कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस, नई दिल्ली - 110066.
Bhavishya Nidhi Bhawan,14-Bhikaiji Cama Place, New Delhi-110066
www.epfindia.gov.inwww.epfindia.nic.in

No. WSU/2020/Multi-location settlement of claims/   Date:04.11.2020

To

    All Addl. CPFC (Zones),
    All Regional P.F. Commissioners-Incharge of
    Regional Offices.

    Sub: Multi-location settlement of claims.
    Ref: WSU/2020-21/SOP dated 09.06.2020

Sir/Madam,

1. A facility for the streamlining of the process related to the mapping of the Regional Offices as DRO/CRO and the mapping of the officials to be engaged in the multi-location claim settlement has been functional by IS Division.

2. The functionality provided is as follows:

   a) WSU section in HO will map the DRO and the CRO offices based on requests received from zonal ACC.

   b) The CRO from their login can offer their SSA/Sr SSA for the mapped DRO. The CRO will be free to add more SSA/SSSA or revoke previously assigned SSA/SSSA.

   c) The DRO can assign the User ids to the offered SSA/SSSA and when not in need they can revoke the rights.

3. The following instructions are issued in this regard:

   a) In the first instance, As far as possible, the DRO and CRO will be from within the zone itself. Any request for distribution of work between two offices within a zone has to be made by the DRO to the Zonal ACC. The Zonal ACC has to then identify the CRO from among the other offices in the zone and then forward the request to map the CRO or CROs proposed against the DRO to WSU section and then WSU section will map the same. Similarly for any revoking or change of the mapping of the CROs and DROs the request will be forwarded by the zonal ACC. The ACC Zone will forward all such request for mapping of the DRO-CRO to the RPFC-I, WSU at rc.wsu@epfindia.gov.in

b) In case the workload of all the offices within the zone is very high as in the case of Mumbai (Bandra) Mumbai II (Thane) Bangalore etc, then the CRO can be mapped from the Linked Zone. This arrangement is also proposed as a back up in the case of any operational failure in any of the Zones and all the existing zones shall have a LINK zone and arrangement is vice-versa as given below.

S.NO.	Zonal Office	Link Zonal Office
1	Mumbai - I (Bandra) Zone	Rajasthan (Jaipur)
2	Mumbai - II (Thane)	Bihar & Jharkhand
3	Gujarat (HQ)	Madhya Pradesh & Chattisgarh
4	Delhi & Uttarakhand, J&K and Laddakh	UP (Kanpur)
5	Haryana	Punjab & HP (CHD)
6	Telangana (Hyd)	AP (Vijaywada)
7	Chennai & Puducherry Zone	Tamil Nadu (Coimbatore)
8	Bengaluru (BGL) (HQ)	KN & Goa (Hubli)
9	WB, A&N Islands & Sikkim (Kolkata)	NER (Guwahati)
10	Maharashtra (Pune)	Odisha (BBR)
11	Tamil Nadu (Coimbatore)	Kerala & Lakshadweep

c) The ACC Zone where the DRO is located will request the ACC Zone of the LINKED ZONE to accept the distribution of work from the DRO and propose the CROs and the number of officials from such CROs to be mapped against the DRO, and on receipt of such acceptance of the distribution and proposal shall forward the request to WSU for the mapping of the CRO against the DRO in the module.

d) The existing mappings of DRO and CRO for multi-location claim settlements made before the issue of this directions will continue.

4. Further, in certain situations where an officer is holding additional charge, it becomes necessary for the mapping an Officer who is posted in Office "A" to be mapped with Office "B" so that he/she may be allotted a user id in Office B and can perform the tasks attached therein. As this is an operational requirement, the above functionality can be used for such mapping/revoking also.

(This has approval of Central P.F. Commissioner).

Yours faithfully,

(Salil Sankar)
RPFC-I (WSU)

Copy to:
RPFC I IS Division...with a request to upload this circular on website after the functionality for mapping of DRO-CRO is launched.

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

Instruction Manual for

MULTILOCATION LOCATION CLAIMS

Delegating Regional Office – Collaborating Regional Office and
EID MAPPING

DOCUMENT UPDATE HISTORY

S. No	Date of Submission / Change	Description	Document Version No.	TECHNICAL TEAM
1.	16-10-2020	Draft version for review	1.0	Sh. R. Suresh Kumar, DD(IS),NDC Sh. Vikram Dattatri, AD(IS), NDC Ms. Divya Arora, AD(IS), NDC Sh. Yogesh Kumar , DPA, NDC

Work Study Unit (WSU) with map the CROs with DROs. Only afte the mapping the details of DROs/CROs by WSU the DRO/CRO details will be available in the respective DRO/CRO s logins.

