

Process flow for generation of request for upload of the Annexure-K, its upload and download by EPFO offices and Exempted Establishments/ Trusts

- The process is envisaged to enable Exempted Establishments / Trusts to send specific request for cases where amount has been received but corresponding Annexure-K has not been received.
- The request is generated based on amount, date of transaction and minimum details of member IDs as available to the exempted establishment.
- Exempted Establishments / Trusts are aware of the EPFO office which has transferred the amount but may not know the correct Member ID (both “From Member ID” and “To Member ID” or sometimes one Member ID is known, but the other Member ID is not known), making the transfer process incomplete.
- On generation of the request by establishment, the concerned EPFO office receives the request as a task and is required to upload the Annexure-K.
- While uploading the Annexure-K, the concerned office is required to complete the remaining information like “From Member ID” and “To Member ID”.
- The process can also be operated vice-versa i.e., by EPFO field offices to request Annexure-K from Exempted Establishments / Trusts where they have received amount by cheque/NEFT but corresponding Annexure-K are missing.

Process Flow for generation of Annexure-K request by Exempted Establishment/Trust and upload by Field Office

(a) Generation of Annexure-k request by Exempted Establishment/Trust.

The Exempted Establishment can make a request to the EPFO office for upload of Annexure –K not available with it.

The Exempted Establishment / Trust would log-in on the Online Transfer Claim Portal.



The following screen would appear.



Please click on the Tab ANNX-K. Out of the options available, click on REQUEST ANX-K FILE. The following screen would appear.



Please enter the details i.e. the amount, date of credit in respect of Annexure-K required. The details in respect of member IDs (for Transfer-in office account and Transfer -out account) may be filled up if available.



Please click on the submit button. The following screen would appear.

Employees' Provident Fund Organisation, India
ONLINE TRANSFER CLAIM PORTAL

Request Ann-K File

Your Ann-K Request Successfully Submitted on Portal

*** Mandatory Fields**

Amount Credited:

Date of Credit: (DD-MM-YYYY)

EPFO Office from which Amount Received: -Select State- -Select Office-

Number ID: Region Office Est Code Est A/c no

Details of recipient establishment (only with Member ID: (if available))

If details are successfully submitted, a message appears on the screen indicating that the request has been submitted.

(b) Upload of Annexure-K by Field Offices.

The field office would log-in on OTCF through RO/SRO Admin (OTCF).

Transfer Claim Admin Login

Username:

Password:

Log-in for RO/SRO Admin (OTCF) only. No other users can log-in.

The following screen would appear.

Employees' Provident Fund Organisation, India
ONLINE TRANSFER CLAIM PORTAL

HOME | EPFO FILES | EPFO/RO FILES | **ADD ANN-K** | CREATE USER | CHANGE PASSWORD | LOGOUT

Admin Home

Job Profile (for Admin)

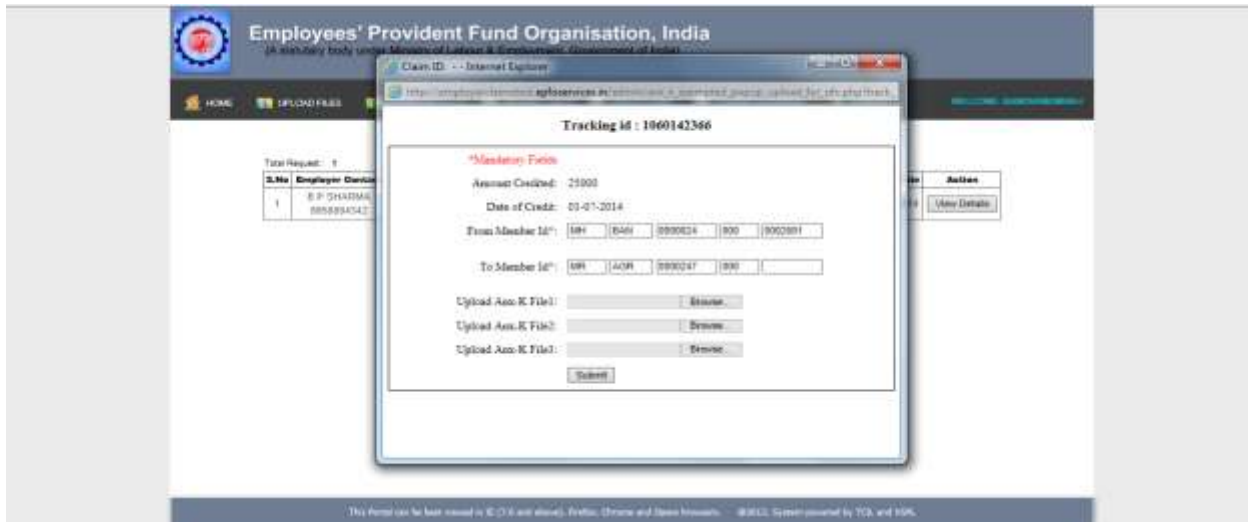
Pending Ann-K Request (Total)

