of the form. The bottom of the page displays a table for "Recent Contribution Files for Wage Month Nov 2024" with columns for Sr No., Contribution File Id, TERN, Wage Month, Upload Date, Status, Remarks, Contribution File, Contribution Statement, and Error File. The footer contains the text "Designed, Developed and Hosted by Employer's Provident Fund Organisation, India" and "Last Updated Wed 17 Jan 2024 04:07:58:50".

- If needed, employers can click on the 'Help' button for guidelines and can download help file which contains format of the contribution file.

Important Notice

1. Please only use alphabets and numbers in file names. Remove special characters and spaces from the file name.
2. Max Size of File Upload is 8 Mb. If text file size exceeds 8 Mb, please compress it using winzip etc. Smaller files can also be uploaded in zip format.
3. Do not upload any other files like jpg, gif, doc, xls, ppt etc bundled inside the zip.
4. Only text file or zip file containing only one text file can be uploaded (file extension should be in small case).
5. For bigger Contribution files, the system may take some more processing time. After uploading the file, kindly revisit the page after some time.

Close

Wage Month: Nov 2024

Contribution File:

Remark:

Upload Reset

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Download Member List

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File M	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated: Wed 17 Jan 2024 (GMT 5:30)

Help File : The Help file on this screen contains the format and field details of the contribution file to be uploaded by the employer

1. Contribution File Fields:
(Contribution File consists of 6 Fields as mentioned below which are separated by #-#)

Sr. No.	Column Name
1	UAN
2	MEMBER_NAME
3	EPF_CONTRIBUTION
4	EPS_CONTRIBUTION
5	EPF_EPS_DIFF_CONTRIBUTION
6	REFUND_OF_ADVANCES

Contribution Text File Format:

1234671986189-#VIRAT SHARMA#-#3000-#1000-#500-#0
1234671986458-#ROHIT VARMA#-#18000-#12500-#5500-#0

19. Upload the contribution file by clicking on the 'Choose File' button, add remarks and click on the 'Upload' button. If the employers wish to modify their selections, they can click on 'Reset' button and re-enter the details.

Wage Month: Nov 2024

Contribution File:

Remark:

Upload Reset

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Download Member List

Recent Contribution Files for Wage Month Nov 2024:

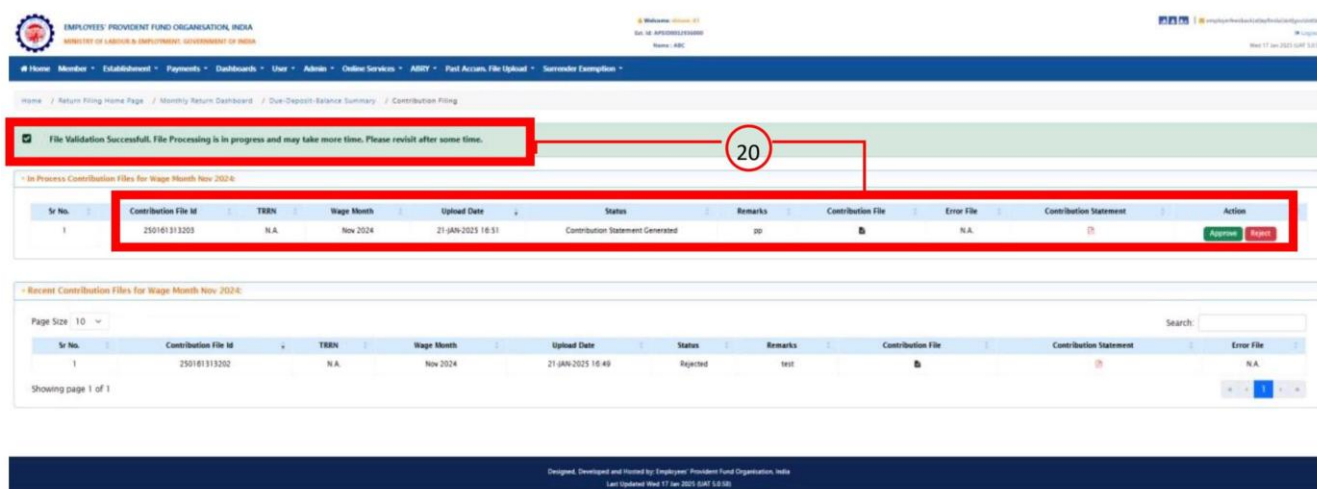
Page Size: 10

Sr No.	Contribution File M	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

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Last Updated: Wed 17 Jan 2024 (GMT 5:30)

20. If file upload is successful, a contribution file ID and contribution statement is generated and displayed in the 'In Process Contribution Files' table as shown below. Option to "Approve" or "Reject" the return is also displayed. If the file upload is failed, an error message is displayed, and an error file is generated.



The screenshot shows the portal interface with a confirmation message: "File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time." Below this, a table titled "In Process Contribution Files for Wage Month Nov 2024" displays the following data:

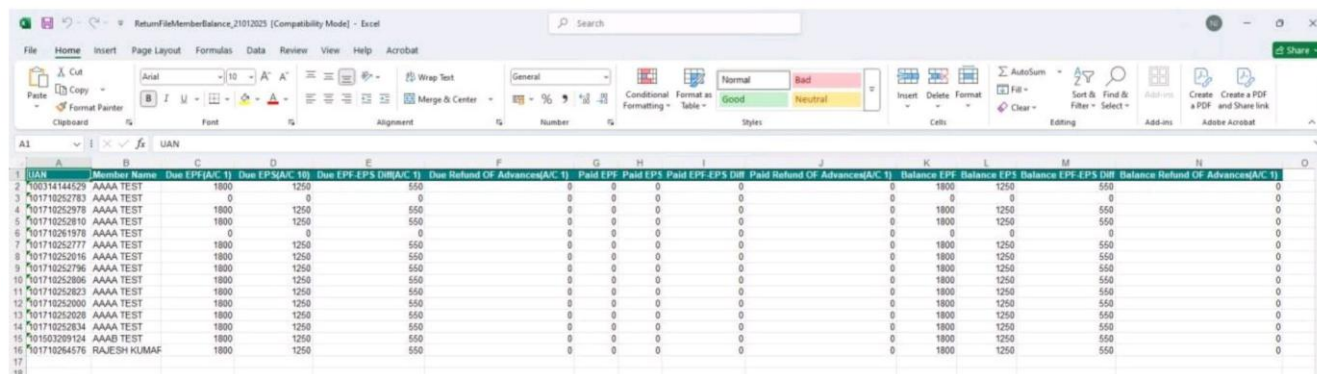
Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313203	N.A.	Nov 2024	21 JAN 2025 16:51	Contribution Statement Generated	00	0	N.A.	0	Approve Reject

Below the table, a "Recent Contribution Files for Wage Month Nov 2024" section shows a table with the following data:

Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21 JAN 2025 16:49	Rejected	test	0	0	N.A.

21. Employers may download the contribution statement, verify and then either approve or reject the file.

Contribution File -



UAN	Member Name	Due EPS (A/C 1)	Due EPS (A/C 10)	Due EPS (EPS D/M/A/C 1)	Due Refund Of Advances (A/C 1)	Paid EPS	Paid EPS	Paid EPS	Paid EPS	Paid Refund Of Advances (A/C 1)	Balance EPS	Balance EPS	Balance EPS	Balance EPS	Balance Refund Of Advances (A/C 1)
10031414452	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252763	AAAA TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
101710252978	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252810	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710251978	AAAA TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
101710252777	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252616	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252796	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252686	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252823	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252000	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710253028	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710252834	AAAA TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101503289124	AAAB TEST	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0
101710254576	RAJESH KUMAR	1800	1250	550	0	0	0	0	0	0	1800	1250	550	0	0

22. If the employer wishes to reject the contribution file, they may click on the 'Reject' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

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10.1.201.30 says
Are you sure to reject the Contribution File with id : 250161313202 ?

