

PROCESS FLOW OF ECR

PRECONDITIONS:

1. The Employer has registered his/her establishment on the Employer e-Sewa Portal. (For details click on [How To Register](#)).
2. The employer has downloaded the ECR file format and prepared the ECR text file. (For details Click on [Download ECR File Format](#))

NOTE: It is suggested that before going through the process, the employer goes through the FAQs. (Click [FAQs](#))

PROCESS

Step 1: Login to the Employer e-Sewa Portal.

Click here for [Login](#).

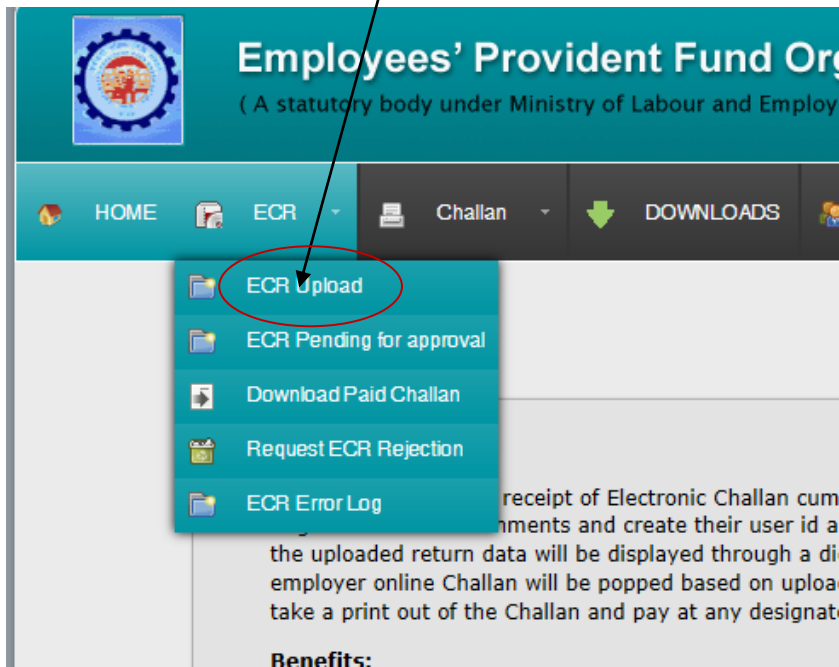
The screenshot shows the EPFO Employer E-SEWA portal. The header includes the EPFO logo and the text "Employees' Provident Fund Organisation, India (A statutory body under Ministry of Labour and Employment, Government of India)" and "EMPLOYER E-SEWA". The main content area is divided into three sections: "WELCOME EMPLOYERS" with a message and a "REGISTER >>" button, "LOGIN" with fields for "USER NAME" and "PASSWORD" and a "Sign In" button, and "INSTRUCTIONS" with a list of steps to use the facility. The footer contains browser compatibility information and copyright details.

After login you will find the following screen.

The screenshot shows the EPFO Employer E-SEWA portal dashboard after login. The header is the same as the previous screenshot. Below the header is a navigation menu with links for "HOME", "ECR", "Challan", "DOWNLOADS", "PROFILE", "FAQ", "CONTACT US", and "LOGOUT". The main content area is titled "EPFO E-Sewa Portal" and contains a message to the employer and a list of benefits. The footer is the same as the previous screenshot.

Step 2: Upload ECR

Click on ECR at the top Menu Bar. You will find the various options. Click ECR UPLOAD.



The following screen will open.



The screenshot shows the 'Upload ECR file' form. The form has a header with the Employees' Provident Fund Organisation logo and name. Below the header, there is a navigation bar with items: HOME, ECR, Challan, DOWNLOADS, PROFILE, FAQ, CONTACT US, and LOGOUT. The main content area contains the following fields and buttons:

- WAGES FOR THE MONTH : Mar 2012
- Upload ECR File : Browse...
- Note: Only text file or zip file containing only one text file can be uploaded.
[Do not upload any other files like jpg, gif, doc, xls, ppt etc bundled inside the zip.]
- Submit

Select the text file you have to upload from the location where you have saved it. Check the Wage Month and year for which you are going to upload the ECR. Select the correct Wage Month/Year and click SUBMIT button.

