



(IS Division)  
Employees' Provident Fund Organisation  
Ministry of Labour  
Govt. Of India

**Instruction Manual for**  
**Composite Claims**  
(Revised)



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### DOCUMENT UPDATE HISTORY

| S. No | Date of Submission / Change | Description              | Document Version No. | TEAM                                                                                                                                                                                            |
|-------|-----------------------------|--------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | 12-10-2017                  | Draft version for review | 1.0                  | Smt. Shanthi Sivaram, DD(IS), NDC<br>Sh. Vikram Dattatri, AD(IS),NDC<br>Sh. Sanjay Kunjam, AD(IS), NDC<br>Sh. Arun Kumar, AD(IS), NDC<br>Sh. NHVN CHANDRA SEKAAR, AD(IS) NDC<br>Sh. Prince, DPA |



## Role : DA Receipt

- Composite Claims (CCF) Receipt Entry is added in receipt entry.
- All composite claims will be entered into the system using this function

Office ID : KOT Office Type : SRO Help SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.16 Server: 184

User ID : 402137 User Name : TRILOK GUPTA

Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

**MENU**

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## THERE ARE FOUR OPTIONS

http://10.1.1.88:8180/EPFOWEB/ccfClaimReceipt.do?save=Display&LinkId=cIP8tQoNp5f8MivkEFirbqxH8 - Internet Explorer

http://10.1.1.88:8180/EPFOWEB/ccfClaimReceipt.do?save=Display&LinkId=cIP8tQoNp5f8MivkEFirbqxH8n0s5fV

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23

User ID : 105607 User Name : B K BATRA

Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 10:03 AM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

[Click here Regular Claim Receipt Entry](#)

CCF Type:

UAN:

Member ID:

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## OPTION 1

**Aadhaar** - The option will be used for members whose UAN is linked with Aadhaar. This functionality is for entering Form-19/Form-10C and Form-31.

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23  
User ID : 105607 User Name : B K BATRA  
Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 3:36 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: AADHAR  
UAN: 100242996763  
Member ID: DS NHP 0003698 000 0005789  
Establishment Name: CONSULTING ENGG. SERVICE (INDIA) P  
Account Group Id: 104  
Account Task Id: 10404  
Member Name as Member Profile: MOKA RAJU  
Member Name as per claim Form: MOKA RAJU  
Mobile No: 9672995260  
Claim Mode: DIRECT  
Form Type: ☐ FORM-19 ☐ FORM-10C ☐ FORM-31  
Claimant Name:   
Remarks:   
Date Of Exit: 08/08/2017

ENCLOSURES

PrintKYC Save Clear

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## OPTION 2

**Non-Aadhaar (F-19/F-10C/F-31)** - The option will be used for members whose UAN is not linked with Aadhaar.

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23  
User ID : 105607 User Name : B K BATRA  
Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 3:36 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: NON-AADHAR(F-19/F-10C/F-31)  
UAN:   
Member ID: DS NHP 0021371 000 0000501  
Establishment Name: LION MANPOWER SOLUTIONS PVT.LTD  
Account Group Id: 104  
Account Task Id: 10404  
Member Name as Member Profile: SANTOSH KUMAR  
Member Name as per claim Form: SANTOSH KUMAR  
Mobile No: 9868928922  
Claim Mode: DIRECT  
Form Type: ☐ FORM-19 ☐ FORM-10C ☐ FORM-31  
Claimant Name:   
Remarks:   
Date Of Exit: 01/06/2017

ENCLOSURES

Save Clear

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### OPTION 3

**Non-Aadhaar (F-20/F-10D/F-51F)** – The option is for Non-Aadhaar (F-20/F-10D/F-51F).

http://10.1.1.88:8180/EPFOWEB/ccfClaimReceipt.do - Internet Explorer  
http://10.1.1.88:8180/EPFOWEB/ccfClaimReceipt.do

Office ID : NHP Office Type : RD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23  
User ID : 105607 User Name : B K BATRA  
Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 3:36 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: NON-AADHAR(F-20/F-10D/F-51F)  
UAN:   
Member ID: DS NHP 0021371 000 0000501  
Establishment Name: LION MANPOWER SOLUTIONS PVT.LTD  
Account Group Id: 104  
Account Task Id: 10404  
Member Name as Member Profile: SANTOSH KUMAR  
Member Name as per claim Form: SANTOSH KUMAR  
Mobile No: 9868928922  
Claim Mode: DIRECT  
☐ FORM-20  
☐ FORM-51F  
☐ FORM-10D  
Claimant Name:   
Remarks:   
Date Of Exit: 01/06/2017

