

# ELECTRONIC CHALLAN – CUM – RETURN (Version 2.0)

## PROCESS FLOW with SCREENSHOTS

1. Login into Unified web portal of EPFO (use your ECR portal credentials)

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

Welcome Employers !!

- FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office.
- Validity of challan for online payments through internet is 12 days.

Dear Employers !!

EPFO Launches online receipt of Electronic Challan cum Return (ECR) from the Month of April 2012 (March paid in April). Employers are requested to Register their establishments and create their user id and password through this portal. The registered employers can upload the Electronic Return and the uploaded return data will be displayed through a digitally signed copy in PDF format. It will be available for printing also. Once approved by the employer online Challan will be popped based on uploaded return. The employer may choose to make the payment through internet banking of SBI or take a print out of the Challan and pay at any designated branch of State Bank of India (SBI).

Establishment Sign In

Username: Enter Username  
Password: Enter Password  
Sign In Reset  
Forgot Password | Unlock Account

Employer Sign In

Username: Enter Username  
Password: Enter Password  
Sign In Reset  
Forgot Password | Forgot Username | Unlock Account

Instructions

Register your establishment at EPFO website.

2. After log-in, please check your PF Code, Estt Name, Address and Exemption status are correctly shown.

Welcome: cgrai20783  
Est. Id: CGRAI0020783000  
Name:

Home Member Establishment Claims Payments Dashboards User Admin

Alert's

Please update/enter(new employers registering for the first time) your PAN and Name of establishment as per PAN on the portal by using the Update Profile function under your login. The PAN and the name will be verified from the PAN database. Please note that while filling up the Name as per PAN card, you should keep the PAN card of your establishment handy and fill up the name exactly as on PAN card. PAN of the proprietor can be provided if your establishment is a proprietorship firm and name of the establishment differs from the name in PAN.

Employer Profile

SVS CONSTRUCTION CO.	
Est. Id	CGRAI0020783000
PF	Un-Exempted
Pension	Un-Exempted
EDLI	Un-Exempted
Address	TAMER PARA KILLA MANDIR ROAD, DURG, DURG, Dist: DURG, State: CHATTISGARH, Pin: 491001
PF Office	RAIPUR, (CHATTISGARH) [RAI]

What's New

FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office.  
Validity of challan for online payments through internet is 12 days.

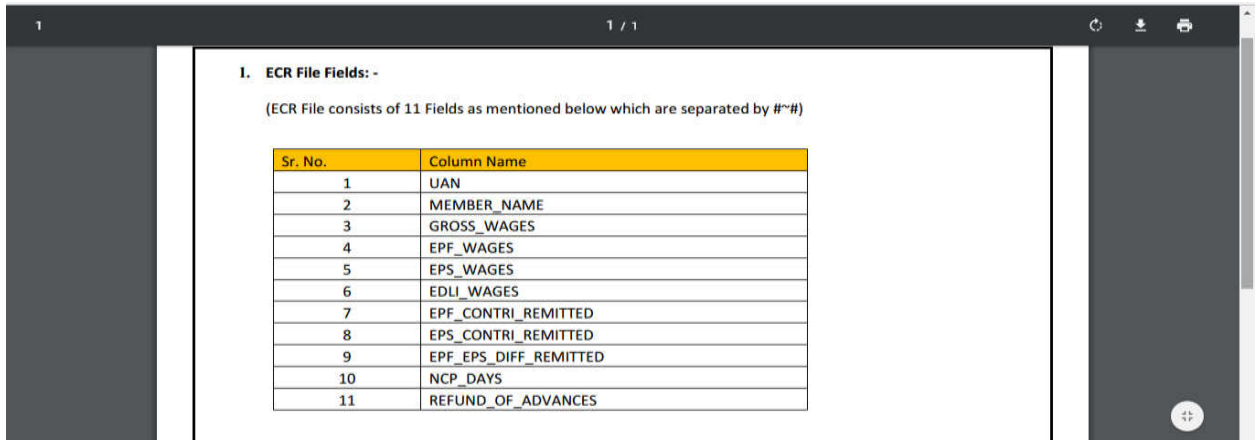
### 3. Select "PAYMENT" Menu item for "ECR Upload"