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

HOME ECR Challan DOWNLOADS PROFILE FAQ CONTACT US LOGOUT

Upload ECR file

WAGES FOR THE MONTH Mar 2012

Upload ECR File : F:\NEAGT0001234UUUE

Note: Only text file or zip file containing only one text file can be uploaded.
Do not upload any other files like jpg, gif, doc, xls, ppt etc bundled inside the zip.]

If your text file has been prepared correctly, the Summary sheet as follows will appear.

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

EMPLOYER E-SEWA

HOME ECR Challan DOWNLOADS PROFILE FAQ CONTACT US LOGOUT

Welcome D. K. DHARAN
Estt. ID: DLCPM000510400A

Summary of uploaded Electronic Challan cum Return (ECR) Data file

ESTABLISHMENT ID	: DLCPM000510400A	CONTRIBUTION RATE	: 12 %	TOTAL NUMBER OF MEMBERS IN THIS FILE	: 31
WAGES FOR THE MONTH	: 03/2012			PAYABLE IN THE MONTH (RETURN MONTH)	: 04/2012
TOTAL EPF WAGES (Rs)	: 449800				
TOTAL EPS WAGES (Rs)	: 359400				
TOTAL ARREAR WAGES (Rs)	: 0				
DETAILS					
TOTAL EPF CONTRIBUTION (EE SHARE A/C NO 1)	:		DUE (Rs)	53976	BEING REMITTED (Rs)
TOTAL EPS CONTRIBUTION (A/C NO 10)	:			29938	29938
TOTAL DIFFERENCE EPF AND EPS CONTRIBUTION (ER SHARE A/C NO 1)	:			24038	24038
TOTAL EPF ADMINISTRATIVE/INSPECTION CHARGES (A/C NO 2)	:				
TOTAL EDLI CONTRIBUTION (A/C NO 21)	:				
TOTAL EDLI ADMINISTRATIVE/INSPECTION CHARGES (A/C NO 22)	:				
TOTAL REFUND OF ADVANCES (Rs)	:				0
TOTAL ARREAR CONTRIBUTION (Rs)	:				0
TOTAL AMOUNT	:			107952	107952
TOTAL NCP DAYS	:	0			
TOTAL AMOUNT IN THIS ECR (Rs)	:	107952			

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TCIL and VSPL

Enter the additional details regarding EDLI and EPF/EDLI Administrative and Inspection charges. Check the Contribution rate also. By default it is 12%. If applicable for your establishment, you can change it to 10%. Click SUBMIT ECR button.

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

EMPLOYER E-SEWA

HOME | ECR | Challan | DOWNLOADS | PROFILE | FAQ | CONTACT US | LOGOUT

Welcome D K DHARNI
Estt. ID: DLCPM000510400A

Summary of uploaded Electronic Challan cum Return (ECR) Data file

ESTABLISHMENT ID : DLCPM000510400A	CONTRIBUTION RATE : 12 %	TOTAL NUMBER OF MEMBERS IN THIS FILE : 31
WAGES FOR THE MONTH : 03/2012		PAYABLE IN THE MONTH (RETURN MONTH) : 04/2012

TOTAL EPF WAGES (Rs)	: 449800		
TOTAL EPS WAGES (Rs)	: 359400		
TOTAL ARREAR WAGES (Rs)	: 0		

DETAILS	DUE (Rs)	BEING REMITTED (Rs)
TOTAL EPF CONTRIBUTION (EE SHARE A/C NO 1)	: 53976	53976
TOTAL EPS CONTRIBUTION (A/C NO 10)	: 29938	29938
TOTAL DIFFERENCE EPF AND EPS CONTRIBUTION (ER SHARE A/C NO 1)	: 24038	24038
TOTAL EPF ADMINISTRATIVE/INSPECTION CHARGES (A/C NO 2)	: 5256	5256
TOTAL EDLI CONTRIBUTION (A/C NO 21)	: 2635	2635
TOTAL EDLI ADMINISTRATIVE/INSPECTION CHARGES (A/C NO 22)	: 50	50
TOTAL REFUND OF ADVANCES (Rs)	: 0	0
TOTAL ARREAR CONTRIBUTION (Rs)	: 0	0
TOTAL AMOUNT	: 115899	115899

