



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

**Instruction Manual for  
e-Form 9(April 2012 to Sep 2017)**

**DOCUMENT UPDATE HISTORY**



---

S. No	Date of Submission / Change	Description	Document Version No.	TEAM
1.	08-11-2017	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



## E-Form9 (April 2012 to September 2017) Functionality in EPFO Application

Competent authority provided directions to IS division to extend the facility of generation of E-Form 9 For members joining after 01/04/2012 upto 30/09/2017 or establishment having date of coverage after 01/04/2012 upto 30/09/2017. Accordingly, IS division has introduced the following new functionalities at Establishment>>Master :

1. Approve Form9 DATA(april 2012 to Sep 2017)
2. Generate Eform9(April 2012 to Sep 2017)

### 1. Approve Form9 DATA(april 2012 to Sep 2017)

This functionality is two level functionality. DA-Accounts initiates the task after through checking. He is having option to un-select the member data in case it is found incorrect/invalid. In case new members are required to be added, members may be added through the existing functionalities and the same may be approved through the said functionality to include the same for E-form9. Tak will flow to AO-Accounts for approval.

### 2. Generate Eform9(April 2012 to Sep 2017)

Separate functionality is given for generation of E-form for the members/establishments joined on or after April 2012 to Sep 2017. Only data approved by AO-Accounts, will be viewed through this functionality.

The Screen shots of the Proposed functionality are as follows.

#### ➤ DA Accounts initiating the selection of Members

The screenshot shows the EPFO application interface. At the top, there is a navigation bar with the following information: Office ID : NHP, Office Type : RO, User ID : 105263, Role : DA ACCOUNT, Last Login Date & Time : Nov 7, 2017 3:18 PM. The main content area is titled 'ESTABLISHMENT >> Master > APPROVE FORM9 DATA APRIL 2012 TO SEPTEMBER 2017'. Below the title, there is a search form with the following fields: Establishment ID (with a dropdown menu showing 'DS', 'NHP', and '0943116'), a 'Search' button, and a 'MEMBER ID RANGE' section with 'FROM' and 'TO' input fields (showing '0000001' and '0000250' respectively), 'Submit', and 'Clear' buttons. An 'Exit' link is visible in the top right corner. The footer of the application shows '© EPFO - All Rights Reserved' and 'Best viewed in 1024x768 resolution in IE 5 and above.' The browser window title is 'EPFO A...' and the zoom level is 100%.



Note – There is limit of 250 members in one submission.

- DA Account will submit the records for approval after due verification.

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOWEB TIRAC Version No:V2.0 Release No: 5.23  
User ID : 105263 User Name : SUNITA PANWAR  
Role : DA ACCOUNT Last Login Date & Time : Nov 7, 2017 3:18 PM

ESTABLISHMENT >> Master > APPROVE FORM9 DATA APRIL 2012 TO SEPTEMBER 2017 Exit  
ESTABLISHMENT ID : DSNHP0943116000  
MEMBER ID BETWEEN DSNHP0943116000000001 To DSNHP0943116000000250

UN-APPROVE  APPROVED  IN-PROCESS

MEMBER ID/CHANGE PROFILE	UAN / CONT RECEIVED	AADHAR NO./STATUS/SIGN STATUS	NAME	F/S NAME	DOB/GENDER	DOJ EPF/EPS	DOL EPF/EPS	TRANSFER IN SERVICE	EPF WITHDRAWALS	W
0000002 /N	NA /CONT-RECEIVED	NA /NA /NO SIGN	KASHWANT SINGH	BAIJNATH SINGH	01/02/1978 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000003 /N	NA /CONT-RECEIVED	NA /NA /NO SIGN	SHANTANU KUMAR	RAMJEE SINGH	02/05/1987 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000004 /Y	100343575637 /CONT-RECEIVED	NA /NA /NOT-SIGN	SEET GUPTA	RAMSURAT GUPTA	03/02/1975 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000005 /N	NA /CONT-RECEIVED	NA /NA /NO SIGN	RAJESH SINGH	GWAL DAS	27/03/1977 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000006 /N	NA /CONT-RECEIVED	NA /NA /NO SIGN	ASHISH KUMAR	UMESH B. SINGH	15/01/1987 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000007 /N	NA /CONT-RECEIVED	NA /NA /NO SIGN	SARWAN SINGH	BAIJNATH SINGH	05/05/1981 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000008 /N	100276974622 /CONT-RECEIVED	NA /NA /NOT-SIGN	PRAMOD SINGH	ANJANI SINGH	07/04/1981 -M	27/05/2013 27/05/2013	NA NA	NA	NA	
0000009 /Y	100409383966 /CONT-RECEIVED	NA /NA /NOT-SIGN	VIRENDER KUMAR	RAM BALRAM	28/03/1985 -M	27/05/2013 27/05/2013	NA NA	NA	NA	

