

Form12A text file

Form 12A file contains one Header and one Data Row.

HEADER ROW

- It contains the following fields

➤ EST_ID	(Region Code [HR])	Office Code [FBD]	Est Code no 7digits	Extension no) 3digits)
➤ AC_1	(only numeric values is allowed)			(length 12)
➤ AC_2	(only numeric values is allowed)			(length 12)
➤ AC_10	(only numeric values is allowed)			(length 12)
➤ AC_21	(only numeric values is allowed)			(length 12)
➤ AC_22	(only numeric values is allowed)			(length 12)
➤ TOTAL_AMOUNT	(only numeric values is allowed)			(length 12)

The header row data fields require the following fields to be entered:

Estt ID in the following format: Region Code, two letters in upper case, followed by Office code in three letters in upper case, followed by the code number in 7 digits and at last the extension number in three digits.

Examples: if the code number of the establishment is MH/2561, and the Establishment is covered under the Bandra office, the Estt ID will be MHBAN0002561000.

Again if the Code number is TN/36524/3, and the establishment is covered under SRO, Salem, the Est. ID will be CBSLM0036524003.

In case the extension is alpha, the following Est. ID will be there for an establishment having Code number WB/236/B covered under say Durgapur Office WBDGP000023600B.

To know the actual Region and Office Code being used now, please see the New Region and Office Codes on the website.

The fields for **AC_1 to AC_22** and **Total_Amount** will have the due amounts under the respective account number (A/C 1 for total of EE and ER share of PF, A/c 2 for administrative or inspection charges of PF, A/c 10 for Pension contribution, A/c 21 for EDLI Contribution and A/c 22 for administrative or inspection charges for EDLI) and the total amounts.

Header line will look like this:

HRFBD0010828000#~#59720#~#3859#~#24472#~#529#~#11#~#88591

- Data Row contains the following fields with following restrictions:

➤ MONTH_YEAR	(MMYYYY)	(length 6)
➤ SUBCRIBER_01	(only numeric values is allowed)	(length 6)
➤ SUBCRIBER_10	(only numeric values is allowed)	(length 6)
➤ SUBCRIBER_21	(only numeric values is allowed)	(length 6)
➤ WAGES_01	(only numeric values is allowed)	(length 12)
➤ WAGES_10	(only numeric values is allowed)	(length 12)
➤ WAGES_21	(only numeric values is allowed)	(length 12)
➤ CONT_ER_01	(only numeric values is allowed)	(length 12)
➤ CONT_EE_01	(only numeric values is allowed)	(length 12)
➤ TOTAL_AMOUNT_01	(only numeric values is allowed)	(length 12)
➤ ADMIN_CHARGE_02	(only numeric values is allowed)	(length 12)
➤ TOTAL_AMOUNT_02	(only numeric values is allowed)	(length 12)
➤ CONT_ER_10	(only numeric values is allowed)	(length 12)
➤ CONT_EE_10	(only numeric values is allowed)	(length 12)
➤ TOTAL_AMOUNT_10	(only numeric values is allowed)	(length 12)
➤ CONT_ER_21	(only numeric values is allowed)	(length 12)

- TOTAL_AMOUNT_21 (only numeric values is allowed) (length 12)
- ADMIN_CHARGE_22 (only numeric values is allowed) (length 6)
- TOTAL_AMOUNT_22 (only numeric values is allowed) (length 6)
- TOTAL_AMOUNT (only numeric values is allowed) (length 12)
- CONTRACT_EMPLOYEE (only numeric values is allowed) (length 6)
- REST_EMPLOYEE (only numeric values is allowed) (length 6)
- TOTAL_EMPLOYEE (only numeric values is allowed) (length 6)
- CONT_RATE (only numeric values is allowed) (length 2)
- EXTRA 1 Enter 0
- EXTRA 2 Enter 0
- EXTRA 3 Enter 0
- EXTRA 4 Enter 0
- AC_YEAR (YYYY) (length 4)

Thus there are 29 fields in the Data Row.