TOTAL NCP DAYS	: 0		
TOTAL AMOUNT IN THIS ECR (Rs)	: 115899		

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TCIL and VSPL

An alert will appear to confirm the Contribution rate. Click OK and again click SUBMIT ECR button.

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

EMPLOYER E-SEWA

HOME | ECR | Challan | DOWNLOADS | PROFILE | FAQ | CONTACT US | LOGOUT

Welcome D K DHARNI
Estt. ID: DLCPM000510400A

Summary of uploaded Electronic Challan cum Return (ECR) Data file

ESTABLISHMENT ID : DLCPM000510400A	CONTRIBUTION RATE : 12 %	TOTAL NUMBER OF MEMBERS IN THIS FILE : 31
WAGES FOR THE MONTH : 03/2012		PAYABLE IN THE MONTH (RETURN MONTH) : 04/2012

TOTAL EPF WAGES (Rs)	: 449800		
TOTAL EPS WAGES (Rs)	: 359400		
TOTAL ARREAR WAGES (Rs)	: 0		

DETAILS	DUE (Rs)	BEING REMITTED (Rs)
TOTAL EPF CONTRIBUTION (EE SHARE A/C NO 1)	: 53976	53976
TOTAL EPS CONTRIBUTION (A/C NO 10)	: 29938	29938
TOTAL DIFFERENCE EPF AND EPS CONTRIBUTION (ER SHARE A/C NO 1)	: 24038	24038
TOTAL EPF ADMINISTRATIVE/INSPECTION CHARGES (A/C NO 2)	: 5256	5256
TOTAL EDLI CONTRIBUTION (A/C NO 21)	: 2635	2635
TOTAL EDLI ADMINISTRATIVE/INSPECTION CHARGES (A/C NO 22)	: 50	50
TOTAL REFUND OF ADVANCES (Rs)	: 0	0
TOTAL ARREAR CONTRIBUTION (Rs)	: 0	0
TOTAL AMOUNT	: 115899	115899

TOTAL NCP DAYS	: 0		
TOTAL AMOUNT IN THIS ECR (Rs)	: 115899		

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TCIL and VSPL

Message from webpage

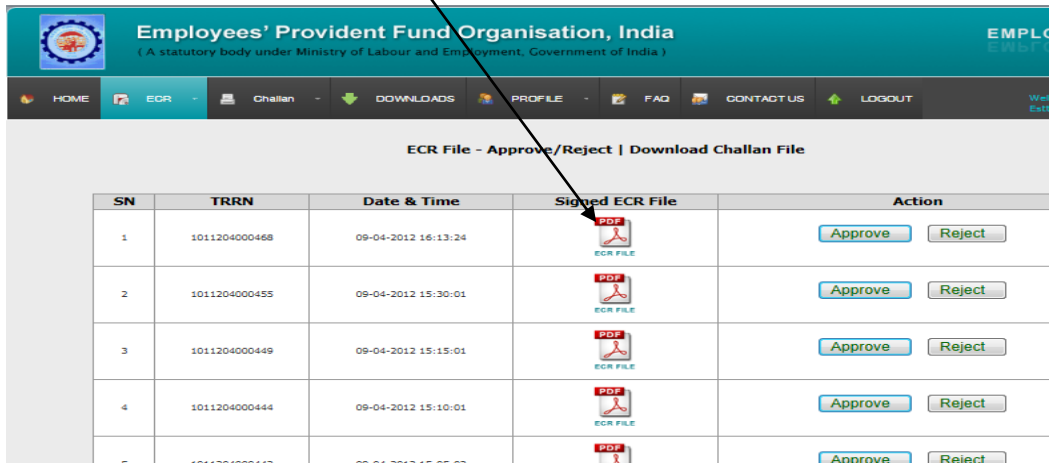
Please recheck Contribution Rate 12 % before submitting the form .
Are you sure you want to submit form ?






