



## 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.in](http://www.epfindia.gov.in) [www.epfindia.nic.in](http://www.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](mailto: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 after 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:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/login

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)

**Sign In**

User ID:

Password:  [Reset Password](#)

XXX XXX 7890 [Reset Mobile](#)

[GENERATE OTP](#)

Confirm OTP:

[Sign In](#)

INVALID USERNAME / PASSWORD / OTP !!

Kindly use USER ID created through HR PORTAL. PASSWORD / MOBILE NUMBER may be reset/changed for this portal using RESET PASSWORD/RESET MOBILE.

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:43 PM 10/12/2020

CLICK MULTILOCATION CLAIMS:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/login

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)

MLC WSU HO USERNAME - RPFC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/10/2020

**FINANCE** **PENSION** **IWU** **COMPLIANCE** **HR** **DOWNLOADS** **MULTILOCATION CLAIM** [PMKGY Eligibility](#) [COVID-19 Claim Parameters](#) [SEARCH](#) [LOGOUT](#)

**WSU MAPPING**

**MULTILOCATION DASHBOARD**

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:44 PM 10/12/2020



CLICK WSU MAPPING:-

Select the DRO to be mapped to CROs.

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/droCROMapping

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shortest turnaround time)

MLC WSU HO USERNAME - RPFC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS MULTILLOCATION CLAIM PMGKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**DRO CRO MAPPING**

DRO: SELECT DRO

- SELECT DRO
- AGARTALA
- AGRA
- AHMEDABAD
- AKOLA
- ALLAHABAD
- AMBATTUR
- AMRITSAR
- AURANGABAD
- BANDRA-1
- BANDRA-2
- BANDRA-3
- BANDRA-4
- BAREILLY
- BARRACKPORE
- BELLARY
- BENGALURU-1
- BENGALURU-2
- BERHAMPUR
- BHAGALPUR

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:44 PM  
10/12/2020

SELECT OFFICE:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/droCROMapping

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shortest turnaround time)

MLC WSU HO USERNAME - RPFC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS MULTILLOCATION CLAIM PMGKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**DRO CRO MAPPING**

DRO: UDAIPUR

**CRO AVAILABLE FOR MAPPING - UDAIPUR**

S.NO	Zone	Office	Add
1	ANDHRA PRADESH	GUNTUR	<input type="checkbox"/>
2	ANDHRA PRADESH	KADAPA	<input type="checkbox"/>
3	ANDHRA PRADESH	RAJAMUNDRY	<input type="checkbox"/>
4	ANDHRA PRADESH	VISHAKAPATNAM	<input type="checkbox"/>
5	BENGALURU	BENGALURU-1	<input type="checkbox"/>
6	BENGALURU	BENGALURU-2	<input type="checkbox"/>
7	BENGALURU	BOMMASANDRA-1	<input type="checkbox"/>
8	BENGALURU	BOMMASANDRA-2	<input type="checkbox"/>

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:45 PM  
10/12/2020



TICK THE ADD CHECK BOXES OF REQUIRED OFFICES:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/droCROMapping

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shortest turnaround time)

WLC WSU HO USERNAME - RPPC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/10/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS MULTILLOCATION CLAIM PMGKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**DRO CRO MAPPING**

DRO: UDAIPUR

**CRO AVAILABLE FOR MAPPING - UDAIPUR**

S.NO	Zone	Office	Add
1	ANDHRA PRADESH	GUNTUR	<input checked="" type="checkbox"/>
2	ANDHRA PRADESH	KADAPA	<input checked="" type="checkbox"/>
3	ANDHRA PRADESH	RAJAMUNDRY	<input type="checkbox"/>
4	ANDHRA PRADESH	VISHAKAPATNAM	<input type="checkbox"/>
5	BENGALURU	BENGALURU-1	<input type="checkbox"/>
6	BENGALURU	BENGALURU-2	<input type="checkbox"/>
7	BENGALURU	BOMMASANDRA-1	<input type="checkbox"/>
8	BENGALURU	BOMMASANDRA-2	<input type="checkbox"/>

