

Process Flow (DRAFT)

Form-13 (Transfer in / out)

Enhanced Functionalities

Transfer Out

- **Interest calculation as in Form 19**
- **Auto generated Task for same office**
- **Transfer payment through NEFT across EPFO Offices**
- **Generation of Annexure K File along with Security Code**

Transfer In

- **Annexure K file upload**
- **Auto generated Task after file upload**
- **Auto generated Task for reconciliation of these VDR transactions**
- **System generated cash book (receipt) entries**
- **Reconciliation of cash book (receipt) VS Internet bank statement/E-Bank Statement (in case internet bank statement – Hard Copy)**
- **Credit into member's account and addition of service based upon reconciled and approved annexure K through auto generated task.**
 - **Posting of Transfer Amount Minus Current Year Interest Into The Month Where Interest Has Been Calculated.**
 - **Posting of Interest Amount in the Month of March i.e. Last Month of the Current Financial Year.**
- **Generation of Intimation letter regarding credit of PF accumulation to member and copy to the concerned Account Group/EPF Office.**

Transfer Type

Intra office (Same office) PARA 57(2)

- | | | |
|-------------------------------|---|---|
| 1. Un-Exempted to Un-Exempted | - | Task Auto generation |
| 2. Un-Exempted to Exempted | - | Annexure K and payment through Cheque (Trust) |
| 3. Exempted to Un-Exempted | - | Annexure K (ONLY SERVICE) |
| 4. Exempted to Exempted | - | Annexure K (ONLY SERVICE) |

Inter office (Across EPFO offices) PARA 57(1)

- | | | |
|-------------------------------|---|--|
| 1. Un-Exempted to Un-Exempted | - | Annexure K file and payment through NEFT |
| 2. Un-Exempted to Exempted | - | Annexure K, payment through Cheque (Trust) |
| 3. Exempted to Un-Exempted | - | Annexure K (ONLY SERVICE) |
| 4. Exempted to Exempted | - | Annexure K (ONLY SERVICE) |

Process for Transfer Case

Case 1 (In case claim received at Transfer-In Office)

Transfer-In (Transferee Office)

- Generation of Claim ID
- Verification of member-Id
- Claim forwarded to Transfer office along with Claim Form

Transfer-Out (Transfer Office)

- Generation of Claim ID
- Transfer Out with Interest as Form-19
- Payment through NEFT
- Generate NEFT Annexure K txt file and sent to Transferee Office by E-Mail/FTP
- Forwarding letter along with Annexure K sent to Current Establishment by Post/Fax

Transfer-In

- Upload NEFT Annexure K txt file
- Upload Internet bank statement / E-Bank Statement
- Reconciliation of VDR VS Bank Statement using NEFT Transfer Auto Reco function
(In case of Internet bank statement manual verification with signed hard copy is required)
- Credit to member account using NEFT Transfer-In function and generation of Intimation Letter to member / Transfer Office

Case 2 (In case Claim Received at Transfer-Out office)

Transfer-Out (Transfer Office)

- Generation of Claim ID
- Verify the Details from Transferee Office
- Transfer Out with Interest as Form-19
- Payment through NEFT
- Generate NEFT Annexure K txt file and sent to Transferee Office by e-Mail/FTP
- Forwarding letter along with Annexure K sent to Current Establishment by Post/Fax

Transfer-In

- Upload NEFT Annexure K txt file
- Upload Internet bank statement / E-Bank Statement
- Reconciliation of VDR VS Bank Statement using NEFT Transfer Auto Reco function
(In case of Internet bank statement manual verification with signed hard copy is required)
- Credit to member account using NEFT Transfer-In function and generation of Intimation Letter to member / Transfer Office

Function wise flow

Transfer-out (Same Office) (Para 57-2) (Un-Exempted to Un-Exempted)

Transfer-out (Across EPFO Offices) (Para 57-1) (Un-Exempted to Un-Exempted)

FORM – 13 Payment through NEFT

DA RECEIPT

CLAIM -> TRANSACTION -> CLAIM RECEIPT ENTRY
SELECT FORM TYPE -> FORM 13 (TRANSFER OUT)

DA ACCOUNT

MEMBER -> MASTER -> FORM 2/5/9

SS ACCOUNT

MEMBER -> MASTER -> FORM 2/5/9

DA ACCOUNT

CLAIM -> TRANSACTION -> FORM 13 Transfer Claim (Un-Exempted)

SS ACCOUNT

CLAIM -> TRANSACTION -> FORM 13 Transfer Claim (Un-Exempted)

AO ACCOUNT

CLAIM -> TRANSACTION -> FORM 13 Transfer Claim (Un-Exempted)

DA SCROLL

Payment→ Transaction→ Payment Scroll Generation Others

AO ACCOUNT

Payment→ Transaction→ Payment Scroll Generation Others

DA CASH PAYMENT

Payment→ Transaction→ Summary Sheet
Payment→ Transaction→ Cheque Allotment
Payment→ Transaction→ Cheque Printing

CHEQUE SIGN

Payment→ Transaction→ Cheque Sign

DA CASH PAYMENT

Payment→ Transaction→ Generation of NEFT txt file
(Save the file)

DA CHQ DISPATCH

Payment→ Transaction→ Cheque Dispatch
(Select NEFT Payment Radio Button)

DA CASH PAYMENT

Payment → Transaction → NEFT R1 Upload

AC CASH

Payment → Transaction → NEFT R1 Upload – for approval

DA CASH PAYMENT

Payment → Transaction → NEFT Annexure K File Generation

Transfer-IN

DA CASH RECEIPT

Payment → Transaction → NEFT Transfer-IN File Upload

DA CASH RECEIPT

Member - > Transaction -> NEFT VDR Trans-In RECO AUTO

SS CASH RECEIPT

Member - > Transaction -> NEFT VDR Trans-In RECO AUTO

AC CASH RECEIPT

Member - > Transaction -> NEFT VDR Trans-In RECO AUTO

DA ACCOUNT

Member - > Transaction -> NEFT VDR Trans-In

SS ACCOUNT

Member - > Transaction -> NEFT VDR Trans-In

AC ACCOUNT

Member - > Transaction -> NEFT VDR Trans-In

DA ACCOUNT

Member - > Reports -> NEFT VDR Intimation Letter