



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम मंत्रालय भारत सरकार)
(Ministry of Labour, Govt. Of India)
मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi - 110066

Web Circular

No. Bkg.1(2)2006/NFMS/Vol.V / 148

Date: 18-7-2017

To

Addl. CPFCs
All Zonal Offices

Subject: Collection in Single Collection A/c (35896921895- for offline collection)
with SBI- Releasing of VDR Functionality by NDC – Reg.

Reference: Emails sent by NDC on 12.04.2017 to all field offices

Sir,

Please refer to the above mentioned subject. NDC has informed that email to all field offices has been sent on 12.04.2017 vide which VDR functionality was forwarded to all field offices to deposit the collections through VDRs under the new system. NDC vide the above referred email has informed all field offices about the VDR functionality released on fointerface link [the URL of Field Office Interface is > <https://unifiedportal-epfo.epfindia.gov.in/fointerface/>] and field offices have to deposit their collections through VDRs using user manual enclosed with the said email.

2. However, it is noticed that a large number of field offices are depositing their VDRs in the bank accounts maintained at their link branches under the old system.

3. All Zonal ACCs are requested to issue direction to the field offices under their jurisdiction to ensure that their collections should be deposited through VDRs under the new system only as advised by IS Division in their email dated 12.04.2017 (copy enclosed).

Yours faithfully,

Encls. As above

(Udit Chowdhary)
ACC (F&A)

Copy for information & necessary action to:

1. All Regional Offices
2. RPFC (NDC)



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

Instruction Manual for
VDR (Unified Portal, FO - Interface)
Version 1.0 (Draft)

Document update history

S.No	Date of Submission/ Change	Description	Document Version No.	Team
<u>1.</u>	<u>11.04.2017</u>	<u>Draft Version for review</u>	<u>1.0</u>	<u>Sh. Harsh Vardhan Kaushik, DD(IS)</u> <u>Sh. Ajay Agarwal, AD(IS)</u> <u>Sh. Saurabh Bajpai, AD(IS)</u> <u>Sh. Smita Soni, AD(IS)</u> <u>Sh. Kamal K Dandriyal, DPA</u>

Manual for VDR Generation and Payment

There are Four (4) major steps for VDR generation and payment.

1. DA Generates the VDR from DA login.
2. Approver approved the VDR from Approver Login
3. DA Prepares the "Challan Voucher" for Office use.
4. DA Prepares the Challan Voucher for submission in the Bank.

STEPS FOR LOGIN (DA)

1. Go to the following links from the browser :
<https://unifiedportal-emp.epfindia.gov.in/fointerface>
2. After hitting the link a Welcome screen appears, in the screen enter the credentials of user i.e. user_id of DA which is the default set as XXX_VDR_DA where XXX is the three digit Office code. For example the user id of DA of NOIDA will be 437_VDR_DA. Further kindly use the default Password Admin@123.

User Id ➔ 437_VDR_DA

Password ➔ Admin@123

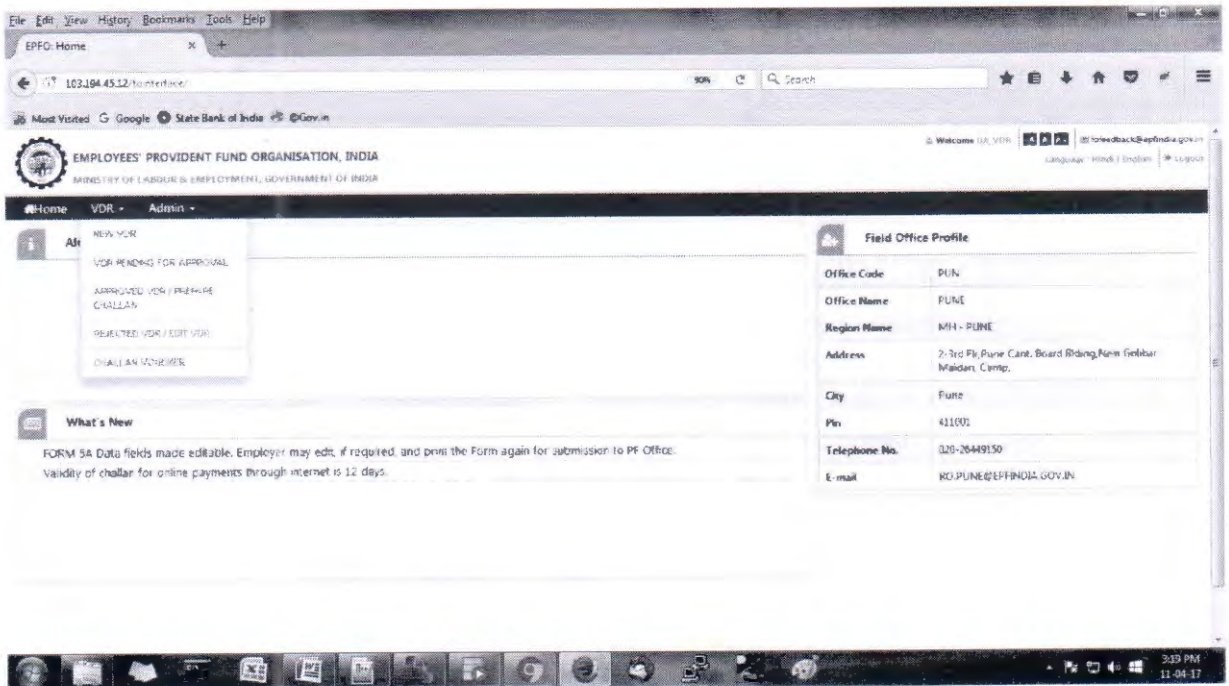
3. Kindly change the password, mobile and email_id - immediately after successful login
 - a. By Clicking on "Admin" on Menu and then click on "Change Password / Change Contact".