The screenshot shows the EPFO portal interface. The header includes the logo, 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA', 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA', and user information: 'Welcome: cgrai20783', 'Est. Id: CGRAI0020783000', 'Language: हिंदी | English', and 'Logout'. The navigation menu has 'Home', 'Member', 'Establishment', 'Claims', 'Payments', 'Dashboards', 'User', and 'Admin'. The 'Payments' dropdown menu is open, showing 'ECR (UPLOAD)', 'DIRECT CHALLAN ENTRY', 'VIEW CHALLANS', and 'CONTRACTOR ECR'. The 'ECR (UPLOAD)' option is highlighted. On the right, the 'Employer Profile' for 'SVS CONSTRUCTION CO.' is visible, showing details like 'Est. Id', 'PF', 'Pension', 'EDLI', 'Address', and 'PF Office'. An 'Alert's' section contains a message about updating profiles. A 'What's New' section mentions 'FORM 5A Data fields made editable'. The URL at the bottom is '103.194.45.2/epfo/ecr/init?\_HDIV\_STATE\_=14-21-0F7396A3316667E74C715966E087F33A'.

### 4. Select "Wage Month", "Salary Disbursal Date" in the "ECR Upload" Screen.

The screenshot shows the 'ECR Upload' screen. The header is the same as in the previous screenshot. The breadcrumb trail is 'Home / Actionable ECR Challans / View Challans / View ECR's / ECR Upload'. Below the breadcrumb is a 'Download ECR File:' button. The main section is 'ECR File Upload:' with an 'IMPORTANT NOTE:' box containing five instructions. Below the note are form fields: 'Wage Month' (Month YYYY), 'Salary Disbursal Date' (DD/MM/YYYY), 'Select File' (Choose File, No file chosen), 'File Type' (radio buttons for ECR and Arrear), 'Contribution Rate %' (dropdown menu with 12 selected), and 'Remarks' (text input). 'Upload' and 'Cancel' buttons are at the bottom.

5. ECR File format can be seen from “ECR Help File” button available on the Screen.



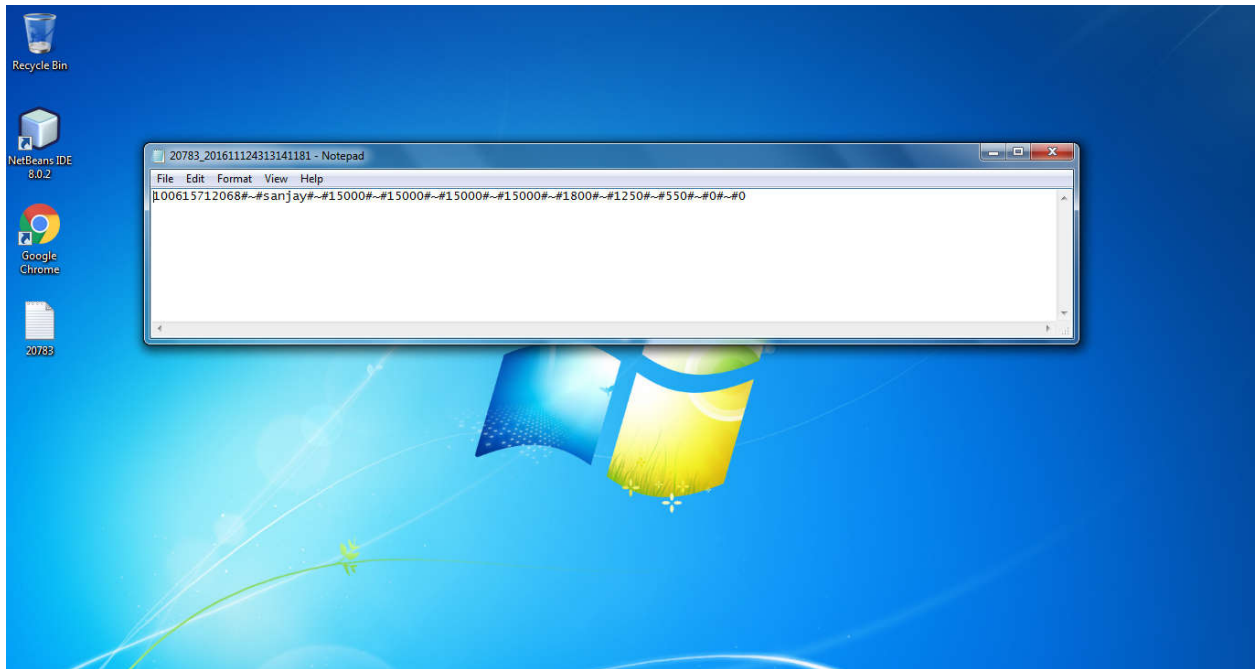
The screenshot shows a help file window with the following content:

**1. ECR File Fields: -**

(ECR File consists of 11 Fields as mentioned below which are separated by #~#)

Sr. No.	Column Name
1	UAN
2	MEMBER_NAME
3	GROSS_WAGES
4	EPF_WAGES
5	EPS_WAGES
6	EDLI_WAGES
7	EPF_CONTRI_REMITTED
8	EPS_CONTRI_REMITTED
9	EPF_EPS_DIFF_REMITTED
10	NCP_DAYS
11	REFUND_OF_ADVANCES

6. Your ECR text file will look like the one below:



7. Select your ECR text file to be uploaded for the selected Wage month.

The screenshot shows the 'ECR File Upload' form on the left and a Windows file selection dialog on the right. The form includes fields for Wage Month (October 2016), Salary Disbursal Date (01/11/2016), File Type (ECR), and Contribution Rate % (12). The file selection dialog shows a file named '20783' (Text Document, 81 bytes) selected in the 'ACER DATA (D:)' drive.

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📎	N/A	📎	N/A

8. Also, select Rate of Contribution (either 12% or 10%, Default value is 12%). Then click on "UPLOAD" button.

The screenshot shows the 'ECR File Upload' form with the file '20783.txt' selected. The 'Upload' button is highlighted in blue. The form fields are: Wage Month (October 2016), Salary Disbursal Date (01/11/2016), File Type (ECR), Contribution Rate % (12), and Remarks (ok).

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📎	N/A	📎	N/A

- Uploaded ECR file will be validated for predefined conditions. If successfully validated, the following screen will appear with a message "File Validation Successful". Otherwise, Error will come.

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

Welcome: cgrai20783  
Est. Id: CGRAI0020783000  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:03:57

Home / Actionable ECR Challans / View Challans / View ECR's / ECR Upload

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

Download ECR File:

ECR File Upload:

Draft ECR's:

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:58	ECR Statement Generated	📄	📄	N/A	Verify   Reject
2	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:57	Validation Failed	📄	N/A	📄	Click to verify ECR details
3	JAN-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:56	ECR Statement Generated	📄	📄	N/A	Verify   Reject
4	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:55	Validation Failed	📄	N/A	📄	N/A
5	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📄	N/A	📄	N/A
6	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:38	Validation Failed	📄	N/A	📄	N/A
7	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:19	Validation Failed	📄	N/A	📄	N/A
8	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:17	Validation Failed	📄	N/A	📄	N/A
					11-NOV-2016 15:07	ECR Statement Generated	📄	📄	N/A	Verify   Reject

103.194.45.2/epfo/ecr/approve/1947\_HDIV\_STATE=36-44-D89A8503D13852794778F1E98684852

- Now, TRRN will be generated for the uploaded ECR file.