OK Cancel

22

Home / Return Filing Home Page / Monthly Return Dashboard / Due-Deposit-Balance Summary / Contribution Filing

In Process Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313202	N.A.	Nov 2024	21 JAN 2025 16:49	Contribution Statement Generated	test		N.A.		Approve Reject

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

Once the file is rejected, the following message is displayed, and system navigates back to the 'Monthly Contribution Filing' page.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Contribution File Id 250161313202 Rejected successfully.

Monthly Contribution Filing for Wage Month Nov 2024:

Wage Month: Nov 2024

Contribution File: [Choose File](#) [No file chosen](#)

Remark:

[Upload](#) [Export](#)

	AC 1 (₹)	AC 2 (₹)	AC 10 (₹)	AC 21 (₹)	AC 32 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

[Download Member List](#)

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21 JAN 2025 16:49	Rejected	test			N.A.

Showing page 1 of 1

23. If the employer wishes to approve the contribution file after verifying the contribution statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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10.1.201.30 says
Are you sure to approve the Contribution File with id : 250161313203 ?

OK Cancel

23

Home / Return Filing Home Page / Monthly Return Dashboard / Due-Deposit-Balance Summary / Contribution Filing

File Validation Successful, File Processing is in progress and may take more time. Please revisit after some time.

In Process Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313203	N.A.	Nov 2024	21 JAN 2025 16:51	Contribution Statement Generated	pp		N.A.		Approve Reject

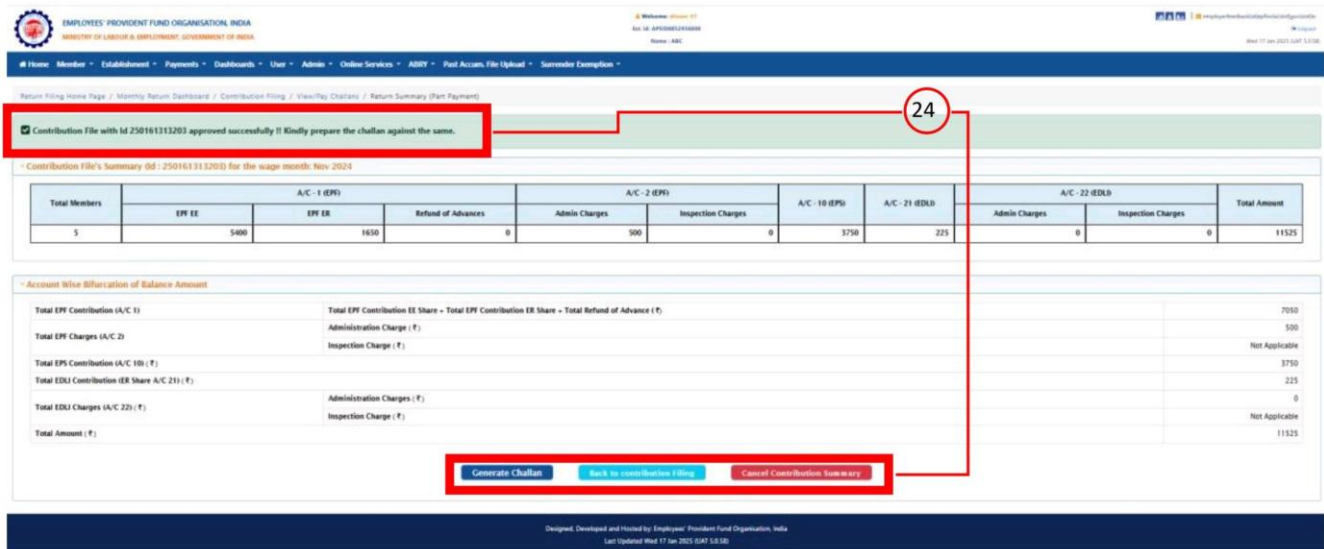
Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21 JAN 2025 16:49	Rejected	test			N.A.

Showing page 1 of 1

24. Once the file is approved, the following message is displayed, and system generates a 'Contribution File Summary' with account wise bifurcation of balance amount. Employers shall have the option here to 'Generate Challan,' 'Cancel the Contribution Summary,' or 'Back to Contribution Filing.'



Contribution File with Id 250161313203 approved successfully!! Kindly prepare the challan against the same.

Contribution File's Summary (Id : 250161313203) for the wage month: Nov-2024

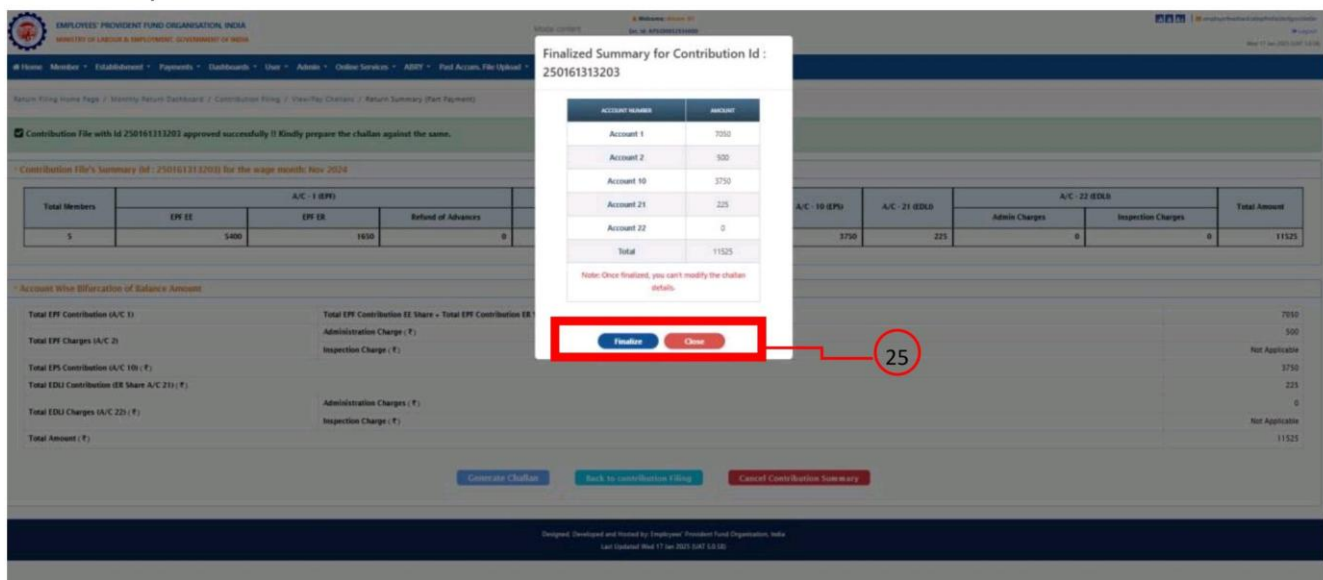
Total Members	A/C - 1 (EPF)			A/C - 2 (EPF)		A/C - 19 (EDLI)	A/C - 21 (EDLI)	A/C - 22 (EDLI)		Total Amount
	EPF EE	EPF ER	Refund of Advances	Admin Charges	Inspection Charges			Admin Charges	Inspection Charges	
5	5400	1650	0	500	0	3750	225	0	0	11525

Account Wise Bifurcation of Balance Amount

Account	Amount
Total EPF Contribution (A/C 1)	7050
Total EPF Charges (A/C 2)	500
Total EPF Contribution (A/C 19: (F)	Not Applicable
Total EDLI Contribution (ER Share A/C 21: (F)	3750
Total EDLI Charges (A/C 22: (F)	225
Total Amount (F)	0
	Not Applicable
	11525

Buttons: Generate Challan, Back to contribution filing, Cancel Contribution Summary

25. To continue, click on the 'Generate Challan' button. Once it is clicked, the following pop-up is displayed with finalized summary for the contribution id. Click on 'Finalize' to proceed.