UN-APPROVED:29 UNDER PROCESS:0 APPROVED:0 IN THE RANGE :DSNHP0943116000000001 TO:DSNHP0943116000000250  
[Submit For Approve](#)

© EPFO - All Rights Reserved Best viewed in 1024x768 resolution in IE 5 and above.

- The records will come at AO Accounts for approval.



Office ID : NHP Office Type : RO Help SignOut EPPOWER JTRAC Version No :V2.0 Release No: 5.23 Server: 18  
User ID : 105560 User Name : MANJEET KAUR  
Role : AO ACCOUNT Last Login Date & Time : Nov 7, 2017 6:47 PM

- MENU
  - CLAIM
  - ESTABLISHMENT
    - Master
      - APPROVE E-FOMR9 APRIL 2012 TO SEPTEMBER 2017
      - E-FORM9(ON OR AFTER 1ST OCTOBER 2017)
      - GENERATE E-FORM 9 APRIL 2012 TO SEPTEMBER 2017
    - Transaction
  - Reports
  - PAYMENT
  - PENSION
  - Help
  - PRINT UTILITY
  - CHANGE PASSWORD
  - LOGOUT

NEFT VDR TRANSFER-IN error rectified  
IMPROVEMENT IN PENSION RECONCILIATION NEW MODULE

© EPFO . All Rights Reserved Best viewed in 1024x768 resolution in IE 9 and above.

➤ AO can verify the details using the Return Ref No link

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPPOWER JTRAC Version No :V2.0 Release No: 5.23  
User ID : 105560 User Name : MANJEET KAUR  
Role : AO ACCOUNT Last Login Date & Time : Nov 7, 2017 3:28 PM

ESTABLISHMENT >> Master > APPROVE E-FOMR9 APRIL 2012 TO SEPTEMBER 2017 Exit

RETURN REF NO	ESTABLISHMENT ID	ESTABLISHMENT NAME	MEMBER ID FROM	MEMBER ID TO	CREATED DATE	CREATED BY	GROUP CODE
<a href="#">DSNHP1810170008</a>	BGBNG0042830000	YOUNG CONSTRUCTION CO.	0000002	0010014	2017-10-18 00:00:00.0	B K BATRA	108
<a href="#">DSNHP2310170007</a>	DSNHP0940635000	JEOL INDIA PVT.LTD	0000006	0000047	2017-10-23 00:00:00.0	SUNITA PANWAR	108
<a href="#">DSNHP2310170004</a>	DSNHP0940635000	JEOL INDIA PVT.LTD	0000003	0000005	2017-10-23 00:00:00.0	SUNITA PANWAR	108
<a href="#">DSNHP2310170009</a>	DSNHP1337428000	COMMUNITY FRIENDLY MOVEMENT	0000001	0000034	2017-10-23 00:00:00.0	SUNITA PANWAR	108
<a href="#">DSNHP2410170045</a>	DSNHP0940691000	OM SAI ENTERPRISES	0000005	0000005	2017-10-24 00:00:00.0	SUNITA PANWAR	108
<a href="#">DSNHP0211170006</a>	DSNHP0943527000	KARMIC CREATIONS	0000001	0000038	2017-11-02 00:00:00.0	SUNITA PANWAR	108
<a href="#">DSNHP0711170019</a>	DSNHP0943116000	TOYOFAB INFRA	0000002	0000009	2017-11-07 00:00:00.0	SUNITA PANWAR	108

© EPFO . All Rights Reserved Best viewed in 1024x768 resolution in IE 9 and above.