Step 3: Approve ECR:

A digitally signed PDF file with date and time of upload will appear on the screen.

Note: In case the number of members in the ECR file is more than 200, please wait till you get an SMS alert to view/download the digitally signed PDF file.

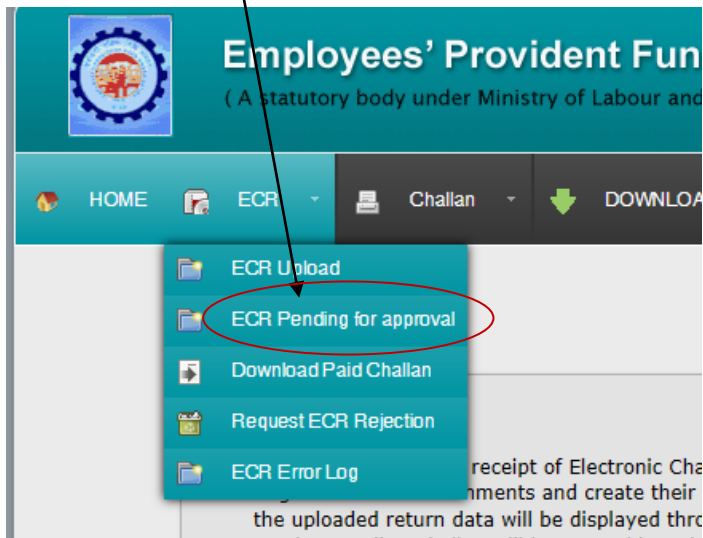
Click on the PDF file icon to download the file and verify the data with the data of the ECR text file uploaded by you.



SN	TRRN	Date & Time	Signed ECR File	Action
1	1011204000468	09-04-2012 16:13:24	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
2	1011204000455	09-04-2012 15:30:01	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
3	1011204000449	09-04-2012 15:15:01	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
4	1011204000444	09-04-2012 15:10:01	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
5	1011204000443	09-04-2012 15:05:02	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Note: The PDF file that is displayed is digitally signed by EPFO for security purpose and no signature is required.

This step is also available at the following link (ECR PENDING FOR APPROVAL)











The digitally signed PDF will look like the following screens.