Finalized Summary for Contribution Id : 250161313203

ACCOUNT NUMBER	AMOUNT
Account 1	7050
Account 2	500
Account 19	3750
Account 21	225
Account 22	0
Total	11525

Note: Once finalized, you can't modify the challan details.

Buttons: Finalize, Cancel

26. Once the 'Finalize' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.

29. If the employer wishes to make full payment, they make select the 'Full Payment' option from the Due Deposit Balance Summary page. If the employer selects the 'Full Payment' option, the system displays the following Account Wise Due Deposit Balance Summary. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Return File Id [250100001024] approved successfully. Kindly prepare the challan using appropriate payment option.

Return Summary for Wage Month : Nov 2024

Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	23,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDU Exemption Status	No	Total EPS Wages	1,95,000	Total EPF EPS Difference	7,150
Total Active Members	15	Total EDU Wages	1,95,000	Total EDU	975
Newly Joined Members	0	Total NCP Days	60	Total Refund of Advances	0
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,775

Total Account Wise Summary

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option POST **Full Payment** Part Payment Pay Admin/Insur Charges View/Pay Challans

7Q/14B Summary

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Dues	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0
Pay						

Pay 7Q/14B Charges

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Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Nov 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
Total EPS Contribution (A/C 10)	Inspection Charge (₹)	Not Applicable
Total EDU Contribution (ER Share A/C 21) (₹)		16,250
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)	975
	Inspection Charge (₹)	Not Applicable
Total Amount (₹)		48,750

Prepare Challan

30. To continue, click on the 'Prepare Challan' button. Once it is clicked, the following popup is displayed with Total Account Wise Summary. Click on 'Finalize Challan' to proceed.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Nov 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
Total EPS Contribution (A/C 10)	Inspection Charge (₹)	Not Applicable
Total EDU Contribution (ER Share A/C 21) (₹)		16,250
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)	975
	Inspection Charge (₹)	Not Applicable
Total Amount (₹)		48,750

Total Account Wise Summary

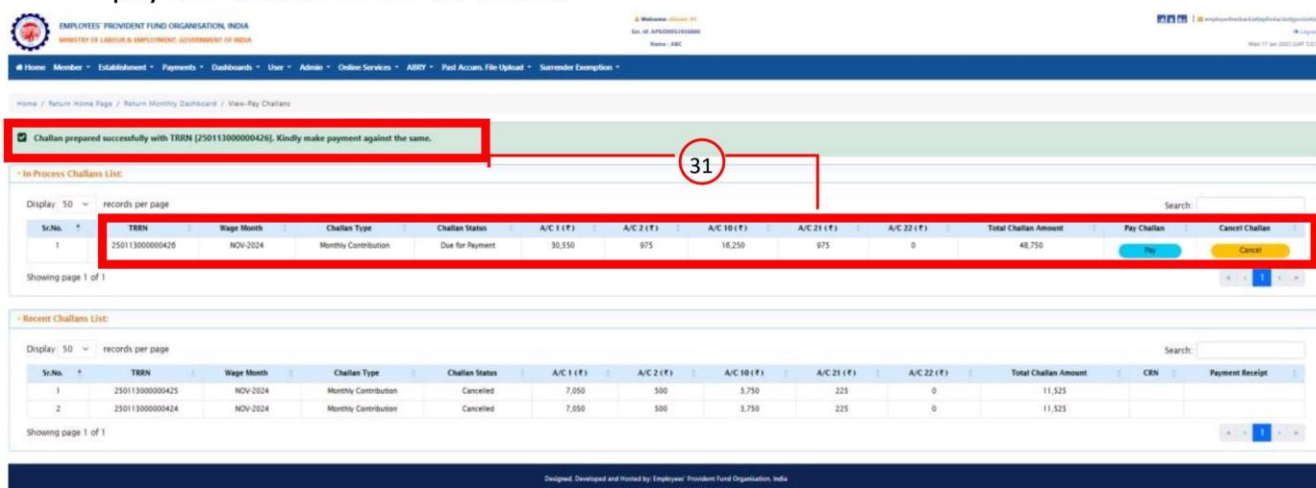
ACCOUNT HEAD	Due amount
AC-1 (₹)	30,550
AC-2 (₹)	975
AC-10 (₹)	16,250
AC-21 (₹)	975
AC-22 (₹)	0
Total Challan Amount (₹)	48,750

Note: Once finalized, you can't modify the challan details.

Finalize Challan Close

Prepare Challan

31. Once the 'Finalize Challan' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Return Monthly Dashboard / View-Pay Challan

☒ Challan prepared successfully with TRRN (250113000000426). Kindly make payment against the same.

In Process Challan List:

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (F)	A/C 2 (F)	A/C 10 (F)	A/C 21 (F)	A/C 22 (F)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000426	NOV-2024	Monthly Contribution	Due for Payment	30,550	975	16,250	975	0	48,750	Pay	Cancel

Showing page 1 of 1

Recent Challan List:

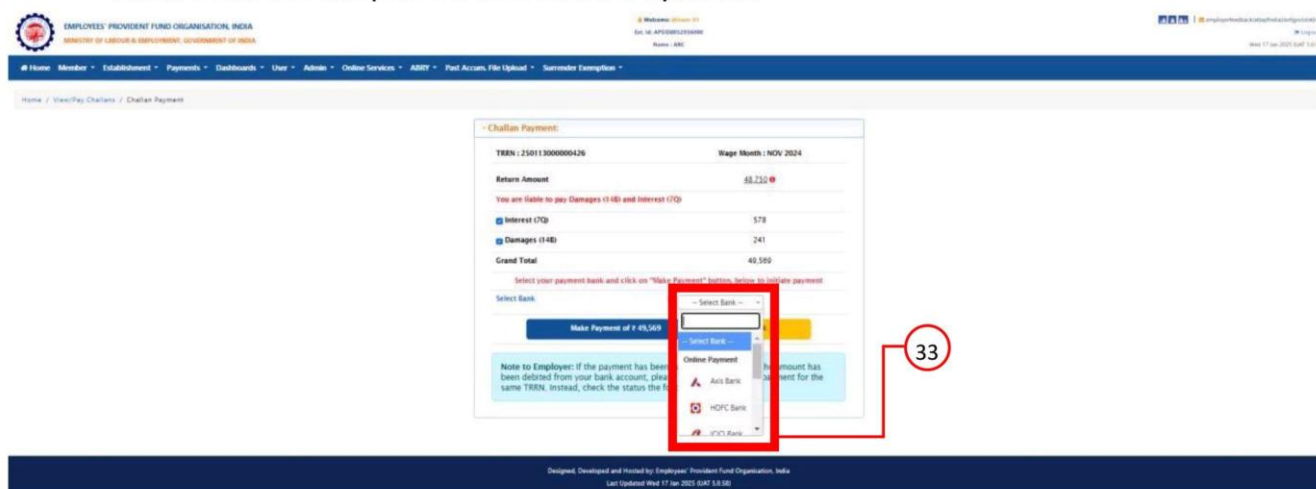
Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (F)	A/C 2 (F)	A/C 10 (F)	A/C 21 (F)	A/C 22 (F)	Total Challan Amount	CEN	Payment Receipt
1	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
2	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

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32. Click on the 'Pay' button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page.

33. Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Home / View/Pay Challan / Challan Payment

Challan Payment:

TRRN : 250113000000426 Wage Month : NOV-2024

Return Amount: 48,750

You are liable to pay Damages (14B) and Interest (7Q):

☒ Interest (7Q): 578

☒ Damages (14B): 241

Grand Total: 48,550

Select your payment bank and click on "Make Payment" button, below to initiate payment.

Select Bank:

Make Payment of ₹ 48,550

Note to Employer: If the payment has been debited from your bank account, please same TRRN. Instead, check the status the

Select Bank:

Online Payment

Axis Bank

HDFC Bank

ICICI Bank

33

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Last Updated: Wed 17 Jan 2025 04:47 5:58

C. Supplementary Return

If an employer registers employee after submitting/approving the "Regular Return", they must file a "Supplementary Return". Under this return only those employees will be allowed, which are not available in "Regular Return" (i.e. to add newly joined member). Multiple "Supplementary Return" for the same wage month will be allowed. But any employee whose return is already filed through "Regular Return", or "Supplementary Return" will not be allowed in subsequent supplementary return.



“Supplementary Return” for a wage month will be allowed only if approved “Regular Return” is available in the system or any other return (Supplementary/Revised) is not in process. Supplementary return should include all the newly registered members in the respective wage month.

1. Upload the return file (.txt format) and select Return Type as ‘Supplementary Return.’ Contribution rate can be selected from the drop down. If the employer wants to reset the selected values, they can click on the ‘Reset’ button and re-enter the details.

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Permission	No
Total Active Members	15	EDU	No

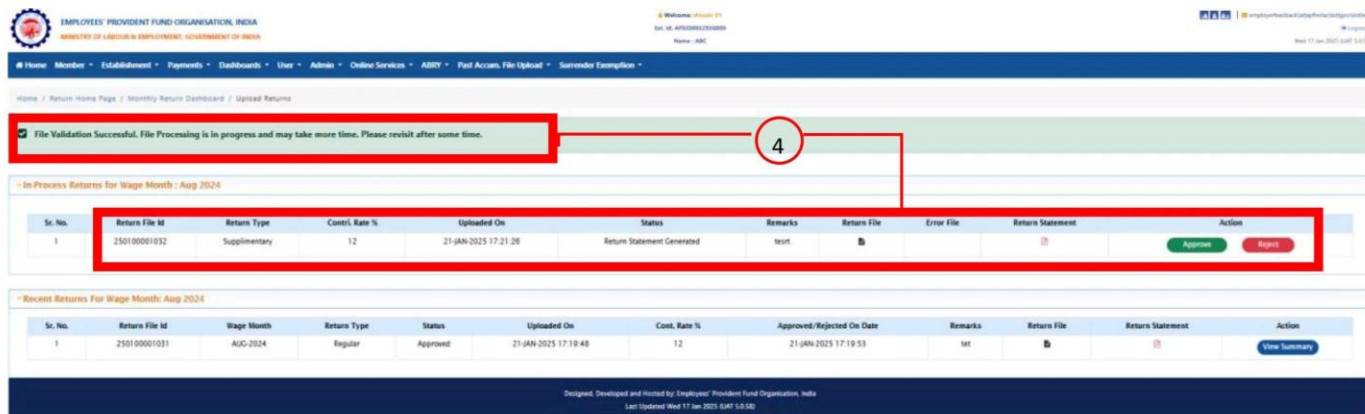
Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001031	AUG-2024	Regular	Approved	21-JAN-2025 17:19:48	12	21-JAN-2025 17:19:53	Text	5	1	View Summary

2. After selecting all fields, click on ‘Upload button.’ The following pop up comes, please verify, and click on ‘Ok’ button to continue.

10.1.201.30 says
Wage Month: Aug 2024
Return Type: Supplementary Return
Contribution Rate: 12%
Are you sure?
OK Cancel

3. If the file upload is failed, then error file is generated and shown in the error file column. Employers may download the file and take corrective action.

- If file upload is successful, a return file ID and return statement is generated and displayed in the 'In Process Returns' table as shown below. Option to "Approve" or "Reject" the return is also displayed.



File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In-Process Returns for Wage Month: Aug 2024

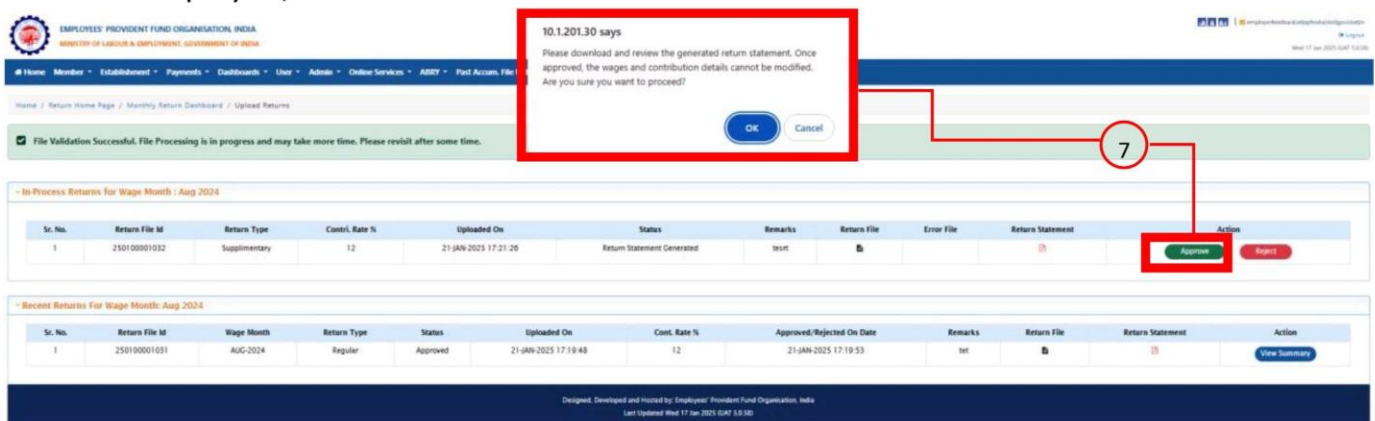
Sr. No.	Return File Id	Return Type	Contd. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001032	Supplementary	12	21-JAN-2025 17:21:26	Return Statement Generated	test				Approve Reject

Recent Returns for Wage Month: Aug 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Contd. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001031	AUG-2024	Regular	Approved	21-JAN-2025 17:19:48	12	21-JAN-2025 17:19:53	test			View Summary

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- Employers may download the return statement, verify and then either approve or reject the file.
- If the employer wishes to reject the return, they may click on the 'Reject' button. The system rejects the return and navigates back to the 'Upload Return' page.
- If the employer wishes to approve the return after verifying the return statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.



10.1.201.30 says
Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified. Are you sure you want to proceed?