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:45 PM  
10/12/2020

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

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/droCROMapping

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shortest turnaround time)

WLC WSU HO USERNAME - RPPC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/10/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS MULTILLOCATION CLAIM PMGKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**DRO CRO MAPPING**

DRO: SELECT DRO

**SUCCESSFULLY SUBMITTED**

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:46 PM  
10/12/2020

TO CHECK SEELCT THE DRO:-





My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x

Not secure | 10.50.3.144:8080/MIS2\_0/droCROMapping

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)

MLC WSU HO USERNAME - RPFC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-10/10/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS MULTILLOCATION CLAIM PMKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

### DRO CRO MAPPING

DRO:

#### CRO MAPPED TO DRO - UDAIPUR

S.NO	Zone	Office	Remove
1	ANDHRA PRADESH	GUNTUR	<input type="checkbox"/>
2	ANDHRA PRADESH	KADAPA	<input type="checkbox"/>

#### CRO AVAILABLE FOR MAPPING - UDAIPUR

S.NO	Zone	Office	Add
1	ANDHRA PRADESH	RAJAMUNDRY	<input type="checkbox"/>
2	ANDHRA PRADESH	VISHAKAPATNAM	<input type="checkbox"/>
3	BENGALURU	BENGALURU-1	<input type="checkbox"/>

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:47 PM  
10/12/2020

SIMILARLY WSU CAN REMOVE THE ADDED OFFICE BY TICKING THE REMOVE CHECKBOX AGAINST 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:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x

Not secure | 10.50.3.144:8080/MIS2\_0/droCROMapping

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)

MLC WSU HO USERNAME - RPFC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-10/10/2020

S.NO	Zone	Office	Remove
127	WB, A-N ISLANDS and SIKKIM	DURGAPUR	<input type="checkbox"/>
128	WB, A-N ISLANDS and SIKKIM	HOWRAH	<input type="checkbox"/>
129	WB, A-N ISLANDS and SIKKIM	JALPAIGURI	<input type="checkbox"/>
130	WB, A-N ISLANDS and SIKKIM	JANGIPUR	<input type="checkbox"/>
131	WB, A-N ISLANDS and SIKKIM	KOLKATA	<input type="checkbox"/>
132	WB, A-N ISLANDS and SIKKIM	PARK STREET	<input type="checkbox"/>
133	WB, A-N ISLANDS and SIKKIM	PORT BLAIR	<input type="checkbox"/>
134	WB, A-N ISLANDS and SIKKIM	SILIGURI	<input type="checkbox"/>

**ERROR-MULTI LOCATION CLAIM : UNABLE TO CRO ID:122 CRO OFFICEGUNTUR ERR DESC->ORA-20001: THE CRO WITH CRO\_ID:122 CRO NAME:GUNTUR CANNOT BE REVOKED AS THERE ARE APPROVED/INPROCESS APPROVAL SUBMISSION PLEASE CHECK!!**

Remark:

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

dashboard\_details...csv Show all

2:51 PM  
10/12/2020





## ON SUCCESSFUL REMOVAL:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x

Not secure | 10.50.3.144:8080/MIS2\_0/droCroMapping

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC WSU HD USERNAME - RFFC1 - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS MULTILLOCATION CLAIM PMJKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**DRO CRO MAPPING**

DRO

**SUCCESSFULLY SUBMITTED**

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

dashboard\_details....csv Show all x

2:52 PM 10/12/2020



## 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-1,RPFC-2 and APFC.

### LOGIN SCREEN FOR MULTILLOCATION PAGE:-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/logout

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

Sign In

User ID:

Password:  [Reset Password](#)

Mobile no.:  [Reset Mobile](#)

[GENERATE OTP](#)

Confirm OTP:

[Sign in](#)

Kindly use USER ID created through HR PORTAL. PASSWORD / MOBILE NUMBER may be reset/changed for this portal using RESET PASSWORD/RESET MOBILE.