STEPS FOR LOGIN (Approver)

1. Go to the following links from the browser :
<https://unifiedportal-emp.epfindia.gov.in/fointerface>
2. After hitting the link a Welcome screen appears, in the screen enter the credentials of user i.e. user_id of Approve which is the default set as XXX_VDR_APP where XXX is the three digit Office code. For example the user id of APP of NOIDA will be 437_VDR_APP. Further kindly use the default Password Admin@123.
3. Login from Approval Level
User_ID -> 437_VDR_APP
Pass -> Admin@123
4. Change the Default Password, mobile number and email address immediately after successful login.

STEPS FOR VDR GENERATION AT DA Level

1. Click on VDR -> New VDR.



2. Select the Source of Instrument from the list

Source Of Instrument *

Instrument Type *

VDR Amount *

Cheque/Draft Date

Bank Name

--Select--

--Select--

- EPFO Employee
- Establishment
- Member/Beneficiary
- Pensioner
- Exempted Trust
- Tenderer/Tenants
- Bank/Post Office
- Principal Employer
- LIC
- RTI Applicant

3. Then Select VDR Code

VDR Details

Source Of Instrument *	Establishment	VDR Code *	Remittance By Esta
Instrument Type *	☐ Cash ☐ Draft ☒ Cheque	Cheque/Draft No.	-Select VDR Code- Remittance By Establishments

4. Then Select Instrument Type (i.e Cash/Cheque/Draft)

5. If the Instrument type is Cheque or Draft then enter the Cheque/ Draft Details (i.e Cheque/Draft Date, IFSC, Bank Details)

VDR Details

Source Of Instrument *	Establishment	VDR Code *	Remittance By Establishments
Instrument Type *	☐ Cash ☐ Draft ☒ Cheque	Cheque/Draft No.	000488
VDR Amount *	1	Receipt Date In Office *	11/04/2017
Cheque/Draft Date	11/04/2017	IFSC	SBIN0007755
Bank Name	STATE BANK OF INDIA	Branch	BHIKAJI CAMA PLACE

6. Then enter Establishment Details and payments in respect of Category.

Establishment Details

Region *	Office *	Code *	Ext. *
Establishment ID *	UP - MEERUT	NOIDA	11625
EIN	Not Available	Establishment Name *	DAEWOO MOTORS INDIA LTD.
Payment In Respect *	Contributions and Charges	Member Count *	2
UAN		Member Id	Enter last
Member Name			
Order Number		Order Date	

Establishment Details

Region *		UP - MEERUT
Establishment ID *		
LIN	Not Available	
Payment In Respect *	Contributions and Charges	
UAN	-Select- Contributions and Charges Damages Interest u/s 7Q Contributions and Damages Contributions and Interest Damages and Interest For Members Penalty Imposed	
Member Name		
Order Number		

Amount Bifurcation Details

7. Then enter Amount Bifurcation Details

Sr. No	Data Field Row Name	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total
1	EE Contribution						
2	EE Contribution						
3	Admin Charges						
4	Inspection Charges						
5	Penal Damages						
6	Other Code	Contributions and Charges					
7	Misc Payment						
8	Total						
9	Charlan Remarks						

8. Then click on "Save" button, after clicking on save button you will see the following screen.

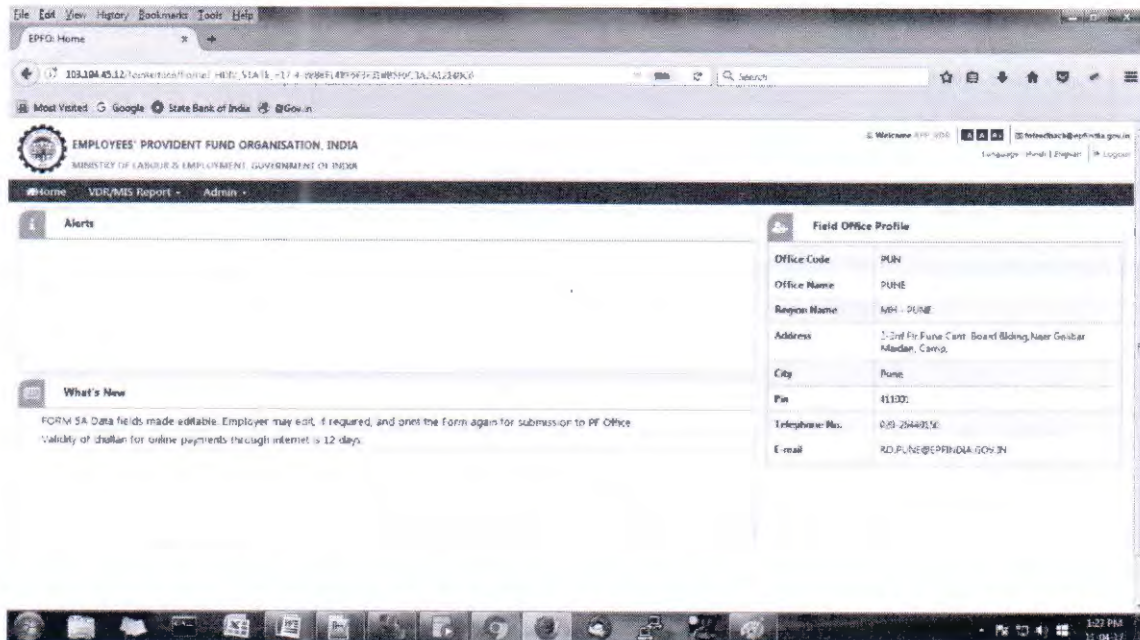
The screenshot shows the EPFO VDR submission interface. At the top, there's a navigation bar with 'Home', 'VDR', and 'Admin' options. Below this, a message states 'Details saved Successfully: VDR Number: PUPUND00136'. The main section is titled 'Submitted VDR Details' and displays a table of submitted VDRs. The table has columns for VDR Number, Upload Date, Uploaded By, Status, View, and Delete. All listed VDRs are in 'Pending' status and were uploaded by 'DA_VDR'.