Details of the fields are as follows:

- MONTH_YEAR The due month and year, thus for the dues on March, 2011 Wages, entry will be 042011
- SUBSCRIBER_01 Number of subscribers under PF
- SUBSCRIBER_10 Number of subscribers in Pension Fund
- SUBSCRIBER_21 Number of subscribers under the EDLI Fund
- WAGES_01 Wages on which PF contribution is due
- WAGES_10 Wages on which Pension contribution is due
- WAGES_21 Wages on which EDLI contribution is due
- CONT_ER_01 Due ER Share under PF
- CONT_EE_01 Due EE Share under PF
- TOTAL_AMOUNT_01 Total due under PF A/c 1
- ADMIN_CHARGE_02 Due Admin/Inspection Charges under A/c 2
- TOTAL_AMOUNT_02 Total Due of Admin/Inspection Charges under A/c 2 (will be same as previous field)
- CONT_ER_10 Due Pension Contribution
- CONT_EE_10 At present EE Pension Contribution is not there, pl enter '0'

- TOTAL_AMOUNT_10 Total due under A/c 10

- CONT_ER_21 Due EDLI Contribution
- TOTAL_AMOUNT_21 Due EDLI Contribution (same as previous field)

- ADMIN_CHARGE_22 Due EDLI Admin/Inspection Charges
- TOTAL_AMOUNT_22 Due EDLI Admin/Inspection Charges (same as previous field)

- TOTAL_AMOUNT Total due amount
- CONTRACT_EMPLOYEE Number of contract employees

- REST_EMPLOYEE Number of other employees
- TOTAL_EMPLOYEE Total number of employees

- CONT_RATE Rate of contribution, 12 or 10% (% not to be entered)
- EXTRA 1 Enter 0
- EXTRA 2 Enter 0
- EXTRA 3 Enter 0
- EXTRA 4 Enter 0
- AC_YEAR The four digits of an accounts year under which the due month falls has to be entered. For example for due month Feb 2011, the FY being 2010-11, 2011 should be entered.

A sample data row is as follows:

012011#~#17#~#19#~#17#~#350800#~#293800#~#105800#~#17624#~#42096#~#59720#~#0#~#0#~#24472#~#0#~#24472#~#529#~#529#~#11#~#11#~#0#~#0#~#17#~#17#~#12#~#0#~#0#~#0#~#0#~#2011

The header and the data row taken together, the 12a file for a month will be as follows:

HRFBD0010828000#~#59720#~#3859#~#24472#~#529#~#11#~#88591

012011#~#17#~#19#~#17#~#350800#~#293800#~#105800#~#17624#~#42096#~#
59720#~#0#~#0#~#24472#~#0#~#24472#~#529#~#529#~#11#~#11#~#0#~#0#~#1
7#~#17#~#12#~#0#~#0#~#0#~#0#~#2011

Form3A text file structure

- Form 3A file contains Header and Data Rows.
- There is only one Header row.
- Number of rows are minimum 12 for a single Member ID.
- Each row is for one month contribution details whether the member earned wages or was in service or not in the month.
- Additional rows may be there if arrears are also paid to the member in any month.

HEADER ROW

- Header Row contains the following columns
 - EST_ID (Region Code Office Code Est. Code no. Extension no.)
([DL] [FBD] 7digits 3digits)
 - NO_OF_MEMBERS (only numeric values is allowed) (length 6)
 - ACCYEAR (only numeric values is allowed) (length 6)
 - TOTAL_WAGES (only numeric values is allowed) (length 15)
 - TOTAL_CONT_EE (only numeric values is allowed) (length 15)
 - TOTAL_CONT_ER (only numeric values is allowed) (length 15)
 - TOTAL_CONT_PENSION (only numeric values is allowed) (length 15)
 - TOTAL_NCP (only numeric values is allowed) (length 15)
 - BLANK SPACE (enter 0 here)
 - (TOTAL_AREARS (only numeric values is allowed) (length 15)

Example:

HRFBD0010828000#~#27#~#42010#~#4556500#~#524280#~#285516#~#238764#~#0#~#0#~#0

No of members Acc Year Total wages Total: EE ER EPS NCP Arrear

Note:

The fields for Total_Wages, Total_Cont_EE, Total_Cont_ER, Total_Cont_PENSION, include the arrear amounts if any added.

The accounts year field is of max 6 digits. However first month and year of the Accounts year (April followed by year 4 digits) is to be entered here.

For example if you are filing returns for year 2010-11, 042010 to be entered.

The TOTAL_NCP field should display the total number of Non Contributory Days against all the members form the Data rows.