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

Welcome: cgrai20783  
Est. Id: CGRAI0020783000  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:03:57

Home / Actionable ECR Challans / View Challans / View ECR's / ECR Upload

ECR verified successfully. TRRN is 160161100009. Kindly prepare challan for the same.

Download ECR File:

ECR File Upload:

Draft ECR's:

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:57	Validation Failed	📄	N/A	📄	N/A
2	JAN-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:56	ECR Statement Generated	📄	📄	N/A	Verify   Reject
3	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:55	Validation Failed	📄	N/A	📄	N/A
4	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📄	N/A	📄	N/A
5	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:38	Validation Failed	📄	N/A	📄	N/A
6	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:19	Validation Failed	📄	N/A	📄	N/A
7	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:17	Validation Failed	📄	N/A	📄	N/A
8	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:07	ECR Statement Generated	📄	📄	N/A	Verify   Reject
9	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:06	ECR Statement Generated	📄	📄	N/A	Verify   Reject

11. Now, click on "Prepare Challan" button to generate ECR summary sheet.

The screenshot shows the 'In-Process ECR's' section of the EPFO portal. It contains a table with 8 records. The first record is highlighted, and the 'Prepare Challan' button in its 'Action' column is circled in green.

S No.	TRRN	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Action
1	1601611000009	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:58	Verified			Prepare Challan   Cancel
2	1601611000007	NOV-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:15	Verified			Prepare Challan   Cancel
3	1601611000008	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:08	Due For Payment			Cancel
4	1601611000006	JAN-2016	ECR	08-NOV-2016	12	10-NOV-2016 15:18	Verified			Prepare Challan   Cancel
5	1601611000005	JAN-2016	ECR	01-NOV-2016	12	10-NOV-2016 15:16	Verified			Prepare Challan   Cancel
6	1601611000004	JAN-2013	ECR	01-NOV-2016	12	08-NOV-2016 12:50	Verified			Prepare Challan   Cancel
7	1601611000003	OCT-2015	ECR	01-NOV-2015	12	08-NOV-2016 12:11	Due For Payment			Cancel
8	1601611000001	OCT-2015	ECR	01-NOV-2015	12	08-NOV-2016 11:25	Due For Payment			Cancel

8 records found, displaying all records.

12. Here, please enter Admin/Inspection Charges for A/c No.2 & 22. Also, you can EDIT EDLI Contribution for A/c No.21. Then, click on "Generate Challan" Button.

The screenshot shows the 'Generate Challan' form. It includes sections for ECR Details, ECR Summary, and a detailed breakdown of contributions and charges.

**ECR Details:** (TRRN: 1601611000009)  
 Establishment Name: SVS CONSTRUCTION CO., Establishment Id: CGRA10020783000  
 Wage Month: OCT-2016, Return Month: NOV-2016  
 CONTRIBUTION RATE (%): 12, Exemption Status: Unexempted  
 Upload Date Time: 12-NOV-2016 11:58, Total Number of UAN's: 1  
 ECR File Type: ECR, Remarks: ok

**ECR Summary:**

	Total	UAN Count	Contribution Remitted (₹)
Gross Wages (₹)	15,000	1	1,800
EPF Wages (₹)	15,000	1	550
EPS Wages (₹)	15,000	1	1,250
EDLI Wages (₹)	15,000	1	75
NCP Days	0		0
Total Refund of Advance			0
<b>Total Contribution Remitted</b>			<b>3,675</b>

**Details:-**

	Remitted as per ECR (₹)	PMPRP/PMPRPY Upfront Benefit (₹)	Net Payable (₹)
Total EPF Contribution EE Share (A/C 1)	1,800	-	1,800
Total EPS Contribution (A/C 10)	1,250	0	1,250
Total Difference Between EPF & EPS (ER Share A/C 1)	550	0	550
Total EDLI Contribution (ER Share A/C 21) *	75	-	75
Total EPF Charges (A/C 2)	0	-	0
Total EDLI Charges (A/C 22)	0	-	0
Total Refund of Advance (A/C 1)	0	-	0
<b>Total</b>	<b>3,675</b>	<b>0</b>	<b>3,675</b>

**Employer Details :-**  
 Total number of Employees in the month \*  
 Number of excluded employees \*  
 Gross wages of the Excluded Employees (₹) \*

Click to generate challan.

