

ANNEXURE - I
AADHAR DETAILS OF MEMBERS
(TO BE SUBMITTED BY EMPLOYER)

The AADHAR details will be an electronic return in plain text format and will consist of DETAILED lines (one line for each member). The separator between fields should be #~# (**hash tilda hash**).

(Please keep the text file ready. Detailed instructions for upload will be provided with the upload functionality).

Sl. No	Column Name	Column Width	Whether mandatory	Remarks
1.	Member ID (PF Account Number)	Number (7)	Yes	Only account number (maximum 7 digits) Value should be >0 (Please do not prefix establishment code number) Two lines with same member id will not be accepted in a single ECR text file
2.	Member Name	Character (85)	Yes	No special characters other than '.' are allowed
3.	EID (Enrolment ID)	Character (16)	Yes	No special character other than '/' and not in decimals
4.	Name as per EID	Character (85)	Yes	No special characters other than '.' are allowed
5.	AADHAR	Number (12)	No	Number only, No special character and not in decimals

Sample text file for reference:

Case 1: Member having AADHAR

12#~#SHEELA#~#2018/15089/65437#~# SHEELA #~#464708297419

Case 2: Member having enrolled for AADHAR but not having received AADHAR

13#~#SANJAY#~#2017/00198/02678#~# SANJAY #~#

How to Generate Text file:

Step 1: Use any Spreadsheet (Open Office, Excel, Lotus etc,) for creating the member details as per the prescribed format and save the file in CSV format.

Step 2: Open the CSV file in any text editor (notepad, editplus, etc..) and replace all “,” with “#~#” . Save the file.