Instruction Manual for
ECR Revise (Month and Year only)
## DOCUMENT UPDATE HISTORY

<table>
<thead>
<tr>
<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>1.</td>
<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. Sanjay Kunjam, AD(IS), NDC</td>
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<td>Sh. Arun Kumar, AD(IS), NDC</td>
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<td>Sh. NHVN CHANDRA SEKAAR, AD(IS) NDC</td>
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<td>Sh. Prince, DPA</td>
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ECR Revise (MONTH & YEAR CHANGE)

**Pre Conditions** –

1. No settlement is made using the contribution of the TRRN to be revised
2. No PMPRY beneficiary should be there in the TRRN to be revised
3. TRRN should belong to Unified Portal (TRRN generated after 22nd December 2016)
4. Claim with Member ID pertaining to this TRRN should not be in process at SS/AO/APFC
5. TRRN once revised through this module, cannot be revised again
6. TRRN already rejected, cannot be revised again through this module

**PROCESS FLOW**

**Role** - DA Account

**Function** - ECR REVISION (ONLY MONTH YEAR CHANGE)

- The above function is provided to revise the ECR in cases where employer has submitted the ECR in wrong month and year.
- DA Account will enter the TRRN to be revised in the “Enter TRRN No.” field

- The TRRN of Pre-Unified Period cannot be revised in this function
- The TRRN already revised cannot be revised again.

- If any member(s) pertaining to selected TRRN is settled or taken benefit under PMRPY/PMPRPY, function will not allow to change the Month Year of this TRRN.
• The un-reconciled TRRN cannot be revised.

Note: This functionality allows TRRN to revise month and year having member-ids which have already taken benefit (10c/10d). List in this respect has been provided with ECR revised Certificate. DA accounts may verify the list for further necessary action, if required.

• The TRRN Submitted by DA Account will go to AC Account for approval/rejection.