



THROUGH WEB CIRCULATION ONLY
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTRE

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NDC/Application Software/2018/ 3458

Date: 03 JAN 2019

To

All ACC Zones
All Regional P.F Commissioners (In Charge of Regions)

Subject: **Annual Account Data Rectification.**

Madam/Sir,

Many references have been received by NDC regarding missing contribution especially for October 2016 (October paid in November) to February 2017 (Feb paid in March) and Annual accounts for the Year 2016 already issued.

To address this issue, a new two level functionality "**Annual Accounts Data Rectification (Account Year 2016 Issued)**" has been provided in Field office application. This functionality enables to fetch missing contribution for the establishments where annual accounts have been processed for 2016-17.

- In the functionality the DA accounts inputs the TRRN number having missing contribution.
- After running through validation checks a detailed screen is shown, showing the TRRN details along with buttons to generate PDF report of missing contribution and saving the TRRN.
- The PDF shows the TRRN details along with the member id's that are already present and member ids that are getting added.
- On saving the task flows to AC Accounts level. On submission by AC accounts the mismatch in the TRRN is removed.

Since, contributions are getting added through this functionality, it is mandatory to verify the details in PDF with original source documents at DA and APFC level. After approval of APFC the contribution is posted in the relevant tables of backlog accounting, so it is mandatory to check the Form3a Check list backlog. Any local adjustment made for the contribution of the member using Annexure E / VDR etc. may be checked for correctness.

After verifying the correctness of the Form3a checklist backlog, post APFC approval, the establishment may be processed through CPE Annual Account Back Period option. The CPE will post the contribution and interest as auto-Appendix –E entry.

In case any clarification is needed, the same may be mailed to annual.accounts@epfindia.gov.in with a copy to dk.dharni@epfindia.gov.in and shanthi.sivaram@epfindia.gov.in .

Yours faithfully,



(Nilendu Mishra)

Regional P.F Commissioner-I (IS/SW)

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