Generate Challan | Cancel

13. Now, the following screen will appear. At this stage also, you can EDIT the challan, if required. Click on “Finalize” button after verifying the challan amount. You can download Ack file and Receipt file from the “In-Process Challan List”.

The screenshot shows the EPFO portal interface. At the top, there is a navigation bar with options like Home, Member, Establishment, Claims, Payments, Dashboards, User, and Admin. Below this, a message states: "Challan (TRRN: 1601611000009) details saved successfully. Kindly verify & finalize the challan details for payment." Below the message, there are two tables:

**Draft Challan List:**

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Edit	Finalize
1601611000009	OCT-2016	ECR	12-NOV-2016 11:58	Draft	2,350	500	1,250	75	200	4,375		
1601611000007	NOV-2015	ECR	11-NOV-2016 15:15	Draft	2,355	400	1,250	75	152	4,232		
1601611000006	JAN-2016	ECR	10-NOV-2016 15:18	Draft	3,640	0	0	56	0	3,696		
1601611000005	JAN-2016	ECR	10-NOV-2016 15:16	Draft	3,640	0	0	0	0	3,640		
1601611000004	JAN-2013	ECR	08-NOV-2016 12:50	Draft	867	0	533	0	0	1,400		

5 records found, displaying all records.

**In-Process Challan List:**

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Ack. File	Receipt File	Payment
1601611000008	JAN-2015	ECR	11-NOV-2016 15:08	Due for Payment	2,355	0	1,250	75	0	3,680			Pay
1601611000003	OCT-2015	ECR	08-NOV-2016 12:11	Due for Payment	3,917	500	2,083	115	200	6,815			Pay
1601611000001	OCT-2015	ECR	08-NOV-2016 11:25	Due for Payment	3,917	500	2,083	115	200	6,815			Pay

14. Your finalized ECR Statement and Challan will look like this.

The screenshot shows a finalized ECR Statement and Challan from the EPFO portal. The document is titled "EMPLOYEES' PROVIDENT FUND ORGANISATION ELECTRONIC CHALLAN CUM RETURN (ECR)".


**Establishment Details:**

Name of Establishment	SVS CONSTRUCTION CO.		
Establishment Id	CGRAI0020783000	LIN	Not Available
Wage Month	OCT-2016	Return Month	NOV-2016
Contribution Rate (%)	12	ECR Type	ECR
Uploaded Date Time	12-NOV-2016 11:58		
Exemption Status	Unexempted		
Remarks	ok		

**Member Details:-**

SI No	UAN	Name as per		Wages				Contribution Remitted			NCP Days	Refunds	Upfront Benefit		Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER			PMPRPY	PMPRPY	
0	100615712080	sanjay	AMIT CHAUHAN TUN RAM	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	
<b>Grand Total</b>	<b>1</b>			<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>1,800</b>	<b>1,250</b>	<b>550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

The document is displayed in a PDF viewer with the file name "CGRAI0020783000...pdf" and "20783\_2016111243...txt".



**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With ECR)**  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**DURG**

TRRN: 1601611000007

ESTABLISHMENT CODE & NAME : CGRAI0020783000 SVS CONSTRUCTION CO. Dues for the wage month of: November 2015  
 ADDRESS : TAMER PARA KILLA MANDIR ROAD

Total Subscribers	1	1	1		
Total Wages	15,000	15,000	15,000		

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	400	0	0	152	552
2	Employer's Share Of Contribution	555	0	1,250	0	0	1,805
3	Employee's Share Of Contribution	1,000	0	0	0	0	1,800
<b>Grand Total : Four Thousand Two Hundred Thirty-Two</b>							<b>4,232</b>

**FOR BANKS USE ONLY**

Amount Received Rs. ....

