Instruction Manual for
Composite Claims
(Revised)
<table>
<thead>
<tr>
<th>S. No</th>
<th>Date of Submission / Change</th>
<th>Description</th>
<th>Document Version No.</th>
<th>TEAM</th>
</tr>
</thead>
</table>
| 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                   |
Role: DA Receipt

- Composite Claims (CCF) Receipt Entry is added in receipt entry.
- All composite claims will be entered into the system using this function

THERE ARE FOUR OPTIONS
OPTION 1

**Aadhaar** - The option will be used for members whose UAN is linked with Aadhaar. This functionality is for entering Form-19/Form-10C and Form-31.

OPTION 2

**Non-Aadhaar (F-19/F-10C/F-31)** - The option will be used for members whose UAN is not linked with Aadhaar.
OPTION 3

Non-Aadhaar (F-20/F-10D/F-5IF) – The option is for Non-Aadhaar (F-20/F-10D/F-5IF).

OPTION 4

10D-Aadhaar – The option is for 10-Aadhaar claims.
• The following are the Pre Condition for Adhaar Types –
  
  1. KYC details of member should be complete with EPFO database.
  2. Aadhaar should be available.
  3. Bank Account No and IFSC Code should be available.
  4. UAN should be activated.
  5. Single Member-Id is linked to UAN [Existing precondition of UAN Based claim form].

• Select the CCF Type as “Adhaar” if above conditions fulfilled.

• Select the Form Types

  • The Print KYC button will fetch you all KYC details of member
The user can print the acknowledgement using “Print” button

For Non-Adhaar Claims both “UAN” or “Member ID” can be given to fetch the record
Select the form types.

Acknowledgement can be printed using “Print” button

The following changes are introduced on the basis of Order No. WSU/28(1) 2003/Deligation/Vol-II/4107 Dated 24/05/2017 for Form 19/10C/31 and Form 13 (unexempted)/14 LIP under CCF

- Claims of upto Rs. 50000/- (Clubbed amount for 19 and 10 C) (Both Inoperative and Operative) will go to Section Supervisor for approval.

- Claims of above Rs. 50000/- (Clubbed amount for 19 and 10 C) (Operative) will go to Account Officer (AO) for approval.

- Claims between Rs. 50001/- (Clubbed amount for 19 and 10 C) to Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will go to Account Officer (AO) for approval.

- Claims above Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will to go APFC (Claims) for approval.

- All claims rejection will be approved by APFC (Claims).
Note:

- As there are two claim-ids associated with a CCF Form (19 and 10c), DA needs to initiate and submit the both claim-ids separately.

- Until both the claim-ids associated with a CCF, not submitted by DA-Accounts, for approval, flow at approval level is not visible.

- In case one claim-id associated with a CCF, needs to be rejected, DA-Account is required to complete the rejection process first before going for processing another claim.