The total_Arrears field should have a separate total of all arrears that is Arrear EE share, Arrear ER Share and Arrear EPS Contribution.

DATA ROWs

Each row will have the following fields

- MEMBER_ID(Region Code:Office Code: Est Code : Extn No : Member Acc No)
([HR] [FBD] 7digits 3digits 7digits)

- MONTH_YEAR (MMYYYY) (length 6)
- EXTRA_1 (Enter only 0)
- EXTRA_2 (Enter only 0)
- BLANK
- WAGES (only numeric values is allowed) (length 12)
- PENSION_WAGES (only numeric values is allowed) (length 12)
- NCP (only numeric values is allowed) (length 5)

- CONT_EE (only numeric values is allowed) (length 12)
- CONT_ER (only numeric values is allowed) (length 12)
- CONT_PENSION (only numeric values is allowed) (length 12)
- REFUND_ER (only numeric values is allowed) (length 12)
- REMARK (only numeric values is allowed) (length 50)
- BLANK
- BLANK
- CONTHIGHERWAGESEPF_FLAG (Y OR N) (length 1)
- CONTHIGHERWAGESEPS_FLAG (Y OR N) (length 1)
- BLANK
- CONT_RATE (only numeric values is allowed) (length 2)
- BLANK
- SERIAL_NO (1 or 2 ,2 is used for arrear details) (length 1)
- EMP_NAME (special characters are not allowed) (length 85)
- TOTALWAGES (only numeric values is allowed) (length 12)
- TOTALEE (only numeric values is allowed) (length 12)
- TOTALER (only numeric values is allowed) (length 12)
- TOTALPEN (only numeric values is allowed) (length 12)
- TOTALNCP (only numeric values is allowed) (length 12)
- TOTALREFUND (only numeric values is allowed) (length 12)

Thus there are 28 fields in each row.

DETAILS OF EACH FIELD IN A DATA ROW

1. **MEMBER_ID**(Region Code:Office Code: Est Code : Extn No : Member Acc No)

A member ID for a member of Faridabad Office having account earlier account number HR/3256/125 will thus become HRFBD00032560000000125. (Total 22 characters) HR FBD 0003256 000 0000125

For knowing the correct Region and Office Code of any EPFO Office, please visit www.epfindia.gov.in.

2. **MONTH_YEAR**: Should start from 042010 for 2010-11 in first row and the 12th row will have 032011. In case of any arrear payment, an additional row as the 13th row with same month but serial number 2 in field no 21 will come.

3. **EXTRA**:
4. **EXTRA**:
5. **BLANK**
6. **WAGES**: Wages earned during the month.

7. **PENSION_WAGES** Wages on which Pension contribution paid. In case member is >58 years age and Pension contribution is not paid (added to ER Share), this will be '0'. Again in case the pension contribution is restricted to 6500/- wages, it should be 6500/- and not the higher wages if paid to the member. In case the Pension contribution is also above wage ceiling, then the wages on which the contribution paid.
8. **NCP:** Total number of Non contributory days in the month
9. **CONT_EE:** The amount of EE share deducted from wages in the month. This should **include** any higher and voluntary contribution deducted and remitted to EPFO.
10. **CONT_ER** Employer contribution amount
11. **CONT_PENSION** Pension Fund Contribution in the month
12. **REFUND_ER** In case member has refunded any amount.
13. **REMARK** **Leave it Blank**
14. **BLANK**
15. **BLANK**
16. **CONTHIGHERWAGESEPF_FLAG** Y or N depending upon whether PF is restricted to wage ceiling (of Rs 6500/-) If restricted to ceiling, 'N' otherwise 'Y'.
17. **CONTHIGHERWAGESEPS_FLAG** Y or N depending upon whether Pension Contribution is restricted to wage ceiling (of Rs 6500/-) If restricted to ceiling, 'N' otherwise 'Y'. It can be Y only if there is 'Y' in field number 16.
18. **BLANK**
19. **CONT_RATE** can be 10 or 12. Do not enter '%'
20. **BLANK**
21. **SERIAL_NO** Can be 1 or 2. For all monthly contribution it will be 1. In case arrear paid in a month an additional row for the month as 13th row with serial no 2 to be added.***
22. **EMP_NAME** Member's name, all alphabets in capital (Upper case)
23. **TOTALWAGES** Enter the total Wages of the member during the year, not including Arrear wages, if any. This will be sum of figures in field number 6 for 12 months.
24. **TOTALEE** Enter the total EE Share of the member during the year, not including Arrear EE Share, if any. This will be sum of figures in field number 9 for 12 months.
25. **TOTALER** Enter the total ER Share of the member during the year, not including Arrear ER Share, if any. This will be sum of figures in field number 10 for 12 months.
26. **TOTALPEN** Enter the total Pension Contribution of the member during the year, not including Arrear Pension Contribution, if any. This will be sum of figures in field number 11 for 12 months.
27. **TOTALNCP** Enter the total NCP days of the member during the year. This will be sum of figures in field number 8 for 12 months.
28. **TOTALREFUND** Enter the total Refunds by the member during the year. This will be sum of figures in field number 12 for 12 months.

