



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

**Instruction Manual for**  
**ECR Revision (Month and Year only)**



## 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 Sh. Vikram Dattatri, AD(IS),NDC Sh. Sanjay Kunjam, AD(IS), NDC Sh. Arun Kumar, AD(IS), NDC Sh. NHVN CHANDRA SEKAAR, AD(IS) NDC Sh. Prince, DPA



## ECR Revise (MONTH & YEAR CHANGE)

### Pre Conditions –

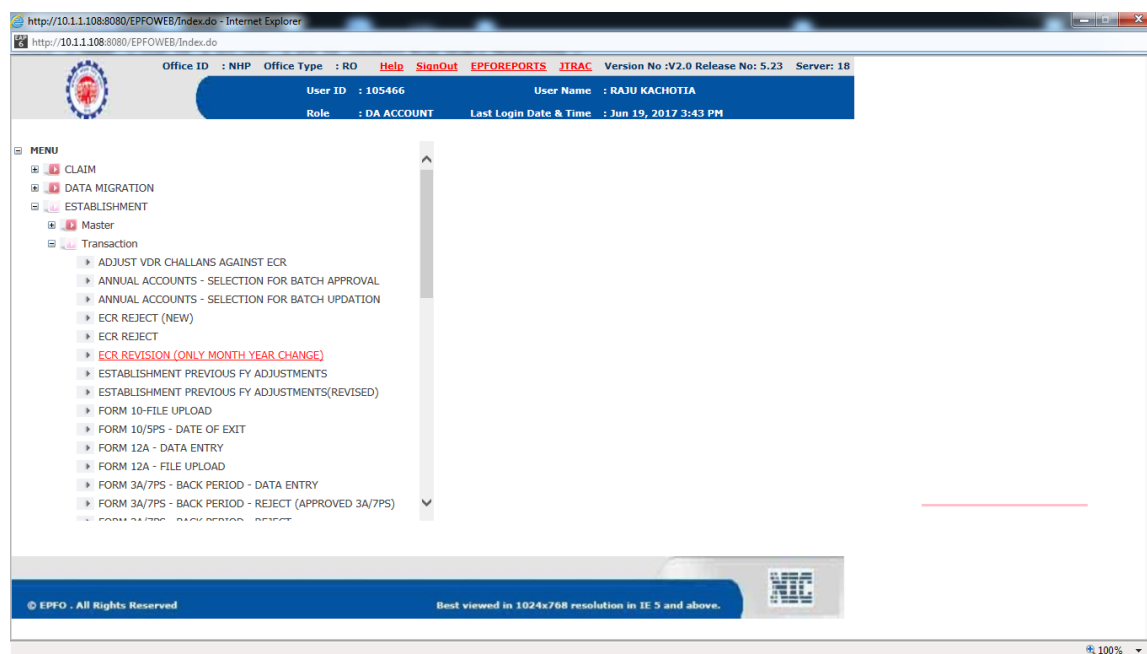
1. No settlement is made using the contribution of the TRRN to be revised
2. No PMPRY beneficiary should be there in the TRRN to be revised
3. TRRN should belongs to Unified Portal (TRRN generated after 22<sup>nd</sup> December 2016)
4. Claim with Member ID pertaining to this TRRN should not be in process at SS/AO/APFC
5. TRRN once revised through this module, cannot be revised again
6. TRRN already rejected, cannot be revised again through this module

### PROCESS FLOW

Role - DA Account

Function - ECR REVISION (ONLY MONTH YEAR CHANGE)

- The above function is provided to revise the ECR in cases where employer has submitted the ECR in wrong month and year.





- DA Account will enter the TRRN to be revised in the “Enter TRRN No.” field

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) - Internet Explorer

http://10.1.1.108:8080/EPFOWEB/ECR\_Revision\_MMY.do?save=Display&LinkId=F60JKTAiybkApBz25mc009Zz9bAOES

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

User ID : 105466 User Name : RAJU KACHOTIA

Role : DA ACCOUNT Last Login Date & Time : Jun 19, 2017 3:43 PM

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) Exit

ECR REVISION (ONLY MONTH YEAR CHANGE)

ENTER TRRN NO. 1051606007744 x

Search Clear

THIS MAY PLEASE BE NOTED-

As per HO Order no. WSU/17(4)1999/F/2959 dated-04-May-2016.

- All cases of Revision of ECR beyond One year shall be accepted with the approval of ACC(Zone).
- All cases of Revision of ECR beyond 6 months and upto One year shall be accepted with the approval of RPFC-II(F&A).
- All cases of Revision of ECR upto 6 months shall be accepted with the approval of concerned APFC.