© 2015. System powered by PHP and MySQL.

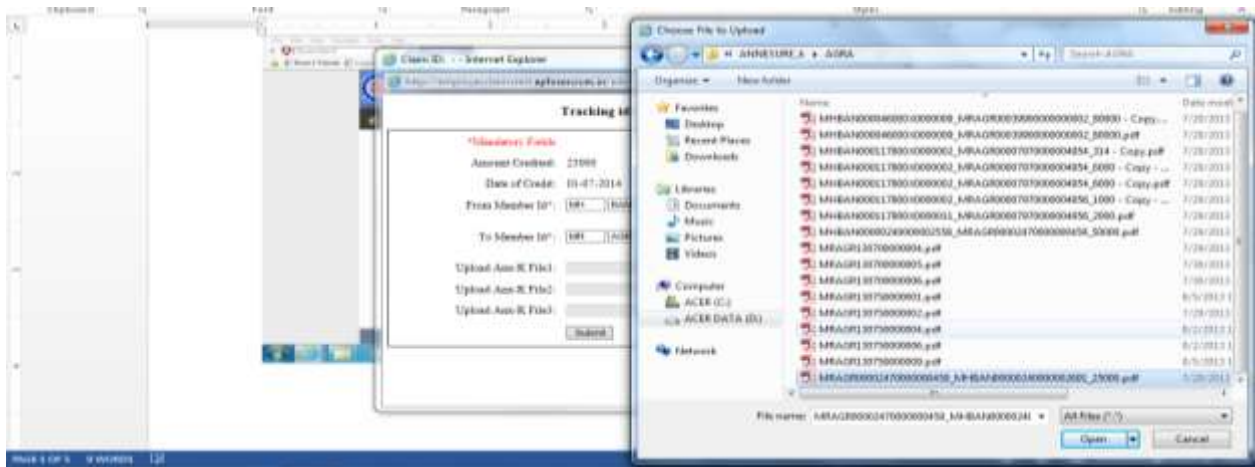
Under the Tab REQUEST ANX-K, please click on the PENDING ANX-K REQUEST UPLOAD. The following screen would appear.



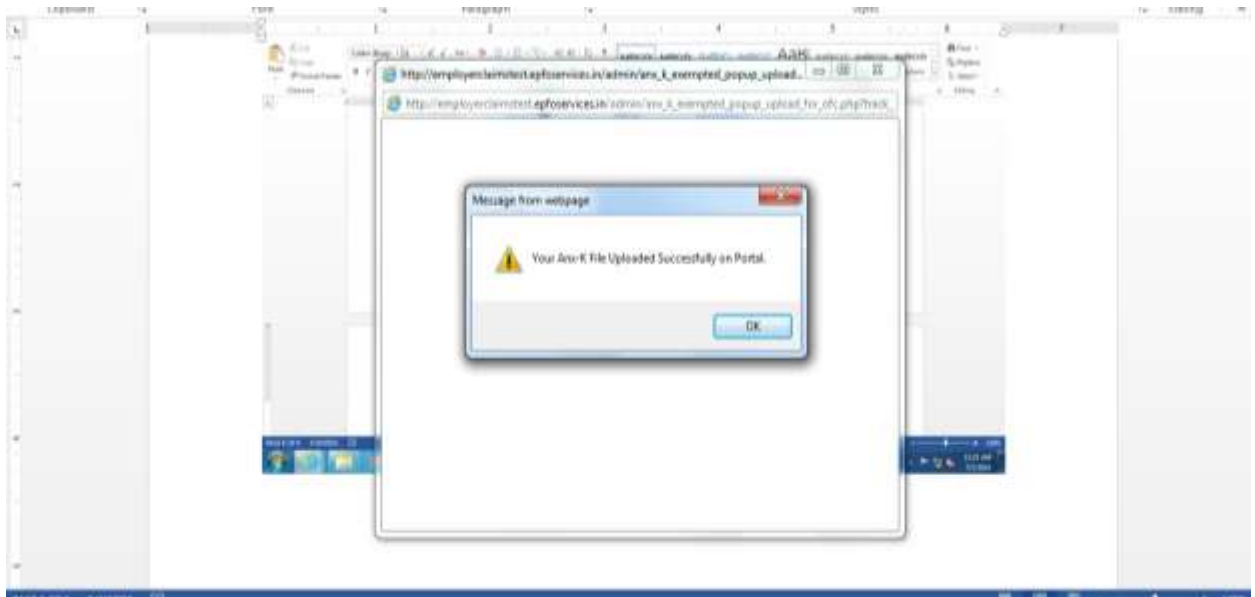
The pending requests for Annexure-K upload would be listed. On clicking on "View Details", the following screen would appear.