- 1. AO can verify the details displayed on clicking the retrun reference number link
- 2. After due verification AO can reject or approve the records.



Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOWEB TTRAC Version No IV2.0 Release No: 5.23  
User ID : 105360 User Name : MANJEET KAUR  
Role : AO ACCOUNT Last Login Date & Time : Nov 7, 2017 6:47 PM  
ESTABLISHMENT >> Master > APPROVE E-FOMR9 APRIL 2012 TO SEPTEMBER 2017  
ESTABLISHMENT ID : DSNHP0940691000

S.No	MEMBER ID	UAN / CONT RECEIVED	AADHAR NO./STATUS/SIGN STATUS	NAME	F/S NAME	DOB/GENDER	DOJ EPF/EPS	DOL EPF/EPS	TRANSFER IN SERVICE	EPF WITHDRAWALS	EPS WITHDRAWALS		
1	0000009	100432742119 /CONT RECEIVED	NA /NA /DIGI-SIGN	GOPAL KASHYAP	BAHADUR KASHYAP	15/07/1982 M	01/09/2014	06/07/2016	01/09/2014	06/07/2016	NA	Y	Y

Submit APPROVE REJECT

© EPFO . All Rights Reserved Best viewed in 1024x768 resolution in IE 9 and above. NIC

EPFO Application

100%

- After approval of Eform9. The details can be viewed using the function “Genrate E-Form9 April 2012 to September 2017” at DA/SS/APFC Level

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOWEB TTRAC Version No IV2.0 Release No: 5.23  
User ID : 105363 User Name : SURBITA PANWAR  
Role : DA ACCOUNT Last Login Date & Time : Nov 7, 2017 6:30 PM

ESTABLISHMENT >> Master > GENERATE E-FORM 9 APRIL 2012 TO SEPTEMBER 2017

Establishment ID DS | NHP | 0943116 | 000 | Search

[EFOMR9 1ST PAGE](#)

MEMBER ID RANGE  UAN

FROM 0000001 TO 250

Submit Clear

OK

© EPFO . All Rights Reserved Best viewed in 1024x768 resolution in IE 9 and above. NIC



Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOWEB TTRAC Version No. (V2.0 Release No: 5.23)  
 User ID : 105263 User Name : SUNITA PANWAR

Role : DA ACCOUNT Last Login Date & Time : Nov 7, 2017 6:30 PM

ESTABLISHMENT >> Master > GENERATE E-FORM 9 APRIL 2012 TO SEPTEMBER 2017

Exit

ESTABLISHMENT ID : DSNHP0943116000

AADHAR ID./STATUS/SIGN STATUS	NAME	F/S NAME	DOB/GENDER	DOJ EPF/EPS	DOL EPF/EPS	TRANSFER IN SERVICE	EPF WITHDRAWALS	EPS WITHDRAWALS	EDLI WITHDRAWALS	EFORM 9 STATUS
IA / NO SIGN	YASHWANT SINGH	BAIJNATH SINGH	01/02/1978 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NO SIGN	SHANTANU KUMAR	RAMJEE SINGH	02/05/1987 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NOT-SIGN	SEET GUPTA	RAMSURAT GUPTA	03/02/1975 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NO SIGN	RAJESH SINGH	GWAL DAS	27/03/1977 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NO SIGN	ASHISH KUMAR	UMESH B. SINGH	15/01/1987 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NO SIGN	SARWAN SINGH	BAIJNATH SINGH	05/05/1981 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NOT-SIGN	PRAMOD SINGH	ANJANI SINGH	07/04/1981 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA / NOT-SIGN	VIRENDER KUMAR	RAM BALRAM	28/03/1985 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1

© EPFO - All Rights Reserved

Best viewed in 1024x768 resolution in IE 5 and above.