ENCLOSURES

Save Clear

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### OPTION 4

**10D-Aadhaar** – The option is for 10-Aadhaar claims.

http://10.1.1.88:8180/EPFOWEB/ccfClaimReceipt.do - Internet Explorer  
http://10.1.1.88:8180/EPFOWEB/ccfClaimReceipt.do

Office ID : NHP Office Type : RD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23  
User ID : 105607 User Name : B K BATRA  
Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 3:36 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: 10D-AADHAR  
UAN: 100242996763  
Member ID: DS NHP 0003698 000 0005789  
Establishment Name: CONSULTING ENGG. SERVICE (INDIA) P  
Account Group Id: 104  
Account Task Id: 10404  
Member Name as Member Profile: MOKA RAJU  
Member Name as per claim Form: MOKA RAJU  
Mobile No: 9672995260  
Claim Mode: DIRECT  
Form Type: Form-10D  
Scheme Para: SELECT  
Claimant Name:   
Remarks:   
Date Of Exit: 08/08/2017

ENCLOSURES

PrintKYC Save Clear

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- The following are the Pre Condition for Adhaar Types –
  - KYC details of member should be complete with EPFO database.
  - Aadhaar should be available.
  - Bank Account No and IFSC Code should be available.
  - UAN should be activated.
  - Single Member-Id is linked to UAN [Existing precondition of UAN Based claim form].
- Select the CCF Type as “Adhaar” if above conditions fulfilled.

Office ID : KOT Office Type : SRD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY

CCF Type: AADHAR  
UAN: 100000147703  
Member ID: RJ KOT  
Search Clear

Click here Regular Claim Receipt Entry

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- Select the Form Types

Office ID : KOT Office Type : SRD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY

CCF Type: AADHAR  
UAN: 100000147703  
Member ID: RJ KOT 0011499 000 0001690  
Establishment Name: N.R. SWITCH N RADIO SERVICE PVT.LTD  
Account Group Id: 103  
Account Task Id: 10305  
Member Name as Member Profile: E PRABAKARAN  
Member Name as per claim Form: E PRABAKARAN  
Mobile No: 8883203003  
Claim Mode: DIRECT  
Form Type: FORM19 FORM10C FORM31C  
Claimant Name:   
Remarks:   
Date Of Exit: 20/08/2015

ENCLOSURES

PrintKYC Save Clear

- The Print KYC button will fetch you all KYC details of member

Office ID : KOT Office Type : SRD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY

CCF Type: AADHAR  
UAN: 100000147703  
Member ID: RJ KOT 0011499 000 0001690  
Establishment Name: N.R. SWITCH N RADIO SERVICE PVT.LTD  
Account Group Id: 103  
Account Task Id: 10305  
Member Name as Member Profile: E PRABAKARAN  
Member Name as per claim Form: E PRABAKARAN  
Mobile No: 8883203003  
Claim Mode: DIRECT  
Form Type: FORM19 FORM10C FORM31C  
Claimant Name:   
Remarks:   
Date Of Exit: 20/08/2015

ENCLOSURES

PrintKYC Save Clear



- The user can print the acknowledgement using “Print” button

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

Claim Acknowledgement Slip

We are Pleased to acknowledge the claim with following Details.

Claim ID : RJKOT170600000075/RJKOT170600000076  
Claim Date : 02/06/2017  
Account Group ID : 103  
Account Task ID : 10305  
MemberID : RJ/KOT/0011499/000/0001690  
UAN : 100000147703  
Name : E PRABAKARAN  
Claimant Name : Arun  
Mobile No : 8883203003  
Form Type : Form-19/Form-10C  
Document Received From Claimant : 1.PAN Card 2.PHOTO ID IN CASE CLAIMED  
AFTER 3 YEARS OF DATE OF LEAVING  
Claim Entered By : TRILOK GUPTA  
[Back](#) [Print](#)

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EMPLOYEES PROVIDENT FUND ORGANISATION  
Nidhi Bhawan,,Vigyan Nagar,,Kota,RAJASTHAN,324005

CLAIM ACKNOWLEDGEMENT SLIP

We are Pleased to acknowledge the claim with following details.