EMPLOYEES' PROVIDENT FUND ORGANISATION, DELHINORTH ELECTRONIC CHALLAN CUM RETURN (ECR) FOR THE WAGE MONTH OF (03/2012) AND RETURN MONTH (04/2012)											
ESTABLISHMENT ID : DLCPM000510400A								Employer E-Sewa			
NAME OF ESTABLISHMENT : Establishment for live testing								ECR UPLOADED 09/04/2012 16:13:23			
PART A-MEMBERS' WAGE DETAILS											
Member Id	Member Name	EPF Wages	EPS Wages	EPF Contribution (EE Share) due	EPF Contribution (EE Share) being remitted	EPS Contribution due	EPS Contribution being remitted	Diff EPF and EPS Contribution (ER Share) due	Diff EPF and EPS Contribution (ER Share) being remitted	NCP Days	Refund of Advances
0006533	MANILAL	5500	0	660	660	0	0	660	660	0	0
0006732	KANTIBHAI	6000	0	720	720	0	0	720	720	0	0
0007003	GIRISHKUMAR	6200	0	744	744	0	0	744	744	0	0
0007032	BHIMRAO	6300	0	756	756	0	0	756	756	0	0
0007054	VILAS	6400	0	768	768	0	0	768	768	0	0
0007107	MORLIDHAR	6600	0	792	792	0	0	792	792	0	0
0007145	BABULAL	5600	0	696	696	0	0	696	696	0	0
0007162	NARSHIBHAI	4900	0	588	588	0	0	588	588	0	0
0007215	ISUDAS	4700	4700	564	564	392	392	172	172	0	0
0007216	JETHABHAI	3500	3500	420	420	292	292	128	128	0	0
0007221	DAHABHAI	6500	6500	780	780	541	541	239	239	0	0
0007228	PRIVESH	6200	6500	694	694	541	541	443	443	0	0
0007231	JIGNESHKUMAR	8400	8400	1008	1008	700	700	308	308	0	0
0007236	GAURAV	6500	6500	780	780	541	541	239	239	0	0
0007241	KOMALBEN	25000	6500	3000	3000	541	541	2459	2459	0	0
0007246	JIGNESHKUMAR	29000	6500	3480	3480	541	541	2939	2939	0	0
0007251	ANKITKUMAR	30000	30000	3600	3600	2499	2499	1101	1101	0	0
0007256	RAJENDRASINH	52000	52000	6240	6240	4332	4332	1908	1908	0	0
0007261	HIRESINH	53000	53000	6360	6360	4415	4415	1945	1945	0	0
0007266	HITESH	54000	54000	6480	6480	4498	4498	1982	1982	0	0
0007271	TEJASKUMAR	55000	55000	6600	6600	4582	4582	2018	2018	0	0
0007276	JAIMIN	56000	56000	6720	6720	4665	4665	2055	2055	0	0
0007311	CHANDRAKANT	1400	1400	168	168	117	117	51	51	0	0
0007316	TEJASWINI	1300	1300	156	156	108	108	48	48	0	0
0007321	SUNIL	1200	1200	144	144	100	100	44	44	0	0
0007326	KESHAVBHAI	1150	1150	138	138	96	96	42	42	0	0
0007331	TEJAS	1100	1100	132	132	92	92	40	40	0	0
0007336	AMITKUMAR	1075	1075	129	129	90	90	39	39	0	0
0007341	KALPESHKUMAR	1050	1050	126	126	87	87	39	39	0	0
0007346	NAYNESH	1025	1025	123	123	85	85	38	38	0	0
0007351	MAHEBUBHUSEN	1000	1000	120	120	83	83	37	37	0	0
GRAND TOTAL		449600	359400	53976	53976	29938	29938	24038	24038	0	0
	A/C 01 EE + Refund of Advance	A/C 01 ER	A/C 02	A/C 10	A/C 21	A/C 22	TOTAL				
TOTAL DUES AS PER ECR	53976	24038	5256	29938	2635	56	115699				
TOTAL AMOUNT BEING REMITTED	53976	24038	5256	29938	2635	56	115699				
PART B-NEW MEMBERS' DETAILS											
Member Id	Member Name	Father's/Husband's Name	Relationship with the Member	Date of Birth	Gender	Date of Joining EPF	Date of Joining EPS				
0007351	MAHEBUBHUSEN	MAHMADHANIF	Father	17-06-1989	Male	01-03-2012	01-03-2012				
PART C-EXITING MEMBERS' DETAILS											
Member Id	Member Name	Date of Exit from EPF	Date of Exit from EPS	Reason for leaving							
0007311	CHANDRAKANT	31-03-2012	31-03-2012	Retirement							
PART D - MEMBER'S ARREAR DETAILS											
--Nil--											
NOTE: The report generated is on the basis of uploaded ECR on 09/04/2012 16:13:23 and the employer is required to verify the details before approving the return for generation of TRRN and challan. This is a digitally signed report.											

After you have satisfied yourself with the correctness of the data, click APPROVE button. An alert will come on Approval. Click OK.

The screenshot displays the 'EMPLOYER E-SEWA' portal interface. The header includes the organization's name and logo, and a navigation menu with options like HOME, ECR, Challan, DOWNLOADS, PROFILE, FAQ, CONTACT US, and LOGOUT. The user is logged in as 'Welcome D. K. DHARAN' with ID 'DLCPM000210400A'. The main content area is titled 'ECR File - Approve/Reject | Download Challan File' and contains a table with 8 rows of ECR file data. Each row has columns for SN, TRRN, Date & Time, Signed ECR File (with a PDF icon), and Action (with 'Approve' and 'Reject' buttons). A modal dialog box is overlaid on the table, asking for confirmation to approve the ECR file.