The mandatory fields, if blank, are to be filled up. For upload of Annexure-K file, click on Browse button. The name convention of the file should be ***TransferInOfficeDetailMemberId_TransferOutOfficeDetailMemberId_CreditAmount (MRAGR00007970000004955_MHBAN000117800X0000037_4000.pdf)***



The appropriate scanned PDF file is to be selected for upload. After upload of Annexure-K file, please click submit button.



The message indicates that the Annexure-K file has been uploaded on the Portal.

(C) Download of Annexure-K by Exempted Establishment/Trust

The Exempted Establishment / Trust would log-in on the Online Transfer Claim Portal.



The following screen would appear.



Please click on DOWNLOAD REQUESTED ANX-K FILES under tab ANNEX-K. The following screen would appear.

Employees' Provident Fund Organisation, India
ONLINE TRANSFER CLAIM PORTAL

Download Ann-K File

S.No	EO Contact Person	PF Account From	PF Account To	Credited Amount	Credit Date	Action
1	Dr. N.S. Thakur 8888887333	MRSA000024000000001	MHAG000014700000000	10000	01-07-2014	
2	Dr. N.S. Thakur 8888887333	MRSA000002400000000	MHAG000014700000000	10000	01-08-2014	

This Portal can be best viewed in IE 7.0 and above, Firefox, Chrome and Opera browsers. ©2015. System powered by TCS and YSR.

http://employeeslabvest.epfocservices.in/downloadFile.php?filename=MRAG000024000000001_MHAG000014700000000

All the Annexure-K files uploaded would appear in list form. The file can be downloaded by clicking on the PDF file in the column marked Action.

Do you want to open or save MRAG000024000000001_MHAG000014700000000_L.pdf (7.46 KB) from employeeslabvest.epfocservices.in?

Open Save Cancel

Thus the required Annexure-K file is available to Exempted Establishment / Trust for further necessary action.

Process flow for generation of request by Field Office and upload by Exempted Establishment

(a) Generation of request by Field Office

The field office, through RO/SRO admin login, can make a request to the exempted Trust/ establishment for upload of Annexure –K not available with it.

Please log-in on OTCP through RO/SRO Admin (OTCP).



A login form titled "State: Claim Admin Login". It contains two input fields: "Username" with the text "ADMIN_CLAIMS" and "Password" with the text "1234". Below the fields is a blue "Login" button.

[Login to check OTCP/OTCP Entry and verify generated status](#)

The following screen would appear.