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

### AFTER SUCCESSFUL LOGIN:-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/login

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC CRO GUNTURI USER - APFC - MIS\_DASH - C - GUNTURI - IP-10.50.3.189 - DATE-12/10/2020

FINANCE - PENSION - IWU - COMPLIANCE - HR - DOWNLOADS - VC & O&M - MULTILLOCATION CLAIM - [PMGKY Eligibility](#) [COVID-19 Claim Parameters](#) [SEARCH](#) [LOGOUT](#)

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox



To Add/share Dealing Assistant Details

MULTILOCATION CLAIM → CRO → ADD USER CRO:-

The screenshot shows the EPFO Dashboard 2.0 interface. The top navigation bar includes links for FINANCE, PENSION, IWU, COMPLIANCE, HR, DOWNLOADS, VC & O&M, and MULTILOCATION CLAIM. The MULTILOCATION CLAIM menu is expanded, showing options for CRO, DRO, and MULTILOCATION DASHBOARD. The ADD USER CRO option is highlighted. The dashboard also displays the PMGKY Eligibility and COVID-19 Claim Parameters buttons. The footer contains a disclaimer: "Information/Dashboards content is highly confidential and is not to be used but for official purposes only. Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox".

ENTER ATLEAST FIRST TWO LETTERS OF EID:-

The screenshot shows the ADD USER CRO form in the EPFO Dashboard 2.0. The form includes a search bar with the text "bb" and a search button. Below the search bar is a table with columns for S.No., EID, Name, Designation, and Mobile. The EID field is populated with "BB150664033161098". Below the table is a section for Assign to DRO, with a dropdown menu for SELECT DRO and a text field for Remarks (upto 1000 characters). A Submit button is located at the bottom right of the form. The footer contains the same disclaimer as the previous screenshot.



SELECT EID → CLICK SEARCH BUTTON:-

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

CLICK ADD ROW BUTTON:-

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox



SELECT the required DRO → CLICK SUBMIT BUTTON:-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/addUserCro

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)  
MLC CRO GUNTUR USER - APPC - MIS\_DASH - C - GUNTUR - IP-10.50.3.189 - DATE-12/10/2020

FINANCE ▾ PENSION ▾ IWU ▾ COMPLIANCE ▾ HR ▾ DOWNLOADS ▾ VC & O&M ▾ MULTILLOCATION CLAIM ▾ **PMKGY Eligibility** **COVID-19 Claim Parameters** SEARCH LOGOUT

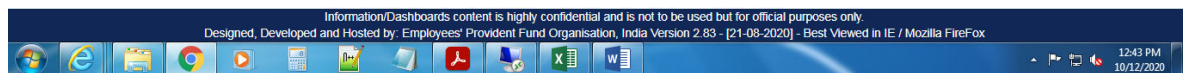
**ADD USER CRO** BB150664033161098 Search

S.No.	EID	Name	Designation	Mobile	
1	BB150664033161098	B VIJAYA KUMAR	DEO	9885143905	Remove

Assign to DRO 

SELECT DRO  
SELECT DRO  
GURUGRAM-2  
**BANDRA-1**  
AGARTALA

 Remarks(upto 1000 characters) Submit



ENTER REMARKS → CLICK SUBMIT BUTTON:-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/addUserCro

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

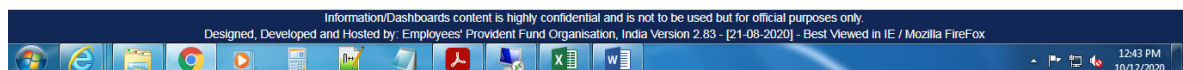
**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)  
MLC CRO GUNTUR USER - APPC - MIS\_DASH - C - GUNTUR - IP-10.50.3.189 - DATE-12/10/2020