OK Cancel

In-Process Returns for Wage Month: Aug 2024

Sr. No.	Return File Id	Return Type	Contd. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001032	Supplementary	12	21-JAN-2025 17:21:26	Return Statement Generated	test				Approve Reject

Recent Returns for Wage Month: Aug 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Contd. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001031	AUG-2024	Regular	Approved	21-JAN-2025 17:19:48	12	21-JAN-2025 17:19:53	test			View Summary

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Last Updated: Wed 17 Jan 2025 0:47:53 (IST)

- Once the file is approved, the following message is displayed, and system generates a 'Due Deposit Balance Summary.' The page displays the return summary for the wage month, total account wise summary and 7Q/14B summary for the employers

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Home / Return Home Page / Return Monthly Dashboard / Due-Deposit-Balance Summary

Return Summary for Wage Month : Aug 2024

Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	23,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDU Exemption Status	No	Total EPS Wages	1,95,000	Total EPF EPS Difference	7,150
Total Active Members	15	Total EDU Wages	1,95,000	Total EDU	975
Newly Joined Members	0	Total NCF Dues	62	Total Refund of Advances	0
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,775

Total Account Wise Summary

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option P/E

Full Payment Pay Admin/Insp Charges View/Pay Challans

7Q/14B Summary

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Dues	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0
Pay						

Pay 7Q/14B Charges

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Last Updated Wed 17 Jan 2024 04:12:58

9. If the employer wishes to make payment, they make select the 'Full Payment' or 'Part Payment Option' option from the Due Deposit Balance Summary page. The employer may also click on 'View/Pay Challan' to see existing list of in-process challans.
10. To pay admin/inspection charges or pay 7Q/14B charges, the employer may click on the respective buttons and follow the same procedure as mentioned in point 17-25 in Regular Returns.
11. If the employer selects the 'Full Payment' option, the system displays the following Account Wise Due Deposit Balance Summary. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Due-Deposit-Balance Summary / Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Aug 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
	Inspection Charge (₹)	Not Applicable
Total EPS Contribution (A/C 10)		16,250
Total EDU Contribution (ER Share A/C 21) (₹)		975
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)	0
	Inspection Charge (₹)	Not Applicable
Total Amount (₹)		48,750

Prepare Challan

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12. To continue, click on the 'Prepare Challan' button. Once it is clicked, the following popup is displayed with finalized summary for the contribution id. Verify the details and click on 'Finalize Challan' to proceed.

Total Account Wise Summary

ACCOUNT HEAD	DUE AMOUNT
AC-1 (₹)	30,550
AC-2 (₹)	975
AC-10 (₹)	16,250
AC-21 (₹)	975
AC-22 (₹)	0
Total Challan Amount (₹)	48,750

Note: Once finalized, you can't modify the challan details.

Finalize Challan **Close**

13. Once the 'Finalize Challan' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.

Challan prepared successfully with TRRN [250113000000417]. Kindly make payment against the same.

In Process Challans List

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000417	AUG-2024	Monthly Contribution	Due for Payment	30,550	975	16,250	975	0	48,750	Pay	Cancel

Showing page 1 of 1

Recent Challans List:

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CRN	Payment Receipt
1	250113000000439	NOV-2024	7Q-148	Cancelled	20	20	20	20	20	100		
2	250113000000438	NOV-2024	Administrative/ Inspection Charges	Cancelled	0	180	0	0	160	320		
3	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,860	975	16,250	975	0	48,860		
4	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,550	975	16,250	975	0	48,750		
5	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
6	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

14. Click on the 'Pay' button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page.

Challan Payment:

TRRN : 25011300000417 Wage Month : AUG 2024

Return Amount: ₹ 53,330

You are liable to pay Damages (14B) and Interest (7Q)

Category	Amount
Interest (7Q)	2038
Damages (14B)	2544
Grand Total	₹ 53,330

Select your payment bank and click on "Make Payment" button below to initiate payment

Select Bank: Select Bank

Make Payment of ₹ 53,330

Note to Employer: If the payment has been debited from your bank account, please use the same TRRN. Instead, check the status of the payment.

Online Payment

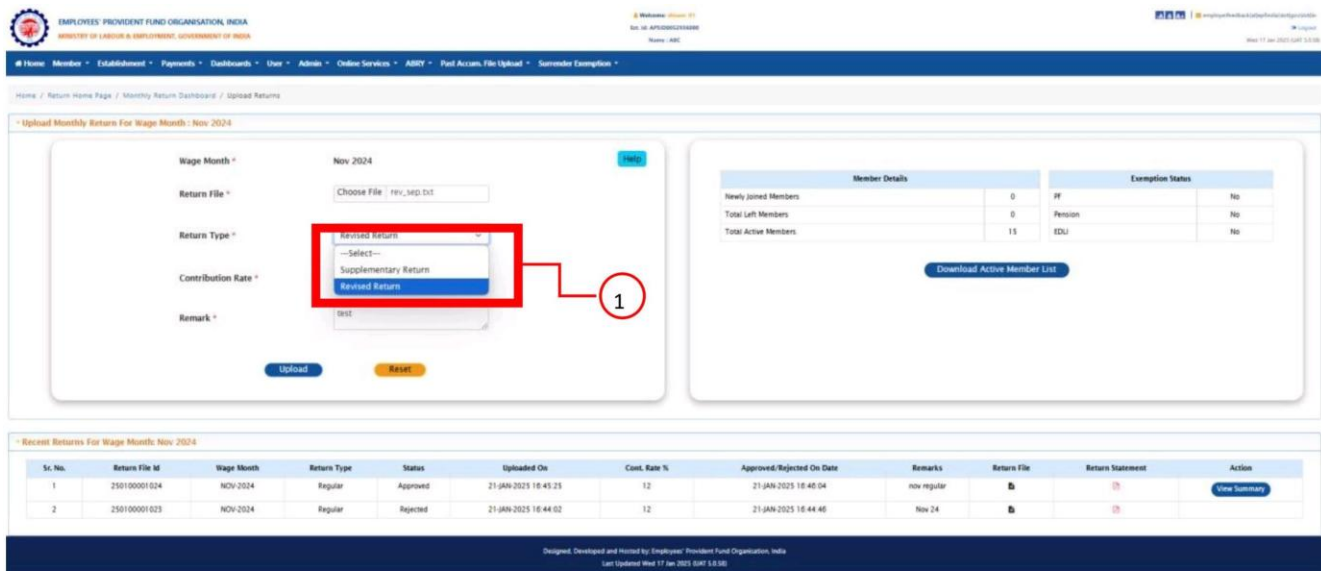
Available Banks: A/c Bank, HDFC Bank, ICICI Bank, etc.

15. Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.

D. Revised Return

It is possible that employer has given wrong wages/contribution details in "Regular/Supplementary" Return, and he wants to modify it. In this case he can file "Revised Return" only for those employees against whom he wants to revise the return. After successful approval of "Revised Return", details present in "Revised Return" will overwrite the existing information of "Regular/Supplementary/Revised" Return. Revised return is allowed only when no other return is in process and no payment process has initialized against the respective wage month. Employers may make downward revisions before initiating payment for the respective wage month. There is no restriction on upward revision. "Revised Return" for a wage month will be allowed only if approved "Regular Return" is available in the system.

1. Upload the return file (.txt format) and select Return Type as 'Revised Return.' Contribution rate can be selected from the drop down. If the employer wants to reset the selected values, they can click on the 'Reset' button and re-enter the details.



