ELECTRONIC CHALLAN CUM RETURN (ECR) FILE FORMAT

The Electronic Challan cum Return (ECR) will be an electronic return in plain text format and will consist of two parts, namely the HEADER line and DETAILS line (one line for each member). The separator between fields should be **#~# (hash tilda hash--three characters).**

HEADER LINE (First line of the ECR Text file): It will basically be a summary of the detail lines and will have following fields.

Sl. No	Column Name	Column Width	Whether mandatory	Validation Rule applicable for uploading	Remarks
1.	Establishment ID	Character (15)	Yes	Should be in the format Region code (2 letters), Office code (3 letters), establishment code (7 digits), and extension (3 digits). No special character like '/' to be provided. The number fields should be left padded with '0' to make it of the required length.	For example establishments under Regional Office, Delhi North, with code number DL/12345 and DL/54321/1 (with extension) should be written as DLCPM0012345000 and DLCPM0054321001 respectively.
2.	Contribution rate	Number (6,2)	Yes		Enter the contribution rate applicable for your establishment. At present it is 12% and may be 10% in certain cases.
3.	Total Members	Number (7)	Yes	This should tally with the no. of member detailed lines	Please enter the total number of members for whom the ECR is being uploaded.
4.	Wage Month & Year of ECR	Character (6)	Yes	Should be In MMYYYY format. The Month value should be 01 to 12. The Year value should be in four digits like 2012.	The month and year of the wages/salary should be entered, For example if contribution deducted from the salary for the month of March 2012 with the employers shares are being remitted, 032012 should be entered.
5.	Return Month & Year of ECR	Character (6)	Yes	Should be In MMYYYY format. The Month value should be 01 to 12. The Year value should be in four digits like 2012.	The return month should be following month of the Wage Month and not the month in which the ECR is being uploaded.
6.	Total EPF Wages	Number (15)	Yes	This value should tally with the total value of EPF Wages member detailed lines	
7.	Total EPS Wages	Number (15)	Yes	This value should tally with the total value of EPS Wages member detailed lines	
8.	Total EPF Contribution (EE Share) due	Number (15)	Yes	This value should tally with the total value of EPF Cont (EE Share) due member detailed lines	
9.	Total EPF Contribution (EE Share) being remitted	Number (15)	Yes	This value should tally with the total value of EPF Cont (EE Share) being remitted member detailed lines	
10.	Total EPS Contribution due	Number (15)	Yes	This value should tally with the total value of EPF Cont (EE Share) due member detailed	

				lines	
11.	Total EPS Contribution being remitted	Number (15)	Yes	This value should tally with the total value of EPS Contribution being remitted member detailed lines	
12.	Total Diff EPF and EPS Contribution(ER Share) due	Number (15)	Yes	This value should tally with the total value of EPF Cont (EE Share) due member detailed lines	
13.	Total Diff EPF and EPS Contribution(ER Share)being remitted	Number (15)	Yes	This value should tally with the total value of Diff EPF and EPS Contribution(ER Share) being remitted member detailed lines	
14.	EPF Admin/Inspection Charges due	Number (15)	Yes	Numbers only, no special character, not in decimals:	
15.	EPF Admin/Inspection Charges being remitted	Number (15)	Yes	Numbers only, no special character, not in decimals:	
16.	EDLI Contribution due	Number (15)	Yes	Numbers only, no special character, not in decimals:	
17.	EDLI Contribution being remitted	Number (15)	Yes	Numbers only, no special character, not in decimals	
18.	EDLI Admin/Inspection Charges due	Number (15)	Yes	Numbers only, no special character, not in decimals:	
19.	EDLI Admin/Inspection Charges being remitted	Number (15)	Yes	Numbers only, no special character, not in decimals,	
20.	Total NCP Days0,	Number (10)	Yes	This value should tally with the total value of NCP Days member detailed lines	
21.	Total Refund of Advances	Number (15)	Yes	This value should tally with the total value of Refund of Advances member detailed lines	
22.	Total Arrear Wages	Number (15)	Yes	This value should tally with the total value of Arrear EPF Wages member detailed lines	

23.	Total Arrear Contribution	Number (15)	Yes	This value should tally with the total value of Arrear EPF Contribution(EE,ER and Diff EE & ER Share) member detailed lines	
	Total:	(291)			

DETAILED PART (Second line & onwards of the ECR Text file): There will be one line for each member and will have following fields.