VDR Number	Upload Date	Uploaded By	Status	View	Delete
PUPUND00138	11-Apr-2017	DA_VDR	Pending		
PUPUND00136	11-Apr-2017	DA_VDR	Pending		
PUPUND00134	08-Apr-2017	DA_VDR	Pending		
PUPUND00133	08-Apr-2017	DA_VDR	Pending		
PUPUND00130	08-Apr-2017	DA_VDR	Pending		
PUPUND00126	05-Apr-2017	DA_VDR	Pending		

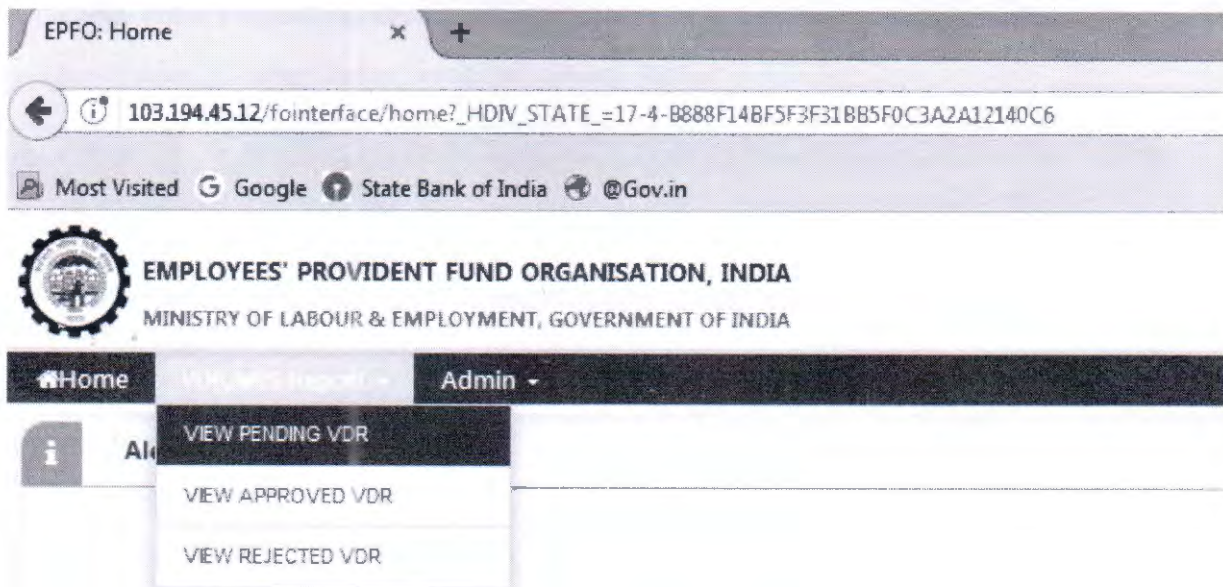
9. Now get the approval of entered VDR by Approver.

STEPS FOR VDR Approval AT Approval Level

1. Click on VDR/ MIS Report



2. Click on "View Pending VDR"



3. Then Enter Remarks and then Click on Approve or Reject Button.

VDR Details : For Approval

Display 10 records per page

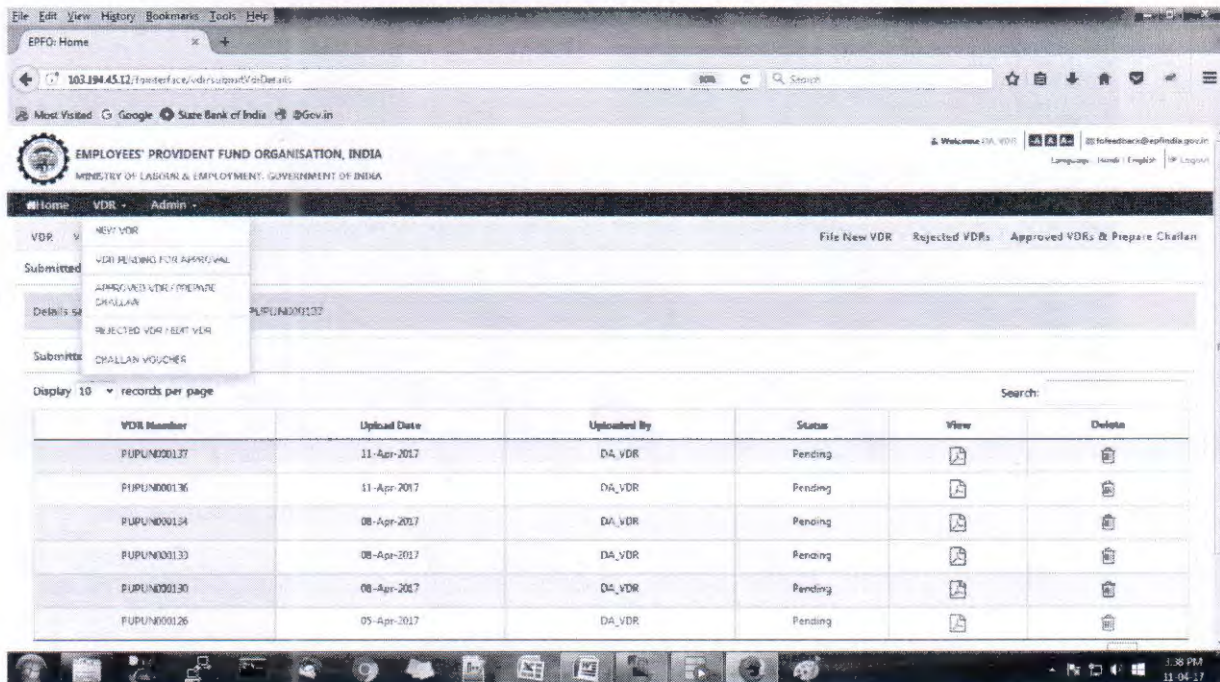
Search:

VDR Number	Upload Date	Uploaded By	Status	View	Remarks *	Action
PUPUN000138	11-Apr-2017	DA_VDR	Pending		ok	Approve Reject
PUPUN000134	08-Apr-2017	DA_VDR	Pending			Approve Reject
PUPUN000133	08-Apr-2017	DA_VDR	Pending			Approve Reject

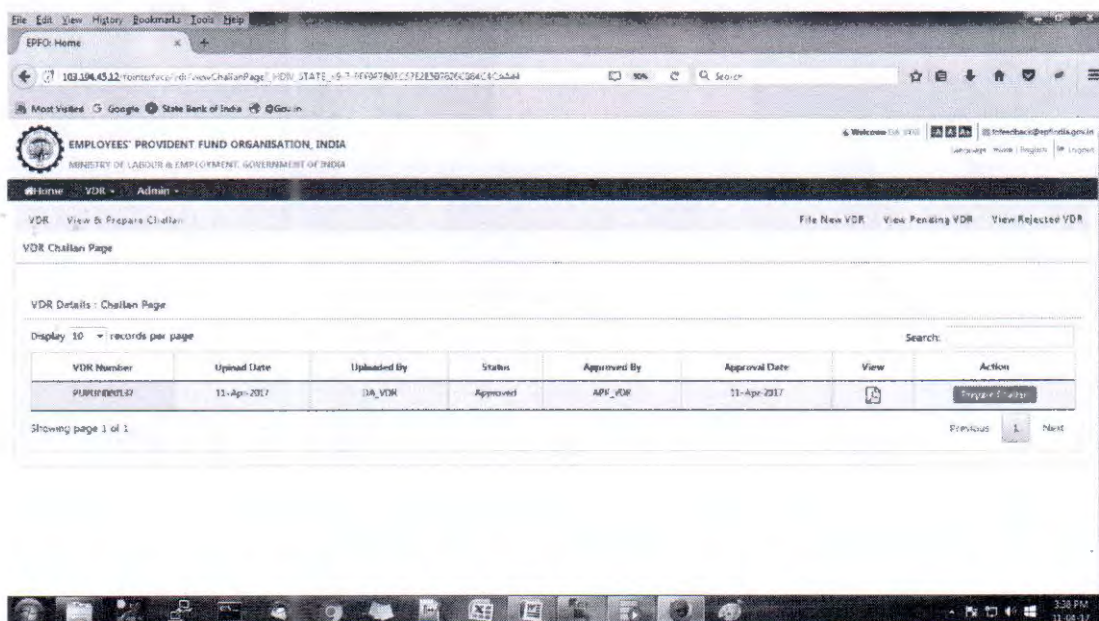
4. In case of rejection the VDR will be rejected permanently, if required then DA have to reinitiate.
5. Now the DA will generate the challan to submit to SBI.

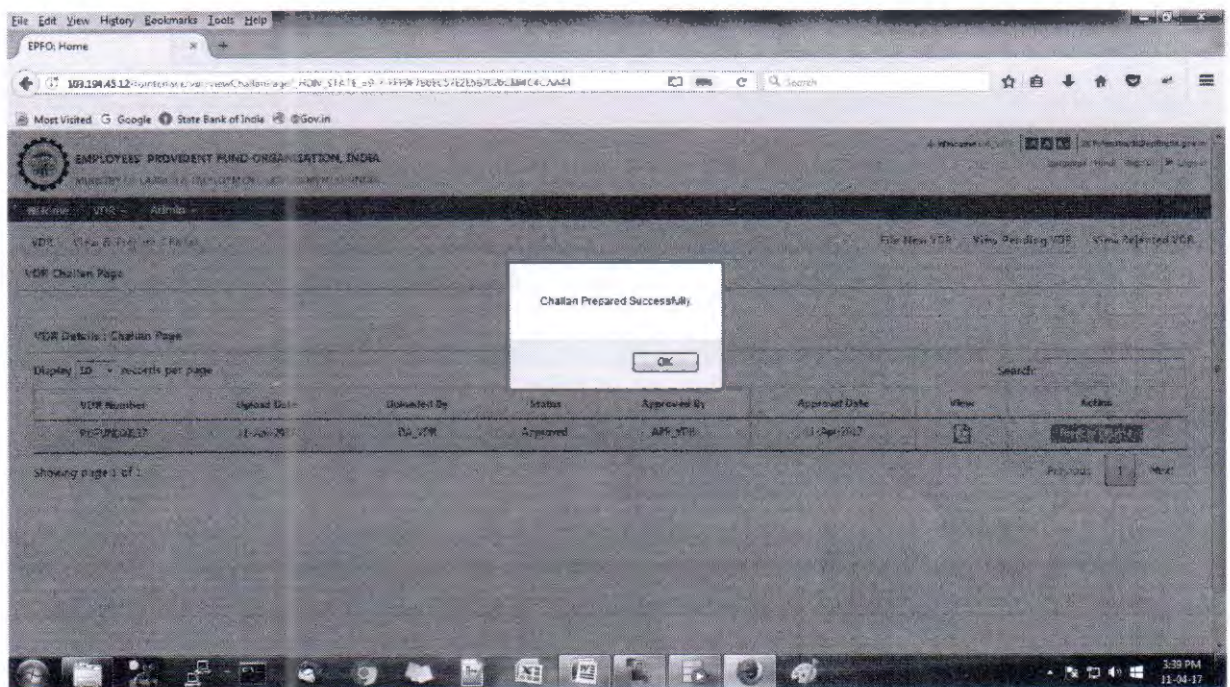
STEPS FOR Prepare Challan for VDR AT DA Level