CLAIM ID : RJKOT170600000075/RJKOT170600000076  
RECEIPT DATE : 6/2/17 2:34 PM  
ESTABLISHMENT NAME : N.R.SWITCH N RADIO SERVICE PVT.LTD  
ACCOUNT TASK ID : 10305  
MEMBER ID : RJ/KOT/0011499/000/0001690  
UAN : 100000147703  
MEMBER NAME : E PRABAKARAN  
CLAIMANT NAME : Arun  
MOBILE No. : 8883203003  
FORM TYPE : Form-19/Form-10C  
NOTE: TDS will be deducted as per Section 192A of IT Act, 1961 w.e.f. 1st  
No. OF SCHEME CERTIFICATES : NIL  
PPO No. :  
Document recieved from Claimant : PAN Card/EMPLOYERS CERTIFICATE

Claim Recieved By : TRILOK GUPTA  
Tracking Id :

(Signature)

Know your claim status link is available on EPFO  
Website. (<http://www.epfindia.com>)

- For Non-Adhaar Claims both “UAN” or “Member ID” can be given to fetch the record

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

[Click here Regular Claim Receipt Entry](#)

CCF Type : NON-AADHAR  
UAN :  
Member ID : RJ KOT 0011488 000 0000150  
[Search](#) [Clear](#)

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- Select the form types.
- Acknowledgement can be printed using “Print” button

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: NON-AADHAR  
UAN:   
Member ID: RJ KOT 0011488 000 0000150  
Establishment Name: SHWET CONSTRUCTION SARDAR COLO  
Account Group ID: 104  
Account Task ID: 10404  
Member Name as Member Profile: RAM PRASAD  
Member Name as per claim Form: RAM PRASAD  
Mobile No: 1234567890  
Claim Mode: DIRECT  
Form Type: ☒ FORM19  
Scheme Para: PARA 69(1)(a)-Retirement from service after attaining th  
☐ FORM10C  
☐ FORM31C  
Claimant Name: ARUN  
Remarks: OK  
Date Of Exit: 31/01/2016  
[PrintKYC](#) [Save](#) [Clear](#)

ENCLOSURES  
SELECT  
☐ PHOTO ID IN CASE CLAIMED A  
☒ PAN Card  
☐ 15G/15H (I Tax)

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No : V2.0 Release No: 5.16  
User ID : 402137 User Name : TRILOK GUPTA  
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

Claim Acknowledgement Slip

We are Pleased to acknowledge the claim with following Details.

Claim ID : RJKOT170600000077  
Claim Date : 02/06/2017  
Account Group ID : 104  
Account Task ID : 10404  
MemberID : RJ/KOT/0011488/000/0000150  
UAN :  
Name : RAM PRASAD  
Claimant Name : Arun  
Mobile No : Not Provided in the Claim Form  
Form Type : Form-19  
Document Received From Claimant : 1.PAN Card  
Claim Entered By : TRILOK GUPTA  
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The following changes are introduced on the basis of Order No. WSU/28(1) 2003/Deligation/Vol-II/4107 Dated 24/05/2017 for Form 19/10C/31 and Form 13 (unexempted)/14 LIP under CCF

- Claims of upto Rs. 50000/- (Clubbed amount for 19 and 10 C) (Both Inoperative and Operative) will go to Section Supervisor for approval.
- Claims of above Rs. 50000/- (Clubbed amount for 19 and 10 C) (Operative) will go to Account Officer (AO) for approval.
- Claims between Rs. 50001/- (Clubbed amount for 19 and 10 C) to Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will go to Account Officer (AO) for approval.
- Claims above Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will go to APFC (Claims) for approval.
- All claims rejection will be approved by APFC (Claims).





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Note : -

- As there are two claim-ids associated with a CCF Form (19 and 10c), DA needs to initiate and submit the both claim-ids separately.
- Until both the claim-ids associated with a CCF, not submitted by DA-Accounts, for approval, flow at approval level is not visible.
- In case one claim-id associated with a CCF, needs to be rejected, DA-Account is required to complete the rejection process first before going for processing another claim.