Thus the figures in Fields 23 to 28 will be same in all the 12 rows and also in the additional 13th row for arrears.

***** In case of the Arrears, 13th row, following data should come in the 28 fields:**

- a) **MEMBER_ID** Same as data row
- b) **MONTH_YEAR** Return Month and year (mmyyyy) in which arrears paid?

For example if arrears paid in May month of 2010, 062010 should be entered as return month is June.

- c) BLANK
- d) BLANK
- e) BLANK
- f) WAGES Total Arrear wages
- g) PENSION_WAGES BLANK
- h) NCP BLANK
- i) **CONT_EE** Arrear EE Share
- j) **CONT_ER** Arrear ER Share
- k) **CONT_PENSION** Arrear Pension Contribution
- l) REFUND_ER BLANK (length 12)
- m) REMARK BLANK
- n) BLANK
- o) BLANK
- p) CONTHIGHERWAGESEPF_FLAG Same as Data row
- q) CONTHIGHERWAGESEPS_FLAG Same as Data row
- r) BLANK
- s) CONT_RATE Enter 0
- t) BLANK
- u) SERIAL_NO 2
- v) EMP_NAME Same as Data row
- w) TOTALWAGES Same as Data row
- x) TOTALEE Same as Data row
- y) TOTALER Same as Data row
- z) TOTALPEN Same as Data row
- aa) TOTALNCP Same as Data row
- bb) TOTALREFUND Same as Data row

In fields v to bb above the total amount as entered in the data row will come and will not include the arrears.

A sample arrear row will be as follows:

MRAGR00999990000006533#~#112010#~#0#~#0#~##~#22000#~#0#~##~#2640#~#807#~#1833#~#0#~##~##~##~#N#~#N#~##~#0#~##~#2#~#MANILAL#~#66000#~#8460#~#7920#~#0#~#0#~#0

SAMPLE DATA ROW FOR DIFFERENT TYPES OF MEMBERS

1. Member over 58 years of age (all ROWS SHOWN)

Pension Wages is 0
EE and ER Share are same

MRAGR00999990000006533#~#042010#~#0#~#0#~##~#5500#~#0#~#0#~#660#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#052010#~#0#~#0#~##~#5500#~#0#~#0#~#660#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#062010#~#0#~#0#~##~#5500#~#0#~#0#~#660#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#072010#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#082010#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#092010#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#102010#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#112010#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#122010#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#012011#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#022011#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#032011#~#0#~#0#~##~#5500#~#0#~#0#~#66
0#~#660#~#0#~#0#~##~##~##~#N#~#N#~##~#12#~##~#1#~#MANILAL#~#66
000#~#8460#~#7920#~#0#~#0#~#0

MRAGR00999990000006533#~#112010#~#0#~#0#~##~#22000#~#0#~##~#26
40#~#807#~#1833#~#0#~##~##~##~#N#~#N#~##~#0#~##~#2#~#MANILAL#~#
#66000#~#8460#~#7920#~#0#~#0#~#0

13th row with arrears Contr rate 0 Totals are as per data row and arrears not included

2. Member with PF on higher wages but Pension on wage ceiling of 6500/- (One row shown, there will be 12 in all)

PF wages above ceiling but Pension on 6500/- Flags
Contributions are according to this

MRAGR00999990000007107#~#042010#~#0#~#0#~##~#6600#~#6500#~#0#~#
#792#~#251#~#541#~#0#~##~##~##~#Y#~#N#~##~#12#~##~#1#~#MORLIDH
AR#~#79200#~#9504#~#7196#~#2164#~#8#~#0