FINANCE ▾ PENSION ▾ IWU ▾ COMPLIANCE ▾ HR ▾ DOWNLOADS ▾ VC & O&M ▾ MULTILLOCATION CLAIM ▾ **PMKGY Eligibility** **COVID-19 Claim Parameters** SEARCH LOGOUT

**ADD USER CRO** BB150664033161098 Search

S.No.	EID	Name	Designation	Mobile	
1	BB150664033161098	B VIJAYA KUMAR	DEO	9885143905	Remove

Assign to DRO BANDRA-1 added for **bandra-1** Submit






On submission

DATA SUCCESSFULLY UPLOADED SCREEN IS DISPLAYED:-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/addUserCro

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC CRO GUNITUR USER - APFC - MIS\_DASH - C - GUNITUR - IP-10.50.3.189 - DATE-12/10/2020

FINANCE - PENSION - IWU - COMPLIANCE - HR - DOWNLOADS - VC & O&M - MULTILOCATION CLAIM - **PMGKY Eligibility** **COVID-19 Claim Parameters** SEARCH LOGOUT

**Data successfully uploaded**

**ADD USER CRO**  **Search**

S.No.	EID	Name	Designation	Mobile	
<b>Assign to DRO</b> <input type="text" value="SELECT DRO"/> <input type="text" value="Remarks(upto 1000 characters)"/> <b>Submit</b>					

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

12:44 PM  
10/12/2020





## 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

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/logout

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)

**Sign In**

User ID:

Password:   
[Reset Password](#)

Mobile no.:   
[Reset Mobile](#)

[GENERATE OTP](#)

Confirm OTP:

[Sign In](#)

Kindly use USER ID created through HR PORTAL. PASSWORD / MOBILE NUMBER may be reset/changed for this portal using RESET PASSWORD/RESET MOBILE.

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:23 PM 10/12/2020

MULTILOCATION CLAIM → DRO → CLICK APPROVE USER DRO :-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x +

Not secure | 10.50.3.144:8080/MIS2\_0/login

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Paperless And Shortest turnaround time)

MLC DRO BANDRA USERNAME - APFC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/10/2020

**FINANCE** **PENSION** **IWU** **COMPLIANCE** **HR** **DOWNLOADS** **VC & O&M** **MULTILOCATION CLAIM** **PMGKY Eligibility** **COVID-19 Claim Parameters** **SEARCH** **LOGOUT**

**CRO**  
**DRO**  
**MULTILOCATION DASHBOARD**

**APPROVE USER DRO**  
**REVOKE USER DRO**  
**EID STATUS**

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

10.50.3.144:8080/MIS2\_0/login

12:47 PM 10/12/2020





## SELECT GUNTUR :-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/approveUserDro

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC DRO BANDRA USERNAME - APPC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS VC & O&M MULTILLOCATION CLAIM PMKGY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**APPROVAL USER DRO**

SELECT CRO  
SELECT CRO  
CHENNAI-2  
GUNTUR  
KADAPA

Submit

Name	Field Office USERID	From Date	To Date	Approval
------	---------------------	-----------	---------	----------

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

12:47 PM  
10/12/2020

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:-

My View - Issue Tracker EPFO x Email: Inbox (112) x EPFO: Home x New Tab x

Not secure | 10.50.3.144:8080/MIS2\_0/approveUserDro

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC DRO BANDRA USERNAME - APPC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS VC & O&M MULTILLOCATION CLAIM PMKGY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**APPROVAL USER DRO**

GUNTUR

S.No.	EID	Name	Field Office USERID	From Date	To Date	Approval
1	BB150664033161098	B VIJAYA KUMAR		12/10/2020	DD/MM/YYYY	<input type="checkbox"/>

Submit

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

12:47 PM  
10/12/2020



ENTER USERID AND TICK APPROVAL CHECK BOX :-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/approveUserDro