1. Click on VDR _> Approved VDR / Prepare Challan

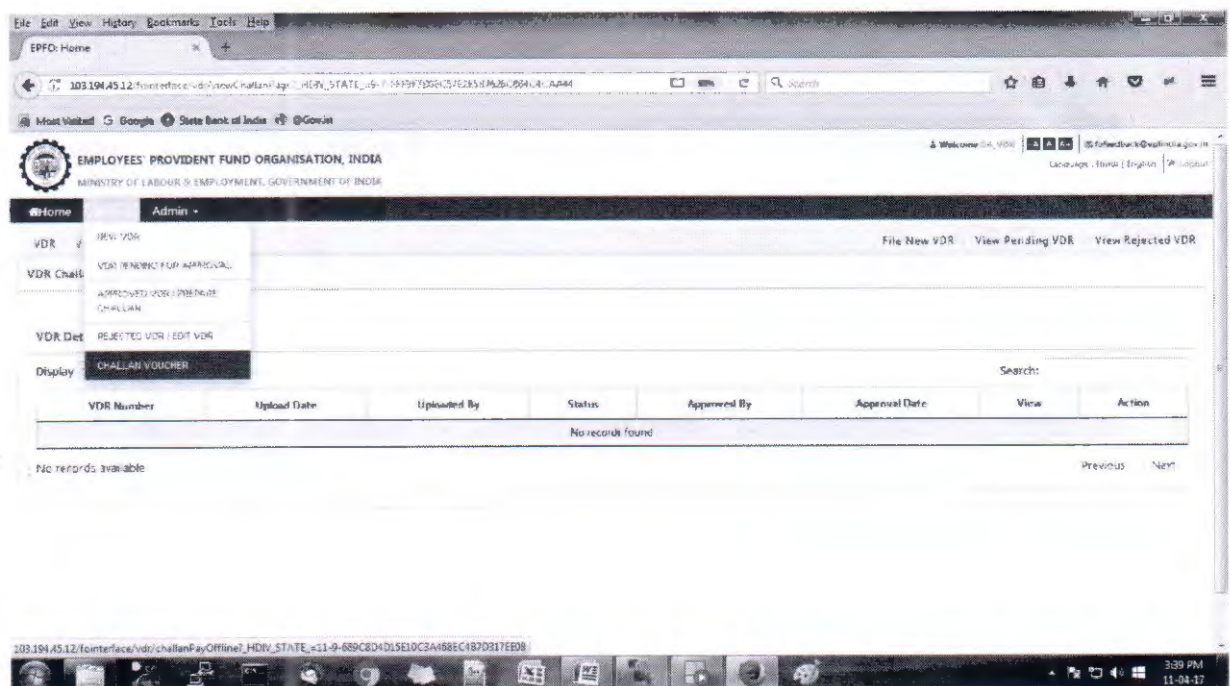


2. Click on "Prepare Challan" under the column "Action".





3. Click on VDR -> Challan Voucher



EPFO: Home

103.194.45.12 interface/vdr/challanPayOffline?NEW_STATE=11-9-605C8D0715E0C2A485C487D1175008

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WELCOME DA_VDR

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

Home VDR Admin

VDR - Generate & View Challan Voucher

VDR Challan Page

Generate & View Challan Voucher

Display 10 records per page

VDR Number	Upload Date	Uploaded By	Status	View	Action
PUPJND00137	11-Apr-2017	DA_VDR	Due for Payment		Generate Challan Voucher
PUPJND00135	11-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00127	07-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00125	05-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00124	04-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00123	04-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00122	04-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher

2:40 PM 11-04-17

4. Generate Challan Voucher.

EPFO: Home

103.194.45.12 interface/vdr/challanPayOffline?NEW_STATE=11-9-605C8D0715E0C2A485C487D1175008

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WELCOME DA_VDR

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

Home VDR Admin

VDR - Generate & View Challan Voucher

VDR Challan Page

Are you sure you want to Pay for this Challan?