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- The TRRN of Pre-Unified Period cannot be revised in this function

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) - Internet Explorer

http://10.1.1.108:8080/EPFOWEB/ECR\_Revision\_MMY.do

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

User ID : 105466 User Name : RAJU KACHOTIA

Role : DA ACCOUNT Last Login Date & Time : Jun 19, 2017 3:43 PM

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) Exit

ECR REVISION (ONLY MONTH YEAR CHANGE)

ENTER TRRN NO. 1051606007744 x

Search Clear

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- All cases of Revision of ECR upto 6 months shall be accepted with the approval of concerned APFC.

**This TRRN is Pre-Unified Portal TRRN. Cannot Continue.**

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- The TRRN already revised cannot be revised again.

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) - Internet Explorer

http://10.1.1.108:8080/EPFOWEB/ECR\_Revision\_MMY.do

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

User ID : 105466 User Name : RAJU KACHOTIA

Role : DA ACCOUNT Last Login Date & Time : Jun 19, 2017 3:43 PM

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) Exit

ECR REVISION (ONLY MONTH YEAR CHANGE)

ENTER TRRN NO. 1051702007169

Search Clear

THIS MAY PLEASE BE NOTED-

As per HO Order no. WSU/17(4)1999/F/2959 dated-04-May-2016.

- All cases of Revision of ECR beyond One year shall be accepted with the approval of ACC(Zone).
- All cases of Revision of ECR beyond 6 months and upto One year shall be accepted with the approval of RPFC-II(F&A).
- All cases of Revision of ECR upto 6 months shall be accepted with the approval of concerned APFC.

This TRRN No. is already Rejected/Revised. Cannot Continue.

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- If any member(s) pertaining to selected TRRN is settled or taken benefit under PMRPY/PMRPY, function will not allow to change the Month Year of this TRRN.

http://10.1.1.108:8080/EPFOWEB/ECR\_Revision\_MMY.do

ESTABLISHMENT >> Transa... X

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CCRAP EPFO Circulars EPF-TRF NDTV rediff Login EPFOWEB1

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

User ID : 105382 User Name : KRISHNA KUMAR

Role : DA ACCOUNT Last Login Date & Time : Jun 19, 2017 5:24 PM

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) Exit

ECR REVISION (ONLY MONTH YEAR CHANGE)

ENTER TRRN NO. 1051701000701

Search Clear

THIS MAY PLEASE BE NOTED-

As per HO Order no. WSU/17(4)1999/F/2959 dated-04-May-2016.

- All cases of Revision of ECR beyond One year shall be accepted with the approval of ACC(Zone).
- All cases of Revision of ECR beyond 6 months and upto One year shall be accepted with the approval of RPFC-II(F&A).
- All cases of Revision of ECR upto 6 months shall be accepted with the approval of concerned APFC.

46 Member(s) already Settled as per YT. Cannot Continue. Use ECR REJECT Function.

View Settled Members

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- The un-reconciled TRRN cannot be revised.

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) - Internet Explorer

http://10.1.1.108:8080/EPFOWEB/ECR\_Revision\_MMY.do

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

User ID : 105466 User Name : RAJU KACHOTIA

Role : DA ACCOUNT Last Login Date & Time : Jun 19, 2017 3:43 PM

ESTABLISHMENT >> Transaction > ECR REVISION (ONLY MONTH YEAR CHANGE) Exit

ECR REVISION (ONLY MONTH YEAR CHANGE)

ENTER TRRN NO. 1051705002832

Search Clear

THIS MAY PLEASE BE NOTED-

As per HO Order no. WSU/17(4)1999/F/2959 dated-04-May-2016.

- All cases of Revision of ECR beyond One year shall be accepted with the approval of ACC(Zone).
- All cases of Revision of ECR beyond 6 months and upto One year shall be accepted with the approval of RPFC-II(F&A).
- All cases of Revision of ECR upto 6 months shall be accepted with the approval of concerned APFC.

TRRN NOT FOUND in F3AEA

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http://10.1.1.108:8080/EPFOWEB/ECR\_Revision\_MMY.do 100%

- The TRRN Submitted by DA Account will go to AC Account for approval/rejection.

**Note: This functionality allows TRRN to revise month and year having member-ids which have already taken benefit (10c/10d). List in this respect has been provided with ECR revised Certificate. DA accounts may verify the list for further necessary action, if required.**