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC DRO BANDRA USERNAME - APPC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS VC & O&M MULTILLOCATION CLAIM PMOKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

**APPROVAL USER DRO**

GUNTUR

S.No.	EID	Name	Field Office USERID	From Date	To Date	Approval
1	BB150664033161098	B VIJAYA KUMAR	310008	12/10/2020	27/10/2020	<input checked="" type="checkbox"/>

Submit

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:33 PM  
10/12/2020

CLICK SUBMIT BUTTON:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/approveUserDro

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

DASHBOARD - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

MLC DRO BANDRA USERNAME - APPC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/19/2020

FINANCE PENSION IWU COMPLIANCE HR DOWNLOADS VC & O&M MULTILLOCATION CLAIM PMOKY Eligibility COVID-19 Claim Parameters SEARCH LOGOUT

Data successfully uploaded

**APPROVAL USER DRO**

SELECT CRO

S.No.	EID	Name	Field Office USERID	From Date	To Date	Approval
-------	-----	------	---------------------	-----------	---------	----------

Submit

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:33 PM  
10/12/2020

Afte the data is submitted sucessfully, the DA from CRO can access 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

S.No.	EID	Name	Field Office USERID	From Date	To Date	Revocation
1	BB150664033161098	B VIJAYA KUMAR	310008	12/10/2020	27/10/2020	<input type="checkbox"/>
2	DJ260765033270697	D SHALEM KUMARI	310123	24/09/2020	22/10/2020	<input type="checkbox"/>
3	PP200868033300594	PKUMAR SEKHAR	310456	12/10/2020	20/10/2020	<input type="checkbox"/>

TICK THE REVOCATION CHECK BOX AND CLICK SUBMIT BUTTON:-

Data successfully uploaded

S.No.	EID	Name	Field Office USERID	From Date	To Date	Revocation
-------	-----	------	---------------------	-----------	---------	------------



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

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x

Not secure | 10.50.3.144:8080/MIS2\_0/eidStatus

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

WLC DRO BANDRA USERNAME - APPC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/10/2020

FINANCE ▾ PENSION ▾ IWU ▾ COMPLIANCE ▾ HR ▾ DOWNLOADS ▾ VC & O&M ▾ MULTILLOCATION CLAIM ▾ **PMKGY Eligibility** **COVID-19 Claim Parameters** SEARCH LOGOUT

PP20086803300594 **Get Status**

**EID** : PP20086803300594 **Name** : PKUMAR SEKHAR  
**Designation** : SSSA **Mobile** : 9491670003  
**DRO NAME** : BANDRA-1 **CRO Name** : GUNTUR  
**From Date** : 12/10/2020 **To Date** : 20/10/2020  
**FO USER ID** : 310456 **Current Status** : APPROVED BY BOTH CRO AND DRO  
**Current Action** : DRO SUBMIT FOR APPROVAL :12-OCT-20 12:15:00.000000000 PM

**History**

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

dashboard\_details....csv **Show all**

3:03 PM 10/12/2020

## CLICK HISTORY:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x

Not secure | 10.50.3.144:8080/MIS2\_0/eidStatus

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiations )  
( Paperless And Shortest turnaround time )

WLC DRO BANDRA USERNAME - APPC - MIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/10/2020

**FO USER ID** : 310456 **Current Status** : APPROVED BY BOTH CRO AND DRO  
**Current Action** : DRO SUBMIT FOR APPROVAL :12-OCT-20 12:15:00.000000000 PM