Sl. No	Column Name	Column Width	Whether mandatory	Validation Rule applicable for uploading	Remarks
1.	Member ID	Number (7)	**Yes**	Only account number (maximum 7 digits) Value should be >0	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 are allowed	
3.	EPF Wages	Number (10)	No	Numbers only, no special character and not in decimals	
4.	EPS Wages	Number (10)	No	Numbers only, no special character and not in decimals	Wages on which Pension contribution is due. In case of the member over 58 years age, the wages should be '0' even in case there are PF wages. Also in case of employer contributing over the wage ceiling, the pension wages should be maximum 6500/- if Pension contribution is restricted to Rs 541/-.
5.	EPF Contribution (EE Share) due	Number (10)	Yes	Numbers only, no special character and not in decimals, should be equal to or more than EPF Contribution (EE Share) being remitted	Employee share deducted and due for remittance
6.	EPF Contribution (EE Share) being remitted	Number (10)	No	Numbers only, no special character, not in decimals:	Employee share being remitted through this ECR
7.	EPS Contribution due	Number (10)	Yes	Numbers only, no special character and not in decimals, should be equal to or more than EPS Contribution being remitted	
8.	EPS Contribution being remitted	Number (10)	No	Numbers only, no special character, not in decimals	
9.	Diff EPF and EPS Contribution (ER Share) due	Number (10)	Yes	Numbers only, no special character and not in decimals, should be equal to or more than Diff EPF and EPS Contribution (ER Share) being remitted	

10.	Diff EPF and EPS Contribution (ER Share) being remitted	Number (10)	No	Numbers only, no special character, not in decimals,	
11.	NCP Days	Number (2)	No	Numbers only, no special character, not in decimals.	Number of days in the month for which wages are not due.
12.	Refund of Advances	Number (10)	No	Numbers only, no special character and not in decimals	
13.	Arrear EPF Wages	Number (10)	No	Numbers only, no special character and not in decimals	
14.	Arrear EPF EE Share	Number (10)	No	Numbers only, no special character and not in decimals	
15.	Arrear EPF ER Share	Number (10)	No	Numbers only, no special character and not in decimals	
16.	Arrear EPS Share	Number (10)	No	Numbers only, no special character and not in decimals	
17.	Father's/Husband's Name	Character (85)	No	No special characters are allowed	Please provide only if the member has joined in the wage month. **(for new member only)**
18.	Relationship with the Member	Character (1)	No	Relationship of the member with column 17 above. Value should be F(for father) or S (for Husband)	Please provide only if the member has joined in the wage month. **(for new member only)**
19.	Date of Birth	Date (10)	No	Valid date in dd/mm/yyyy format.	Please provide only if the member has joined in the wage month. **(for new member only)**
20.	Gender	Character (1)	No	M(Male) , F(Female) or T (Transgender)	Please provide only if the member has joined in the wage month. **(for new member only)**
21.	Date of Joining EPF	Date (10)	No	Valid date in dd/mm/yyyy format, not later than the month of ECR	Please provide only if the member has joined in the wage month. **(for new member only)**
22.	Date of Joining EPS	Date (10)	No	Valid date in dd/mm/yyyy format, not later than the month of ECR	Please provide only if the member has joined in the wage month. **(for new member only)**
23.	Date of Exit from EPF	Date (10)	No	Valid date in dd/mm/yyyy format, cannot be prior to date of joining	Please provide only if the member has left in the wage month. **(for exiting member only)**
24.	Date of Exit from EPS	Date (10)	No	Valid date in dd/mm/yyyy format, cannot be prior to date of joining	Please provide only if the member has left in the wage month. **(for exiting member only)**
25.	Reason for leaving	Character (1)	No	C (Cessation) , S (Superannuation) , R (Retirement), D (Death in Service), or P (Permanent Disablement)	Please provide only if the member has left in the wage month. **(for exiting member only).** Mandatory, if "Date of Exit from EPF" is not blank.
	Total:	(362)			

ELECTRONIC CHALLAN CUM RETURN (ECR) FILE FORMAT

Sample ECR text file with three members for the month of March 2012 paid in April 2012 for establishment id DLCPM0001234000 is as follows for reference:

DLCPM0001234000#~#12#~#3#~#32012#~#42012#~#18000#~#17500#~#2160#~#2160#~#1458#~#1458#~#702#~#702#~#198#~#198#~#88#~#88#~#2#~#2#~#12#~#0#~#10000#~#3000#~##~#

12#~#sanjay#~#7000#~#6500#~#840#~#840#~#541#~#541#~#299#~#299#~#0#~#0#~#10000#~#1500#~#1000#~#500#~##~##~##~##~##~##~#20-03-2012#~#20-03-2012#~#S

13#~#BIRENDRA#~#6000#~#6000#~#720#~#720#~#500#~#500#~#220#~#220#~#8#~#0#~#0#~#0#~#0#~#0#~##~##~##~##~##~##~##~#

16#~#SHEELA#~#5000#~#5000#~#600#~#600#~#417#~#417#~#183#~#183#~#4#~#0#~#0#~#0#~#0#~#0#~#VINEET#~#F#~#05-03-1990#~#F#~#05-03-2012#~#05-03-2012#~##~##~#