OK Cancel

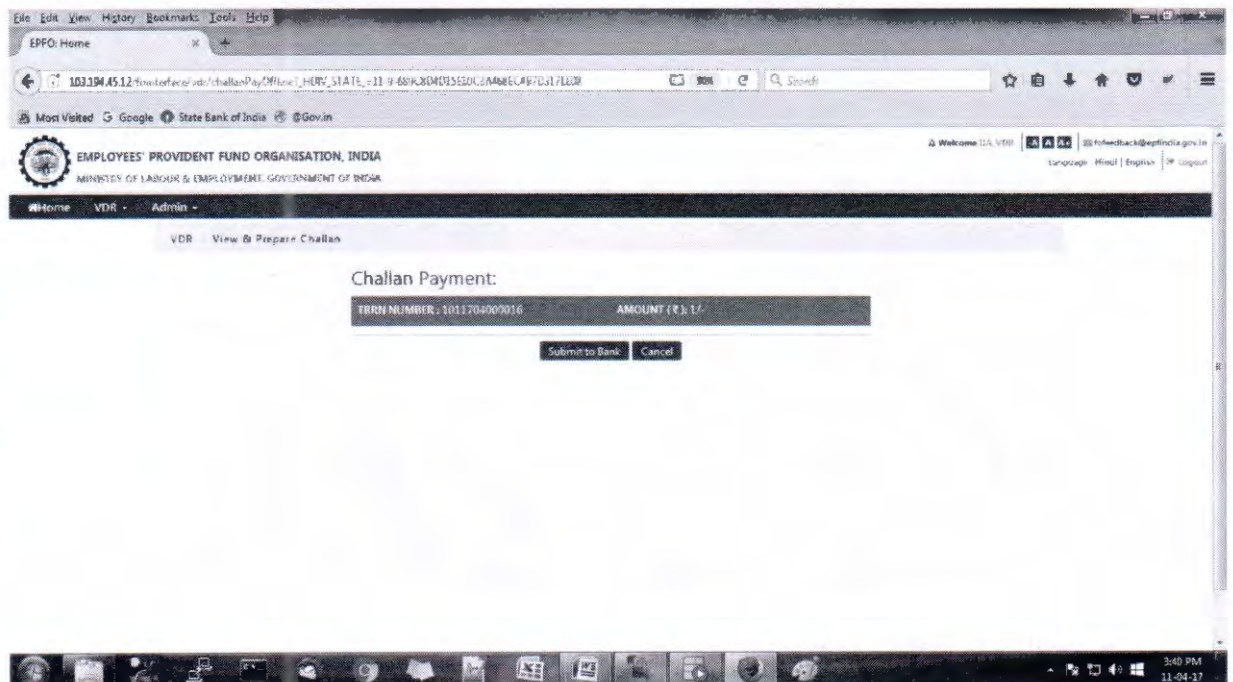
Generate & View Challan Voucher

Display 10 records per page

VDR Number	Upload Date	Uploaded By	Status	View	Action
PUPJND00137	11-Apr-2017	DA_VDR	Due for Payment		Generate Challan Voucher
PUPJND00135	11-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00127	07-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00125	05-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00124	04-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00123	04-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher
PUPJND00122	04-Apr-2017	DA_VDR	Locked for Offline Payment		Challan Voucher

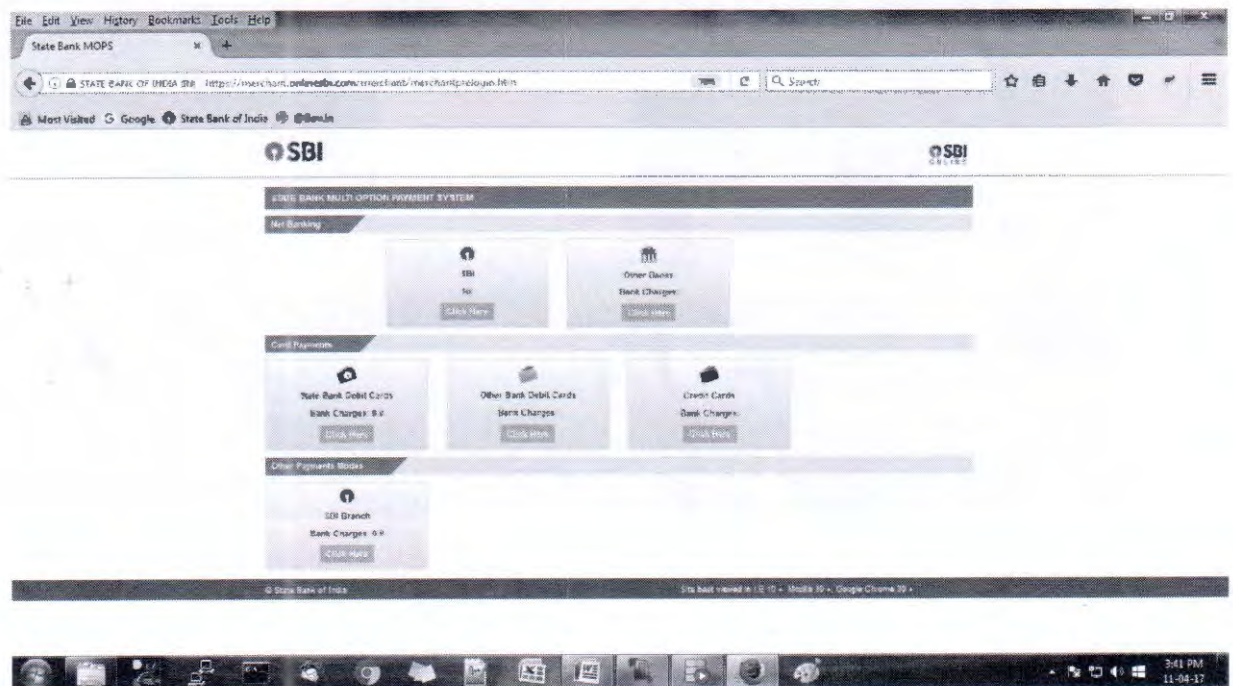
2:40 PM 11-04-17

5. After this event a new screen appears for Challan Payment, here TRRN no and Payable amount is showing for verification purposes.