Wage Month: Nov 2024

Return File: Choose File | REV_MPD.DAT

Return Type: Revised Return

Contribution Rate: 12%

Remark: test

Upload | Reset

Member Details

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

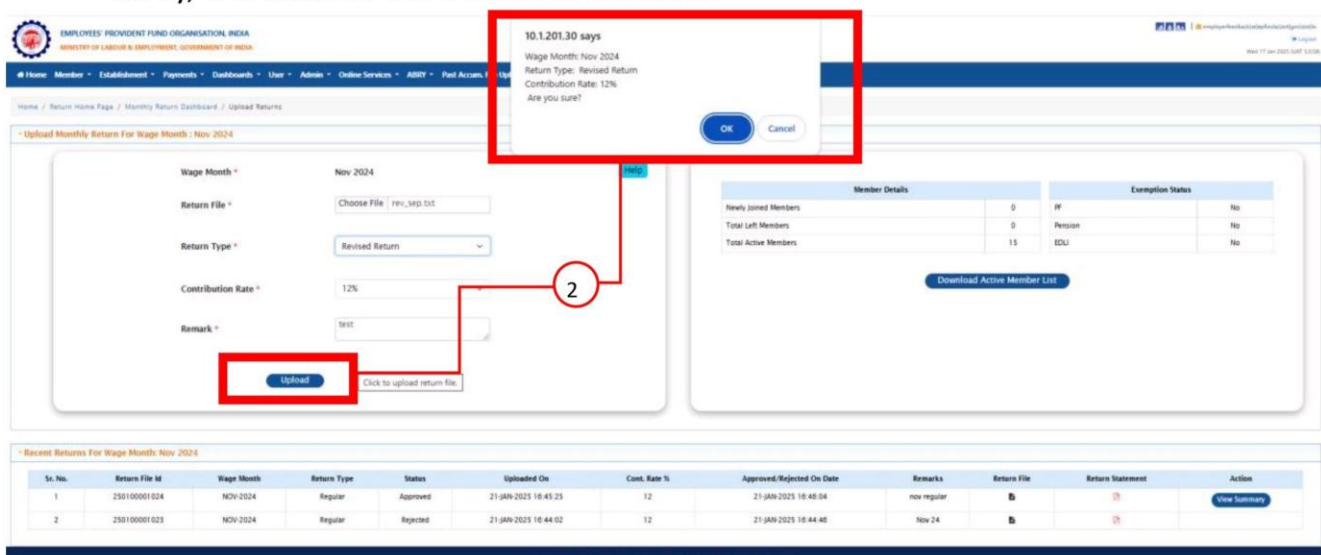
Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001024	NOV-2024	Regular	Approved	21-JAN-2025 18:45:25	12	21-JAN-2025 18:48:04	now regular			View Summary
2	250100001025	NOV-2024	Regular	Rejected	21-JAN-2025 18:44:02	12	21-JAN-2025 18:44:46	Now 24			

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2. After selecting all fields, click on 'Upload button.' The following pop up comes, please verify, and click on 'OK' button to continue.



10.1.201.30 says
Wage Month: Nov 2024
Return Type: Revised Return
Contribution Rate: 12%
Are you sure?

OK | Cancel

Wage Month: Nov 2024

Return File: Choose File | REV_MPD.DAT

Return Type: Revised Return

Contribution Rate: 12%

Remark: test

Upload | Click to upload return file.

Member Details

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

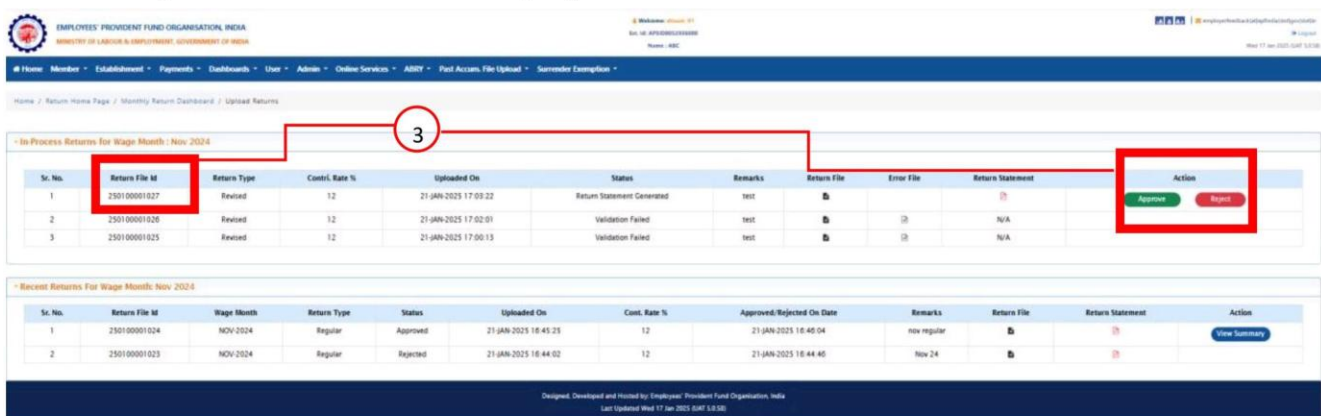
Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001024	NOV-2024	Regular	Approved	21-JAN-2025 18:45:25	12	21-JAN-2025 18:48:04	now regular			View Summary
2	250100001025	NOV-2024	Regular	Rejected	21-JAN-2025 18:44:02	12	21-JAN-2025 18:44:46	Now 24			

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3. If file upload is successful, a return file ID and return statement is generated and displayed in the 'In Process Returns' table as shown below. Option to "Approve" or "Reject" the return is also displayed.



In Process Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Return Type	Cont. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001027	Revised	12	21-JAN-2025 17:03:22	Return Statement Generated	test				Approve Reject
2	250100001026	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

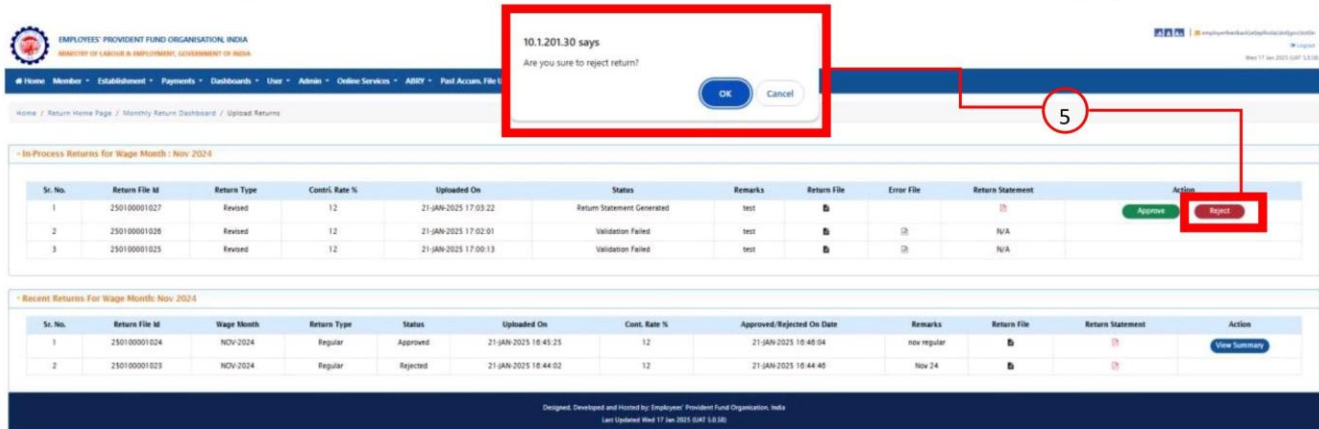
Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001024	NOV-2024	Regular	Approved	21-JAN-2025 18:45:25	12	21-JAN-2025 18:48:04	now regular			View Summary
2	250100001023	NOV-2024	Regular	Rejected	21-JAN-2025 18:44:02	12	21-JAN-2025 18:44:46	Now 24			

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Last Updated: Wed 17 Jan 2025 04:57:58