Date of presentation of Cheque/DD .....

Date of Realisation of Cheque/DD .....

SBI Branch Name .....

SBI Branch Code .....

**FOR ESTABLISHMENT USE ONLY** (To be manually filled by Employer)

Cheque/DD No. .... Date: .....

Cheque/DD drawn bank & Name of the Depositor .....

Date of Deposit .....

Mobile No. ....


Signature of the .....

(This is a system generated challan generated on 11-NOV-2016 15:29, the particulars shown in this challan are populated from the Electronics Challan Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMPRPY-

A/C no 1 (Employer share) ( Rs.) -	0
A/C no 10 (pention fund) ( Rs.) -	0
Total ( Rs.) -	0
Total nomination by Employer ( Rs.) -	4,232
Total amount of uploaded ECR ( Rs.) -	NA

15. Now, your challan is ready for Payment. Click on "Pay" button.



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

Welcome: cgrai20783  
 Est. Id: CGRAI0020783000  
 Name: \_\_\_\_\_

support@epfindia.in  
 Language: हिंदी | English | Logout  
 Version 1.4.0 10/11/2016 11:03:57

Home Member Establishment Claims Payments Dashboards User Admin

Home / ECR Upload / ECR Challan List

**Draft Challan List:**

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Edit	Finalize
1601611000007	NOV-2015	ECR	11-NOV-2016 15:15	Draft	2,355	400	1,250	75	152	4,232		
1601611000006	JAN-2016	ECR	10-NOV-2016 15:18	Draft	3,640	0	0	56	0	3,696		
1601611000005	JAN-2016	ECR	10-NOV-2016 15:16	Draft	3,640	0	0	0	0	3,640		
1601611000004	JAN-2013	ECR	08-NOV-2016 12:50	Draft	867	0	533	0	0	1,400		

4 records found, displaying all records. 1

**In-Process Challan List:**

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Ack. File	Receipt File	Payment
1601611000009	OCT-2016	ECR	12-NOV-2016 11:58	Due for Payment	2,350	500	1,250	75	200	4,375			
1601611000008	JAN-2015	ECR	11-NOV-2016 15:08	Due for Payment	2,355	0	1,250	75	0	3,680			
1601611000003	OCT-2015	ECR	08-NOV-2016 12:11	Due for Payment	3,917	500	2,083	115	200	6,815			
1601611000001	OCT-2015	ECR	08-NOV-2016 11:25	Due for Payment	3,917	500	2,083	115	200	6,815			

4 records found, displaying all records. 1

103.194.45.2/epfo/challan/getPaymentOption/55?\_HDIV\_STATE\_=47-46-62CAA5678E4D6660EACDC309ADBFAE0



16. Please select "Online" and select your Bank from the list of banks under "Select Bank", then Click on "Continue". Then, you will get Payment Gateway for further process.

The screenshot shows the EPFO India portal interface. At the top, there is a header with the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", a welcome message "Welcome: cgrai20783" with "Est. Id: CGRAI0020783000", and a user profile section with "support@epfindia.in", "Language: हिन्दी | English", and "Logout". A navigation menu includes "Home", "Member", "Establishment", "Claims", "Payments", "Dashboards", "User", and "Admin". The main content area is titled "Home / Challan Payment" and contains an "ECR Payment" section with a sub-section for "Internet Banking". The form fields are: "TRRN" with value "1601611000009", "Amount" with value "₹ 4375", "Payment Mode" with radio buttons for "Online" (selected) and "Offline", and "Select Bank" with a dropdown menu. The dropdown menu lists: "-- Select Bank --", "-- Select Bank --", Allahabad Bank, Canara Bank, Central Bank Of India, Indian Bank, Punjab National Bank (highlighted), State Bank of India, and Union Bank of India. A "Continue" button is located below the "Select Bank" dropdown.