Please click on the Tab REQUEST ANX-K. Out of the options available, click on REQUEST ANX-K FILE. The following screen would appear.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour & Employment, Government of India)

HOME | UPLOAD FILE | DOWNLOAD FILE | REQUEST ANN-K | CREATE USER | CHANGE PASSWORD | LOGOUT | WELCOME USER

Request Ann-K File

***Mandatory Fields:**

Amount Credited:

Date of Credit: (DD-MM-YYYY)

EPFO Office from which Amount Released:

Member ID:

Details of recipient establishment code with Member ID (if available):

Please enter the details i.e. the amount, date of credit in respect of Annexure-K required. The details in respect of member IDs (for Transfer-in office account and Transfer -out account) may be filled up, if available.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour & Employment, Government of India)

HOME | UPLOAD FILE | DOWNLOAD FILE | REQUEST ANN-K | CREATE USER | CHANGE PASSWORD | LOGOUT | WELCOME USER

Request Ann-K File

***Mandatory Fields:**

Amount Credited: 10000

Date of Credit: 03-07-2014 (DD-MM-YYYY)

EPFO Office from which Amount Released: MAHAESHWARI | MAHARAJGARH

Member ID: 1234 | 5678 | 9101 | 2345 | 6789 | 1011 | 1213 | 1415 | 1617 | 1819 | 2021 | 2223

Details of recipient establishment code with Member ID (if available): 1234 | 5678 | 9101 | 2345 | 6789 | 1011 | 1213 | 1415 | 1617 | 1819 | 2021 | 2223

Please click on the submit button. The following screen would appear.

Employees' Provident Fund Organisation, India
(A Statutory body under Ministry of Labour & Employment, Government of India)

HOME | UPLOAD FILE | DOWNLOAD FILE | REQUEST ANN-K | CREATE USER | CHANGE PASSWORD | LOGOUT | WELCOME USER

Request Ann-K File

Your Ann-K Request Successfully Submitted on Portal

***Mandatory Fields:**

Amount Credited:

Date of Credit: (DD-MM-YYYY)

EPFO Office from which Amount Released:

Member ID:

Details of recipient establishment code with Member ID (if available):

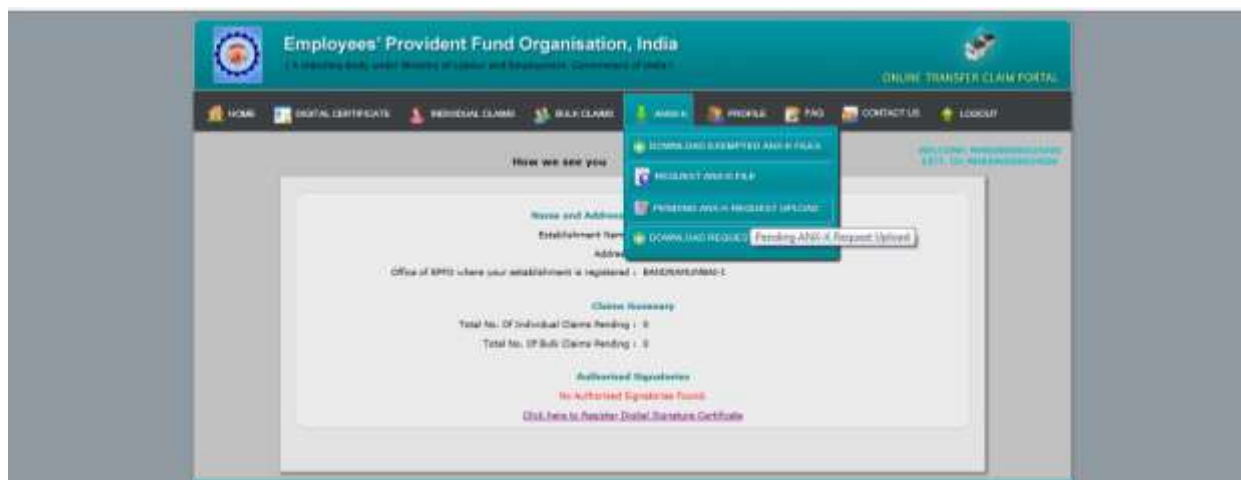
The message on the screen indicates that the request has been submitted.

(b) Upload of Annexure-K by Exempted Establishment

The Exempted Establishment / Trust would log-in on the Online Transfer Claim Portal.