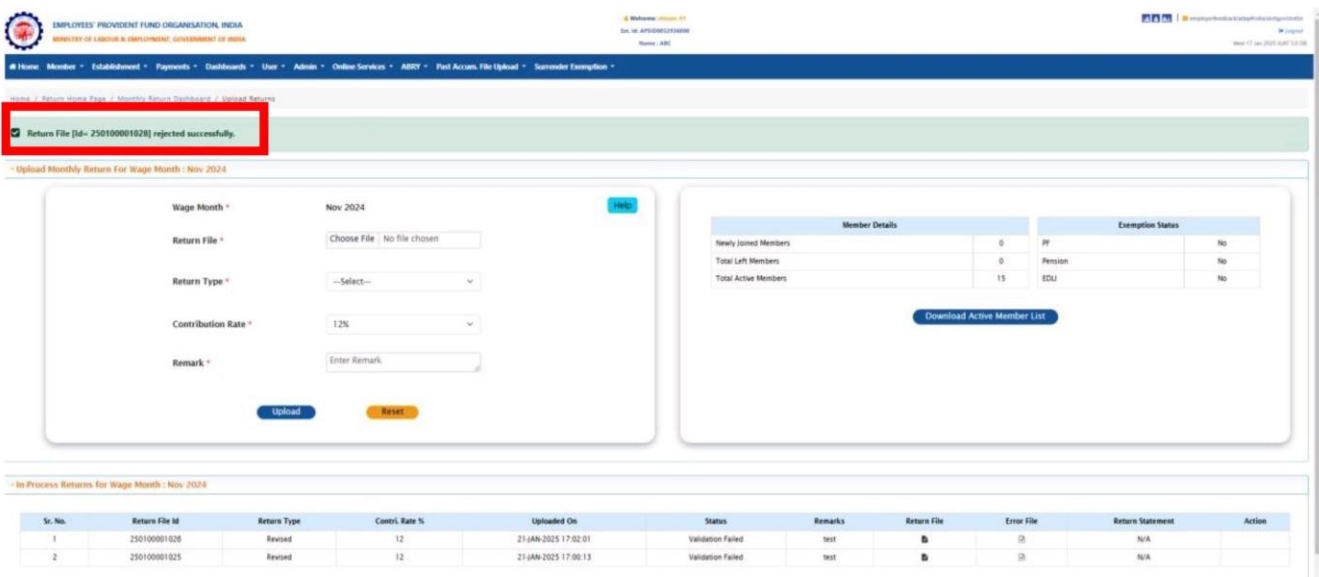
4. Employers may download the return statement, verify and then either approve or reject the file.

5. If the employer wishes to reject the return, they may click on the 'Reject' button. The system rejects the return and navigates back to the 'Upload Return' page.



The screenshot shows the 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' portal. A confirmation dialog box is displayed with the text: "10.1.201.30 says: Are you sure to reject return?". The dialog has 'OK' and 'Cancel' buttons. A red box highlights the 'Reject' button in the 'In-Process Returns for Wage Month: Nov-2024' table. A red line with a circle containing the number '5' points to the 'Reject' button.

Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001027	Revised	12	21-JAN-2025 17:03:22	Return Statement Generated	test				Approve Reject
2	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	



The screenshot shows the 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' portal. A confirmation dialog box is displayed with the text: "10.1.201.30 says: Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified. Are you sure you want to proceed?". The dialog has 'OK' and 'Cancel' buttons. A red box highlights the 'Approve' button in the 'In-Process Returns for Wage Month: Nov-2024' table. A red line with a circle containing the number '6' points to the 'Approve' button.

☒ Return File [Id- 250100001028] rejected successfully.

Upload Monthly Return For Wage Month: Nov-2024

Wage Month: Nov-2024

Return File: Choose File (No file chosen)

Return Type: --Select--

Contribution Rate: 12%

Remark: Enter Remark

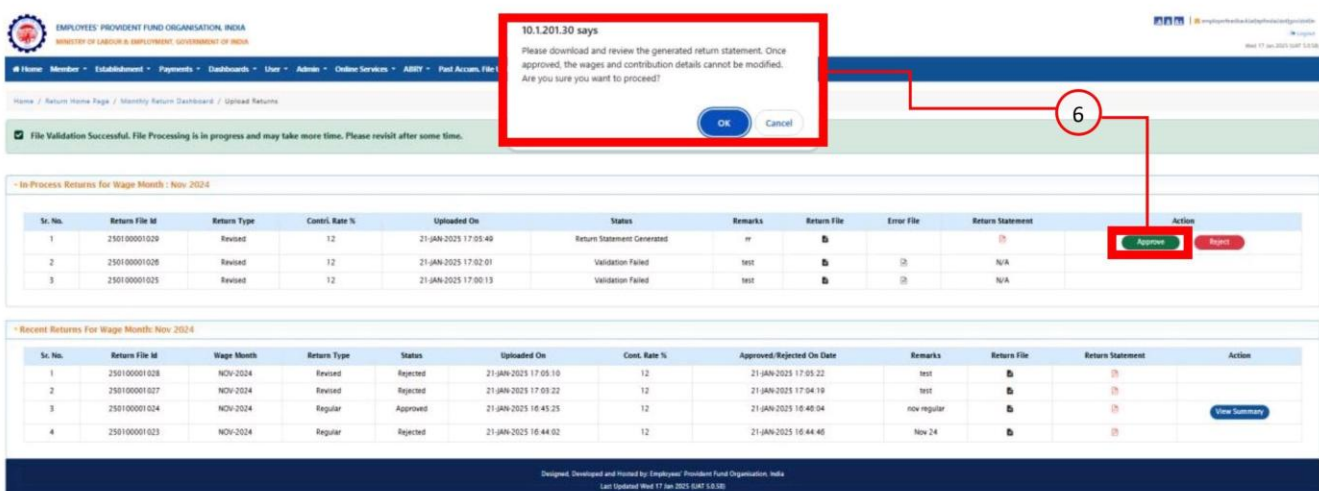
[Upload](#) [Reset](#)

Member Details				Exemption Status	
Newly Joined Members	0	PF		No	
Total Left Members	0	Pension		No	
Total Active Members	15	EDU		No	

[Download Active Member List](#)

Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
2	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

6. If the employer wishes to approve the return after verifying the return statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue



The screenshot shows the 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' portal. A confirmation dialog box is displayed with the text: "10.1.201.30 says: Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified. Are you sure you want to proceed?". The dialog has 'OK' and 'Cancel' buttons. A red box highlights the 'Approve' button in the 'In-Process Returns for Wage Month: Nov-2024' table. A red line with a circle containing the number '6' points to the 'Approve' button.

☒ File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

Upload Monthly Return For Wage Month: Nov-2024

Wage Month: Nov-2024

Return File: Choose File (No file chosen)