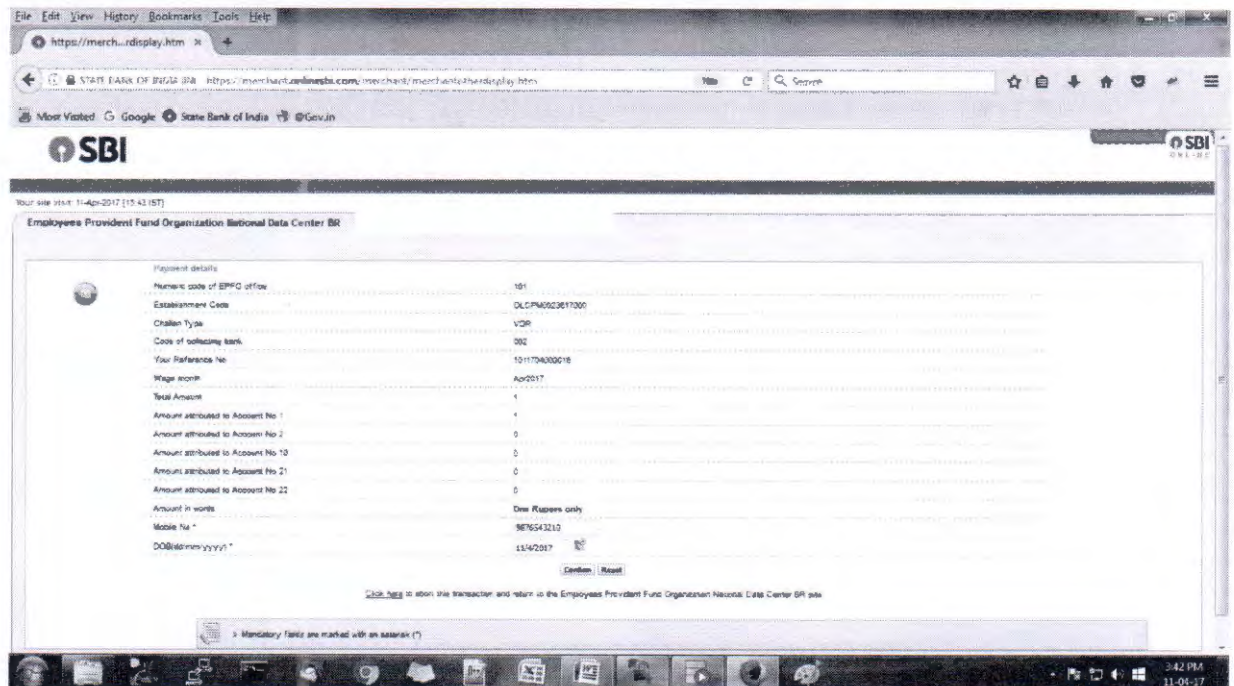


6. Click on "Submit to the Bank"

7. Then a SBI Screen appears, here click on "Click here" under "Other Payment Modes" tile.



8. Now on the SBI site enter mobile no of user and date of Birth in DD/MM/YYYY format.



Employees Provident Fund Organization National Data Center BR

Payment details

Numeric code of EPFO office: 131

Establishment Code: DLCP6023617000

Challan Type: VDR

Code of collecting bank: 302

Your Reference No: 131170400016

Wage month: Apr2017

Total Amount: 4

Amount attributed to Account No 1: 1

Amount attributed to Account No 2: 0

Amount attributed to Account No 10: 0

Amount attributed to Account No 21: 0

Amount attributed to Account No 22: 0

Amount in words: One Rupees only

Mobile No: 9876543210

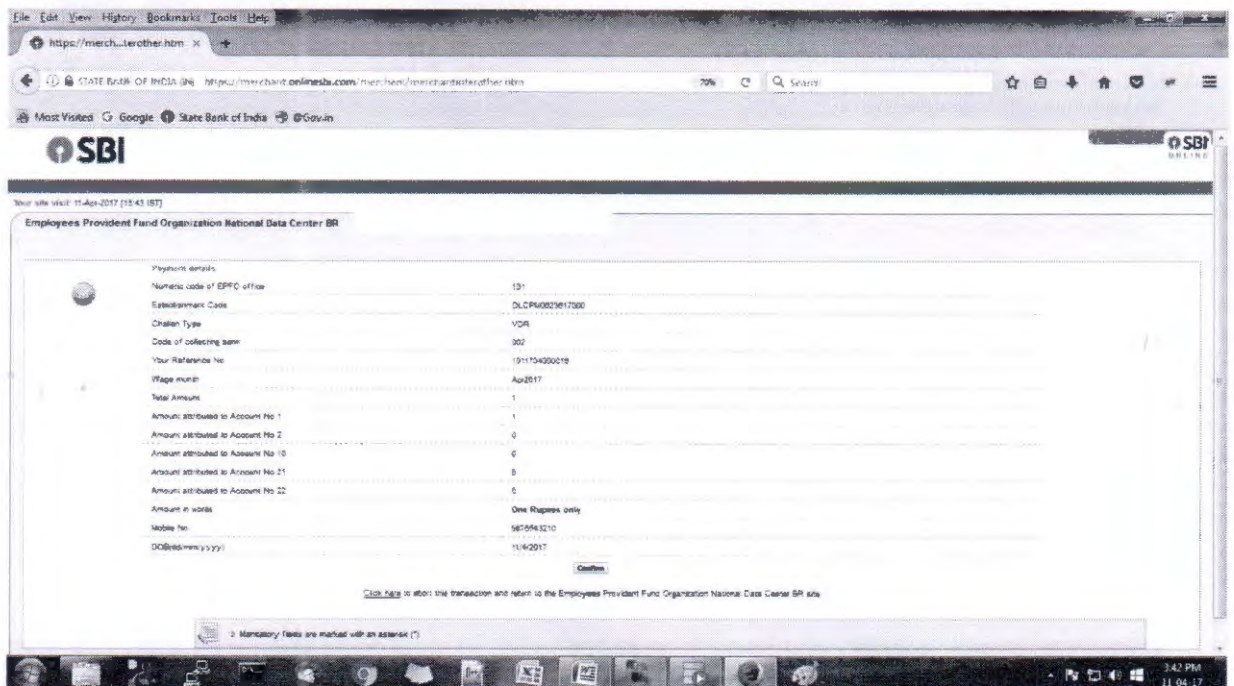
DOB(ddmm/yyyy): 11/4/2017

Confirm

Click here to abort this transaction and return to the Employees Provident Fund Organization National Data Center BR site