WSU USER HEAD OFFICE:-

CLICK MULTILOCATION CLAIMS:-

CLICK WSU MAPPING:-

Select the DRO to be mapped to CROs.

SELECT OFFICE:-

TICK THE ADD CHECK BOXES OF REQUIRED OFFICES:-

GO TO BOTTOM → ENTER REMARKS → CLICK SUBMIT BUTTON:-

TO CHECK SEELCT THE DRO:-

SIMILARLY WSU CAN REMOVE THE ADDED OFFICE BY TICKING THE REMOVE CHECKBOX AGAINS THE REQUIRED OFFICE, ENTERING REMARKS AND CLICKING SUBMIT BUTTON.

PLEASE NOTE THAT BEFORE REMOVING AN OFFICE FROM THE MAPPING LIST, FIRST ALL **THE APPROVED USERS NEEDS TO BE REMOVED BY CROs**. OTHERWISE THE FOLLOWING ERROR WILL BE DISPLAYED:-

ON SUCCESSFUL REMOVAL:-

FIELD OFFICES ACTIVITIES(DRO/CRO).

On receipt of Request from DRO, the CRO can share the details of Dealing Assistant.

The role of sharing the Dealing Assistant Details(only SSA,SSSA) from an CRO to DRO is available in the logins of RPFC-I,RPFC-2 and APFC.

LOGIN SCREEN FOR MULTILOCATION PAGE:-

AFTER SUCCESSFUL LOGIN:-

To Add/share Dealing Assistant Details

MULTILOCATION CLAIM → CRO → ADD USER CRO:-

ENTER ATLEAST FIRST TWO LETTERS OF EID:-

SELECT EID → CLICK SEARCH BUTTON:-

CLICK ADD ROW BUTTON:-

SELECT the required DRO → CLICK SUBMIT BUTTON:-

ENTER REMARKS → CLICK SUBMIT BUTTON:-

On submission
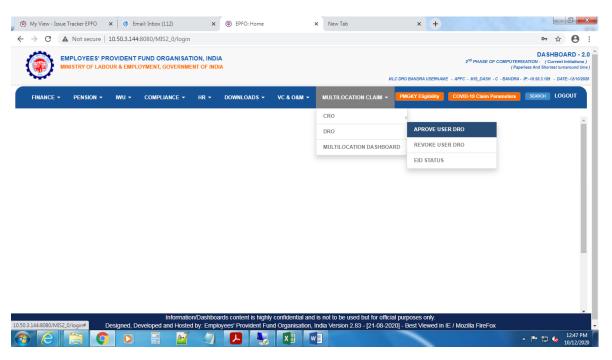
DATA SUCCESFULLY UPLOADED SCREEN IS DISPLAYED:-

DRO (DELEGATING REGIONAL OFFICE)

The role of accepting/Revoking the Dealing Assistant Details from an CRO to DRO is available in the logins of AC and above posted in the DRO
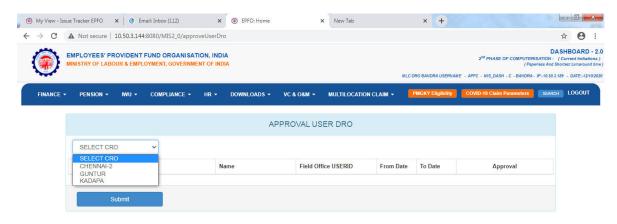

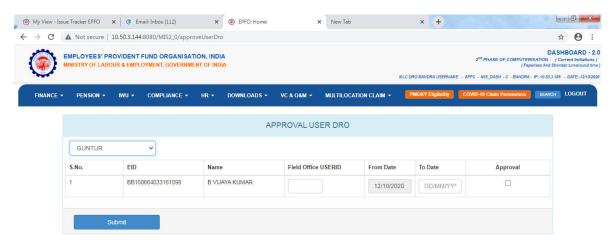MULTILOCATION CLAIM → DRO → CLICK APPROVE USER DRO :-