Return Type: --Select--

Contribution Rate: 12%

Remark: Enter Remark

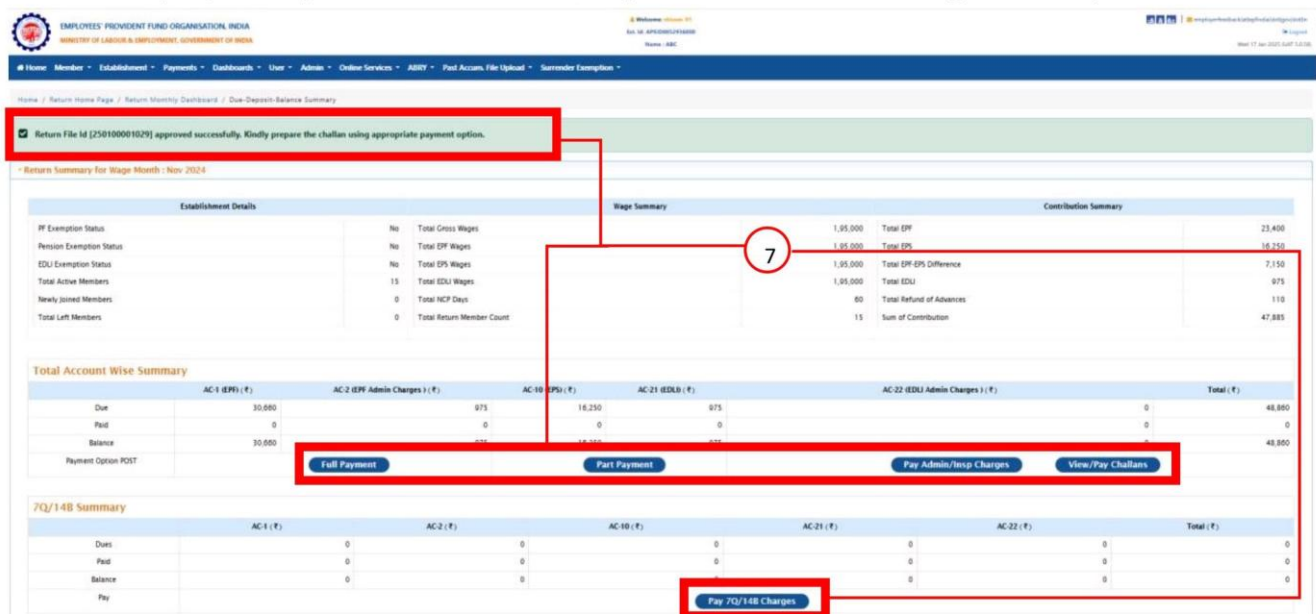
[Upload](#) [Reset](#)

Member Details				Exemption Status	
Newly Joined Members	0	PF		No	
Total Left Members	0	Pension		No	
Total Active Members	15	EDU		No	

[Download Active Member List](#)

Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001029	Revised	12	21-JAN-2025 17:05:40	Return Statement Generated	test				Approve Reject
2	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

- Once the file is approved, the following message is displayed, and system generates a 'Due Deposit Balance Summary.' The page displays the return summary for the wage month, total account wise summary and 7Q/14B summary for the employers. The employer may also click on 'View/Pay Challan' to see existing list of in-process challans.



Return Summary for Wage Month - Nov 2024

Return File Id [250100001029] approved successfully. Kindly prepare the challan using appropriate payment option.

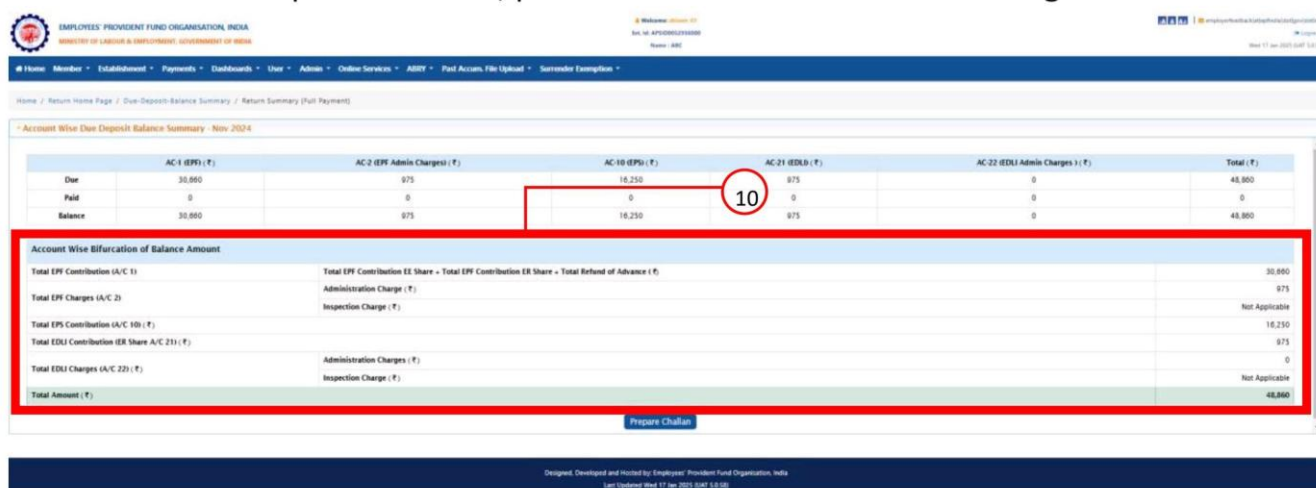
Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	23,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDU Exemption Status	No	Total EPS Wages	1,95,000	Total EPF-EPS Difference	7,150
Total Active Members	15	Total EDU Wages	1,95,000	Total EDU	975
Newly Joined Members	0	Total NCF Days	60	Total Refund of Advances	110
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,885

Total Account Wise Summary						
	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,880	975	16,250	975	0	48,880
Paid	0	0	0	0	0	0
Balance	30,880	975	16,250	975	0	48,880

7Q/14B Summary						
	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Dues	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0

Buttons: Full Payment, Part Payment, Pay Admin/Insp Charges, View/Pay Challans, Pay 7Q/14B Charges.

- If the employer wishes to make payment, they make select the 'Full Payment' or 'Part Payment Option' option from the Due Deposit Balance Summary page.
- To pay admin/inspection charges or pay 7Q/14B charges, the employer may click on the respective buttons and follow the same procedure as mentioned in point 17-25 in Regular Returns.
- If the employer selects the 'Full Payment' option, the system displays the following Account Wise Due Deposit Balance Summary. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.



Account Wise Due Deposit Balance Summary - Nov 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,880	975	16,250	975	0	48,880
Paid	0	0	0	0	0	0
Balance	30,880	975	16,250	975	0	48,880

Account Wise Bifurcation of Balance Amount		
Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,880
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
Total EPS Contribution (A/C 10)	Inspection Charge (₹)	Not Applicable
Total EDU Contribution (ER Share A/C 21) (₹)		16,250
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)	975
	Inspection Charge (₹)	0
Total Amount (₹)		48,880

Buttons: Prepare Challan

11. To continue, click on the 'Prepare Challan' button. Once it is clicked, the following popup is displayed with finalized summary for the contribution id. Verify the details and click on 'Finalize Challan' to proceed.

Total Account Wise Summary

ACCOUNT HEAD	AMOUNT
AC-1 (₹)	30,880
AC-2 (₹)	975
AC-10 (₹)	16,230
AC-21 (₹)	975
AC-22 (₹)	0
Total Challan Amount (₹)	48,860

Note: Once finalized, you can't modify the challan details.

Finalize Challan (highlighted with red box and circle 11)

12. Once the 'Finalize Challan' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.

Challan prepared successfully with TRRN [250113000000437]. Kindly make payment against the same.

In Process Challans List:

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000437	NOV-2024	Monthly Contribution	Due for Payment	30,880	975	16,230	975	0	48,860	Pay (highlighted with red box and circle 12)	Cancel

Showing page 1 of 1

13. Click on the 'Pay' button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page. Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.

Chitans Payment

TREN : 250113000000437 Wage Month : NOV 2024

Return Amount ₹5,000

You are liable to pay Damages (14B) and Interest (7D)

Interest (7D)	579
Damages (14B)	241
Grand Total	40,000

Select your payment bank and click on "Make Payment" button, below to initiate payment

Select Bank:

Make Payment of ₹ 40,000

Select Bank:

Online Payment

Axix Bank

HDFC Bank

ICICI Bank

Note to Employer: If the payment has been debited from your bank account, please same TREN. Instead, check the status the amount has

13

E. Relaxation of Validations

Initially for a period of 4 months, employers shall be allowed file regular returns for a subset of active members. Remaining members may be added through supplementary returns. However, after a four-month period, the system will enforce the condition that the regular return for a particular month shall be allowed only if returns for all active members of the month four months prior have been filed.

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