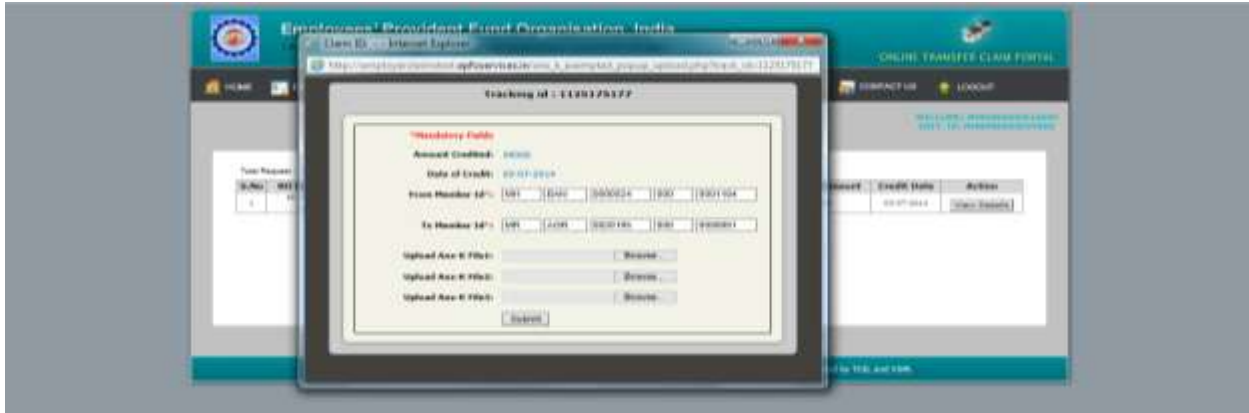
The following screen would appear.



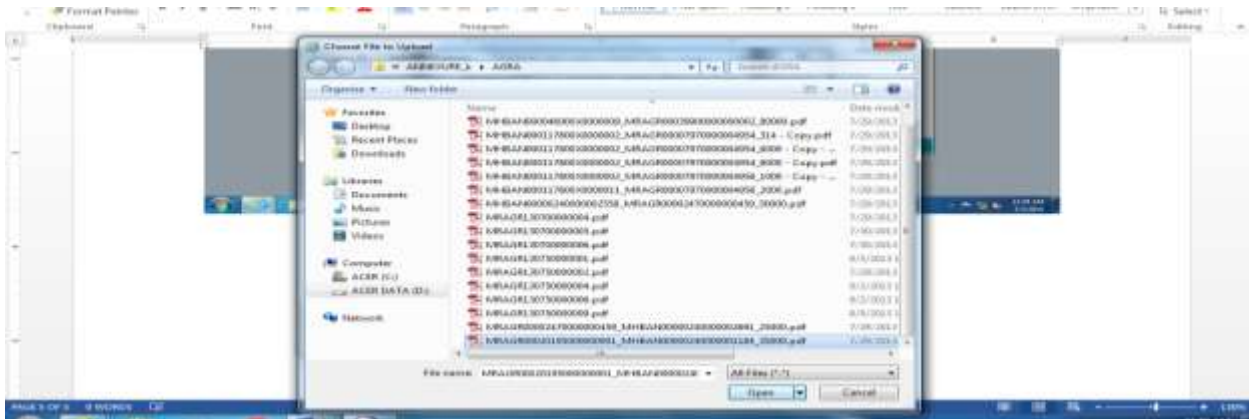
Under the Tab ANNEX-K, please click on the PENDING ANX-K REQUEST UPLOAD. The following screen would appear.



The pending requests for Annexure-K upload would be listed. On clicking on view details, the following screen would appear.



The mandatory fields, if blank, are to be filled up. For upload of Annexure-K file, click on Browse button. The name convention of the file should be ***TransferInOfficeDetailMemberId_TransferOutOfficeDetailMemberId_CreditAmount (MRAGR00007970000004955_MHBAN000117800X0000037_4000.pdf)***



The appropriate scanned PDF file is to be selected for upload. After upload of Annexure-K file, please click submit button.



The message indicates that the Annexure-K file has been uploaded on the Portal.

(c) Download of Annexure-K by Field Office.

The Annexure-K files uploaded by the Exempted Establishments/ Trusts would be available to field offices under RO/SRO Admin (OTCP) log-in.



Please click on **DOWNLOAD REQUESTED ANX-K FILES** under tab **REQUEST ANX-K**. The following screen would appear.



All the Annexure-K files uploaded would appear in list form. The file can be downloaded by clicking on the PDF file in the column marked Action.



Thus the required Annexure-K file is available to field office for further necessary action.