Mandatory fields are marked with an asterisk (*)

9. Then Click on confirm, then again click on confirm,



Employees Provident Fund Organization National Data Center BR

Payment details

Numeric code of EPFO office: 131

Establishment Code: DLCP6023617000

Challan Type: VDR

Code of collecting bank: 302

Your Reference No: 131170400016

Wage month: Apr2017

Total Amount: 4

Amount attributed to Account No 1: 1

Amount attributed to Account No 2: 0

Amount attributed to Account No 10: 0

Amount attributed to Account No 21: 0

Amount attributed to Account No 22: 0

Amount in words: One Rupees only

Mobile No: 9876543210

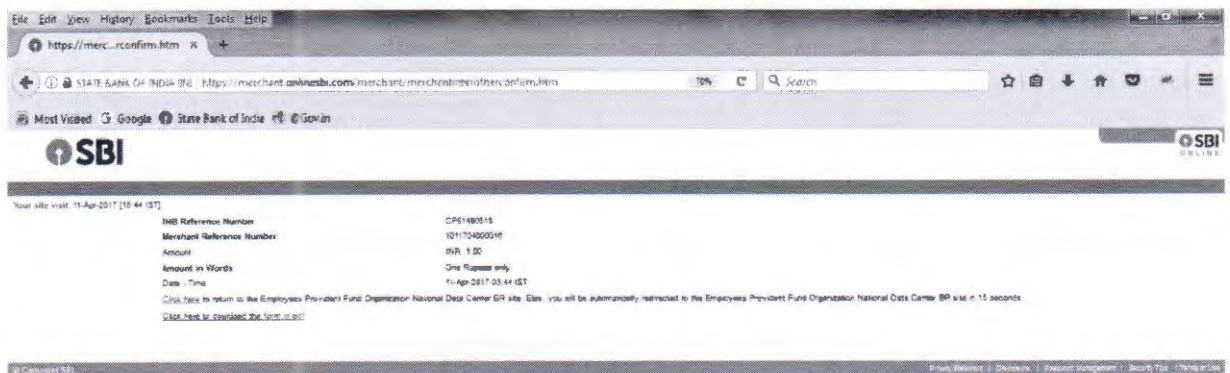
DOB(ddmm/yyyy): 11/4/2017

Confirm

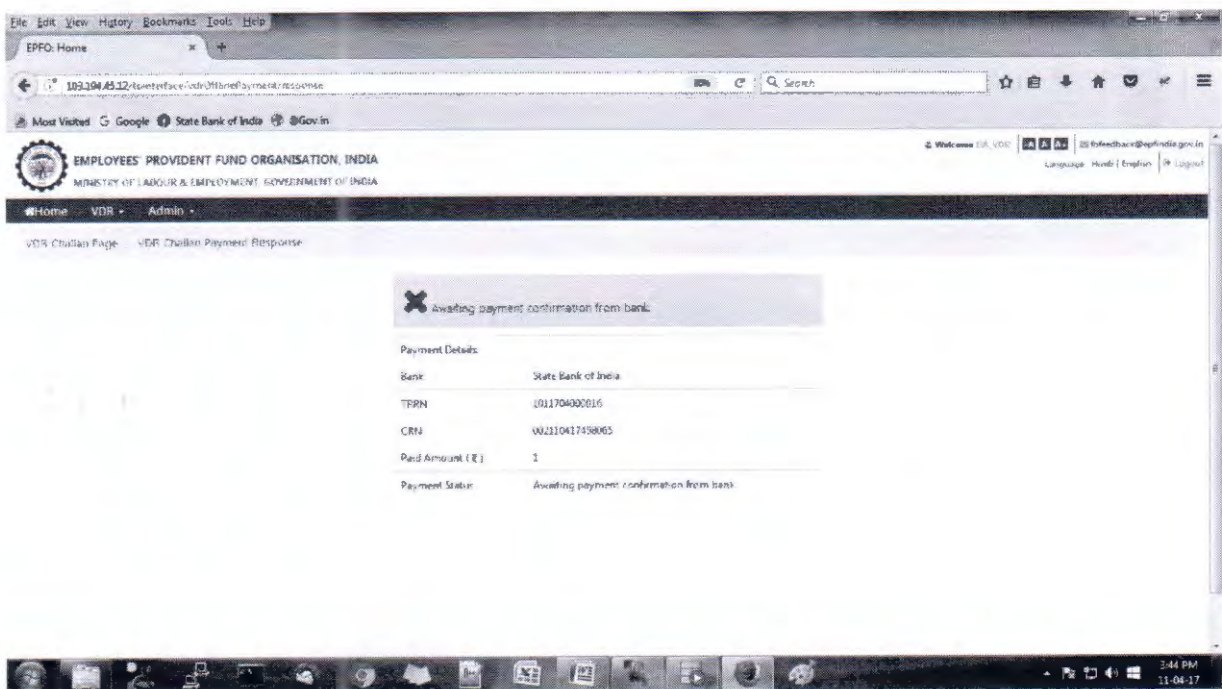
Click here to abort this transaction and return to the Employees Provident Fund Organization National Data Center BR site

Mandatory fields are marked with an asterisk (*)

10. Then click on link "Click here to download"



11. After that the following screen appears



[illegible]