Instruction Manual for
ECR Reject (New)
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<th>S. No</th>
<th>Date of Submission / Change</th>
<th>Description</th>
<th>Document Version No.</th>
<th>TEAM</th>
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<td>12-10-2017</td>
<td>Draft version for review</td>
<td>1.0</td>
<td>Smt. Shanthi Sivaram, DD(IS), NDC</td>
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<td>Sh. Vikram Dattatri, AD(IS), NDC</td>
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<td>Sh. Prince, DPA</td>
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ECR Reject (New)

- TRRN Reject (New) function will work for following conditions
  - TRRN of Pre-Unified Period
  - TRRN of Pre-Unified Period (Having Contribution of Back Period)
  - TRRN of Unified Period
  - TRRN of Unified Period (Having Contribution of Back Period)

PROCESS FLOW

Role - DA Account
Function - ECR REJECT (NEW)

- Give the TRRN to be rejected

Field office can reject TRRN –
  1. When F.O decides to reject the TRRN, Office can be selected from the drop down list.
2. When F.O wants to refund the amount to employer, the “Other” option can be selected from the drop down.

- Mention the establishment Name and address in next box when “others” is selected
• Transaction Report will give the record list

• Member Report will give new members list
• Certificate Button will generate the Rejection Certificate with all details

Role - AC Accounts
Function - ECR REJECT (NEW)

• APFC can approve or reject the records available in his task

**Note:** The option to adjust the amount against new generated TRRN using EST-VDR facility will be provided in FO interface in near future.