SN	TRRN	Date & Time	Signed ECR File	Action
1	1011204000468	09-04-2012 16:13:24	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
2	1011204000455	09-04-2012 15:05:02	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
3	1011204000449	09-04-2012 15:05:02	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
4	1011204000444	09-04-2012 14:55:01	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
5	1011204000442	09-04-2012 15:05:02	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
6	1011204000443	09-04-2012 15:05:02	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
7	1011204000440	09-04-2012 14:55:01	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
8	1011204000441	09-04-2012 14:55:01	 ECR FILE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

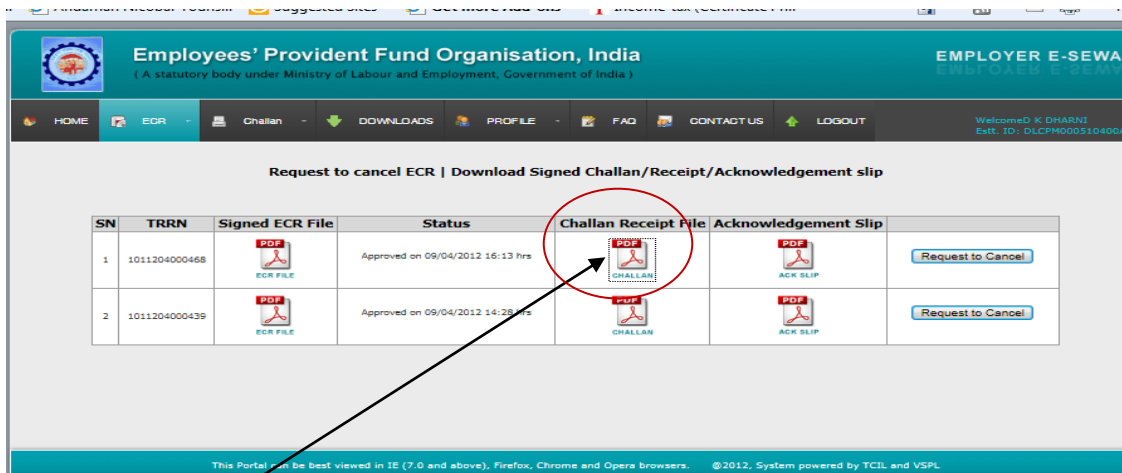
Message from webpage

Are you sure you want to approve the ECR file?

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. © 2012, System powered by TCIL and VSPL

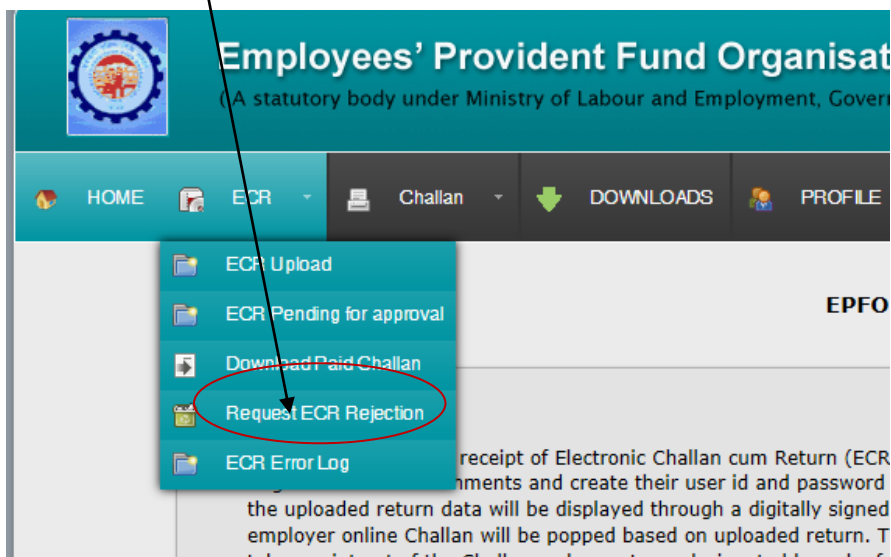
Step 4: Download and Print Challan:

On approval of the ECR file, a Temporary Return Reference Number (TRRN) for the uploaded ECR file will be generated and the next screen that will appear will display the Challan and Acknowledgement slip for uploaded file.