SELECT GUNTUR :-

Upon selection of the CRO all the EIDs shared will be displayed for want of DROs PDB userid. DRO need to create the user id and enter the userid, from date and up to date the service of the DA is required.
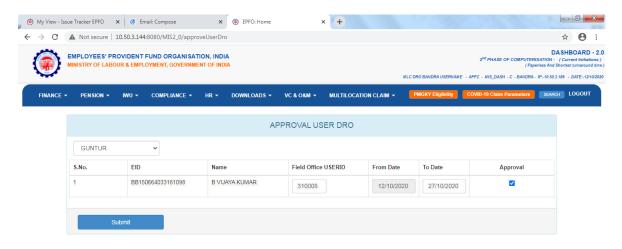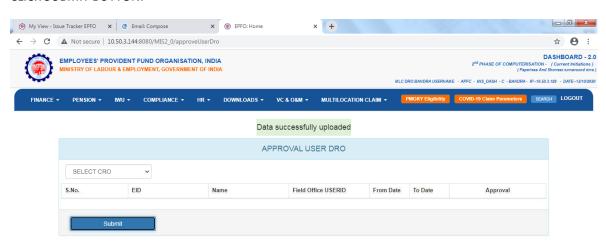
CLICK SUBMIT:-

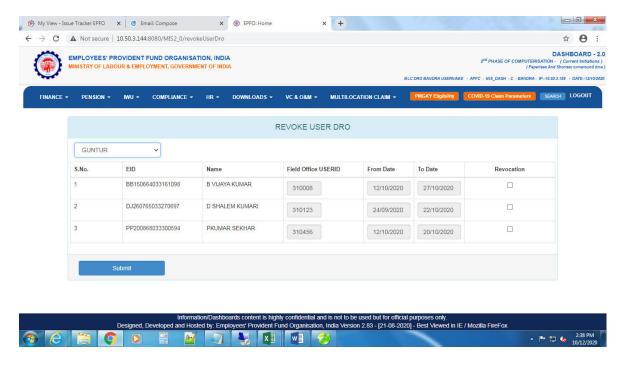ENTER USERID AND TICK APPROVAL CHECK BOX :-

CLICK SUBMIT BUTTON:-

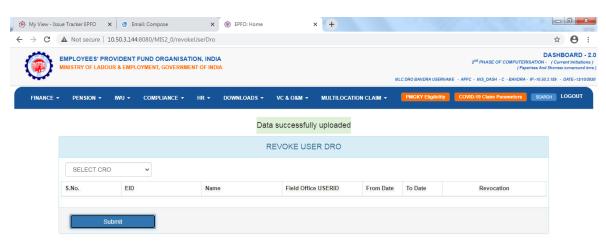Afte the data is submitted sucessfully, the DA from CRO can acess the PDB of DRO,

Revocation of USER from DRO/CRO

EIDs Already mapped with CRO to DRO can be revoked at any time by CRO/DRO.

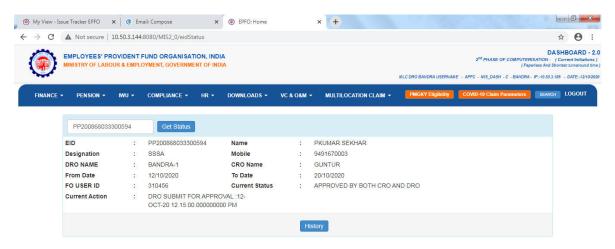MULTILOCATION CLAIM → DRO → REVOKE USER DRO → SELECT OFFICE

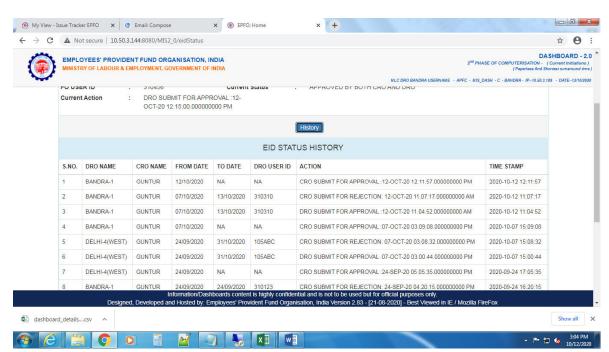TICK THE REVOCATION CHECK BOX AND CLICK SUBMIT BUTTON:-

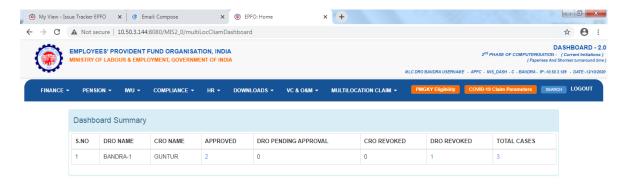MULTILOCATION CLAIMS→ DRO→ EID STATUS → ENTER EID → CLICK GET STATUS:-

CLICK HISTORY:-

MULTILOCATION CLAIMS → MULTILOCTION DASHBOARD:-

CLICK THE RESPECTIVE NUMBER HYPERLINK AND THE LIST WILL BE DOWNLOADED IN EXCEL FORMAT

MULTILOCATION DASHBOARD:-

END