**History**

**EID STATUS HISTORY**

S.NO.	DRO NAME	CRO NAME	FROM DATE	TO DATE	DRO USER ID	ACTION	TIME STAMP
1	BANDRA-1	GUNTUR	12/10/2020	NA	NA	CRO SUBMIT FOR APPROVAL :12-OCT-20 12:11:57.000000000 PM	2020-10-12 12:11:57
2	BANDRA-1	GUNTUR	07/10/2020	13/10/2020	310310	CRO SUBMIT FOR REJECTION: 12-OCT-20 11:07:17.000000000 AM	2020-10-12 11:07:17
3	BANDRA-1	GUNTUR	07/10/2020	13/10/2020	310310	DRO SUBMIT FOR APPROVAL :12-OCT-20 11:04:52.000000000 AM	2020-10-12 11:04:52
4	BANDRA-1	GUNTUR	07/10/2020	NA	NA	CRO SUBMIT FOR APPROVAL: 07-OCT-20 03:09:08.000000000 PM	2020-10-07 15:09:08
5	DELHI-4(WEST)	GUNTUR	24/09/2020	31/10/2020	105ABC	CRO SUBMIT FOR REJECTION: 07-OCT-20 03:08:32.000000000 PM	2020-10-07 15:08:32
6	DELHI-4(WEST)	GUNTUR	24/09/2020	31/10/2020	105ABC	DRO SUBMIT FOR APPROVAL: 07-OCT-20 03:00:44.000000000 PM	2020-10-07 15:00:44
7	DELHI-4(WEST)	GUNTUR	24/09/2020	NA	NA	CRO SUBMIT FOR APPROVAL: 24-SEP-20 05:05:35.000000000 PM	2020-09-24 17:05:35
8	BANDRA-1	GUNTUR	24/09/2020	24/09/2020	310123	CRO SUBMIT FOR REJECTION: 24-SEP-20 04:20:15.000000000 PM	2020-09-24 16:20:15

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

dashboard\_details....csv **Show all**

3:04 PM 10/12/2020



## MULTILOCATION CLAIMS → MULTILOCATION DASHBOARD:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/multiLocClaimDashboard

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiatives )  
( Paperless And Shortest turnaround time )

MLC DRO BANDRA USERNAME - APPC - WIS\_DASH - C - BANDRA - IP-10.50.3.189 - DATE-12/19/2020

FINANCE ▾ PENSION ▾ IWU ▾ COMPLIANCE ▾ HR ▾ DOWNLOADS ▾ VC & O&M ▾ MULTILOCATION CLAIM ▾ **PMKGY Eligibility** **COVID-19 Claim Parameters** SEARCH LOGOUT

Dashboard Summary							
S.NO	DRO NAME	CRO NAME	APPROVED	DRO PENDING APPROVAL	CRO REVOKED	DRO REVOKED	TOTAL CASES
1	BANDRA-1	GUNTUR	2	0	0	1	3

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:40 PM  
10/12/2020

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

## MULTILOCATION DASHBOARD:-

My View - Issue Tracker EPFO x Email: Compose x EPFO: Home x +

Not secure | 10.50.3.144:8080/MIS2\_0/multiLocClaimDashboard

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

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - ( Current Initiatives )  
( Paperless And Shortest turnaround time )

MLC WSU HD USERNAME - RPPC-I - WSU\_DRO\_CRO\_MAP - D - HEAD OFFICE - IP-10.50.3.189 - DATE-12/19/2020

FINANCE ▾ PENSION ▾ IWU ▾ COMPLIANCE ▾ HR ▾ DOWNLOADS ▾ MULTILOCATION CLAIM ▾ **PMKGY Eligibility** **COVID-19 Claim Parameters** SEARCH LOGOUT

Dashboard Summary							
S.NO	DRO NAME	CRO NAME	APPROVED	DRO PENDING APPROVAL	CRO REVOKED	DRO REVOKED	TOTAL CASES
1	BANDRA-1	GUNTUR	2	0	0	1	3
2	DELHI-4(WEST)	GUNTUR	0	0	2	2	4
3	GURUGRAM-2	GUNTUR	0	1	0	0	1

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.83 - [21-08-2020] - Best Viewed in IE / Mozilla FireFox

2:47 PM  
10/12/2020

\*\*\*\*\*END\*\*\*\*\*