Click Challan Receipt File for downloading and printing the Challan.

This step is also available at the following link (REQUEST ECR REJECTION)



The challan will look as follows: After Printing, manually fill in the details under “For establishment use only”.



**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22
(STATE BANK OF INDIA)
EMPLOYEES' PROVIDENT FUND ORGANISATION
DELHINORTH**

TRRN: 1011204000468

ESTABLISHMENT CODE & NAME : DLCPM000510400A Establishment for live testing
ADDRESS : Sec 23 Dwarka New Delhi.

Dues for the wage month of 03/2012

TOTAL SUBSCRIBERS:	A/C.01 31 A/C.01 449800	A/C.10 23 A/C.10 359400	A/C.21 31 A/C.21 449800			
SL. PARTICULARS	A/C.01	A/C.02	A/C.10	A/C.21	A/C.22	TOTAL
1. EMPLOYER'S SHARE OF CONT.	24038		24038	2635		56811
2. EMPLOYEE'S SHARE OF CONT.	53076					53076
3. ADMIN CHARGES		5256			50	5312
4. INSPECTION CHARGES						
5. PENAL DAMAGES						
6. MISC. PAYMENT (INTEREST UIS 7Q)						
GRAND TOTAL (IN WORDS): Rupees One Lakh Fifteen Thousand Eight Hundred and Ninety-Nine Only						115899

FOR BANKS USE ONLY

Amount Received Rs _____

Date of presentation of Cheque/DD _____

Date of Realisation of Cheque/DD _____

SBI Branch Name _____

SBI Branch Code _____

FOR ESTABLISHMENT USE ONLY (To be manually filled by Employer)

Cheque/DD No. _____ Date: _____

Cheque/DD drawn bank & Branch _____


Name of the Depositor _____

Date of Deposit _____ Mobile No. _____

Signature of the Depositor _____

(This is a system generated challan generated on 09/04/2012 16:15, the particulars shown in this challan are populated from the Electronics Challan Return (ECR) uploaded by the establishment for the specified month and year. Remittance can be made through a local Cheque/DD in any designated branch of SBI)

The ECR Acknowledge slip will be as follows:



**EMPLOYEE'S PROVIDENT FUND
ORGANISATION
ELECTRONIC CHALLAN RETURN (ECR)
(ACKNOWLEDGEMENT SLIP)**

Your ECR for the month of 03/2012 for Establishment ID DLCPM000510400A has been successfully uploaded and Challan with Temporary Return Reference Number (TRRN) 1011204000468 has been generated on 09/04/2012 16:13. The TRRN will be available for remittance for fifteen (15) days after which it will lapse.

Remittance can be made either online using CINB facility of SBI or through a local cheque/DD in any designated branch of SBI. If not remitted, you have to upload a fresh ECR and remit dues.

The provision regarding due date for remittance as per the scheme remains unchanged.

(This is a computer generated report and not requires to be signed)

The challan generated on approval of ECR will lapse after 15 days if remittance is not made.

Till this stage the employer can request for rejection of the approved ECR. However if remittance is made against the ECR, it cannot be rejected.

Step 5: Make Remittance: (Off line activity)

There are two options.

- a. If the employer is a CINB (Corporate Internet Banking) customer of SBI, then he/she can make online payment through the onlinesbi portal of SBI. Click here for [SBI Portal](#). ##
- b. Otherwise the remittance can be made through Demand draft/local cheque in **any designated branch of SBI**. For SBI designated branch list, click [SBI BRANCHES FOR EPF REMITTANCE](#)

Once the cheque against the challan is realized, you will get SMS alert. With this the ECR filing process for the month will be complete.

Note: The online payment option will be available after a few days. Please make remittance through Demand Draft/local cheque till the facility starts.