

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

# **Instruction Manual for**

**Composite Claims** 

(Revised)



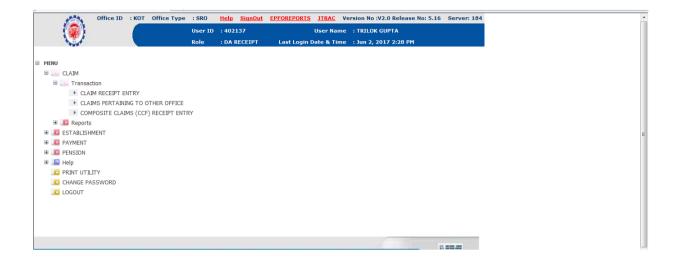
## **DOCUMENT UPDATE HISTORY**

S. No	Date of Submission / Change	Description	Document Version No.	TEAM
1.	12-10-2017	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

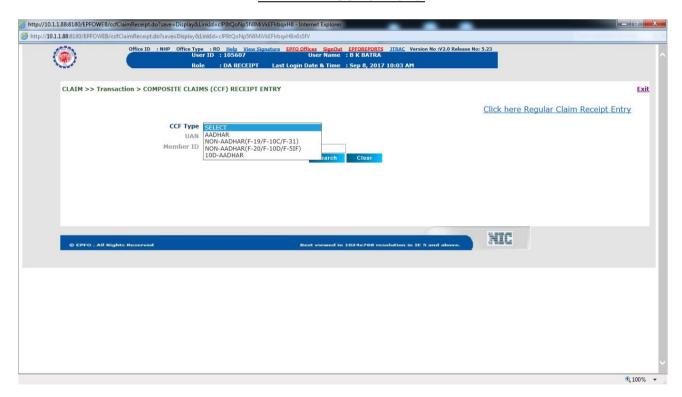


### **Role: DA Receipt**

- Composite Claims (CCF) Receipt Entry is added in receipt entry.
- All composite claims will be entered into the system using this function



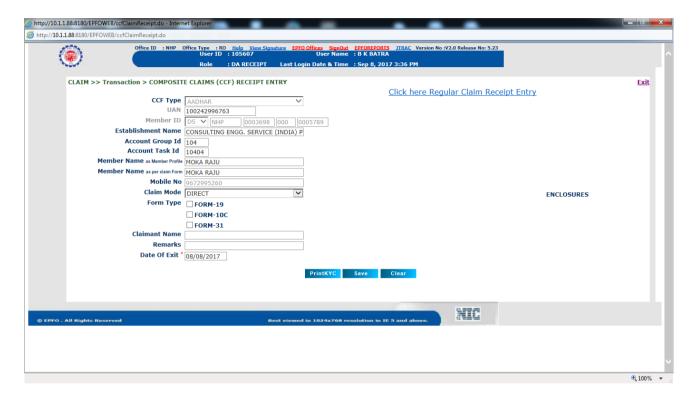
#### **THERE ARE FOUR OPTIONS**





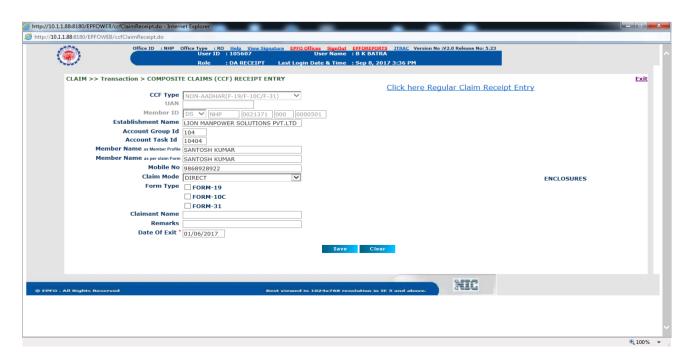
#### **OPTION 1**

<u>Aadhaar</u> - The option will be used for members whose UAN is linked with Aadhaar. This functionality is for entering Form-19/Form-10C and Form-31.



#### **OPTION 2**

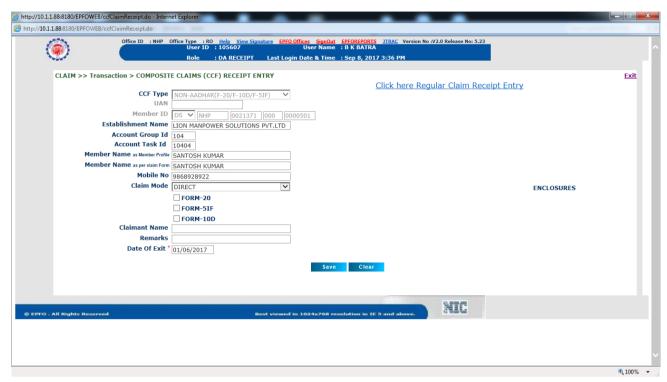
**Non-Aadhaar (F-19/F-10C/F-31)** - The option will be used for members whose UAN is not linked with Aadhaar.





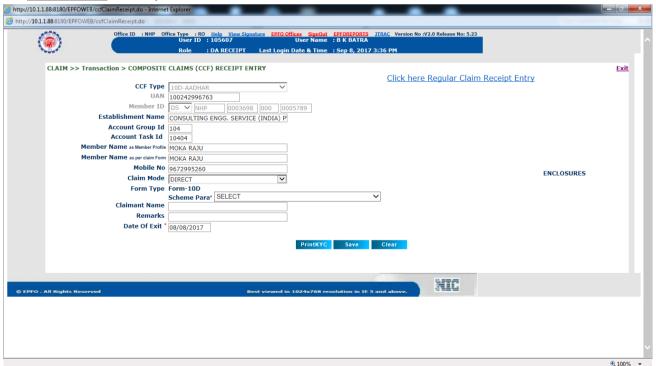
#### **OPTION 3**

Non-Aadhaar (F-20/F-10D/F-5IF) – The option is for Non-Aadhaar (F-20/F-10D/F-5IF).



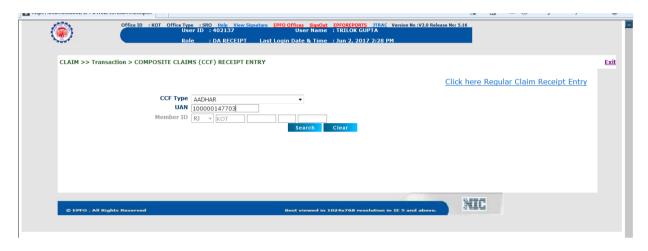
#### **OPTION 4**

10D-Aadhaar – The option is for 10-Aadhaar claims.





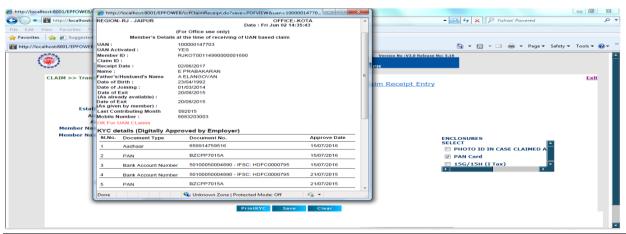
- The following are the Pre Condition for Adhaar Types
  - KYC details of member should be complete with EPFO database.
  - Aadhaar should be available.
  - Bank Account No and IFSC Code should be available.
  - UAN should be activated.
  - Single Member-Id is linked to UAN [Existing precondition of UAN Based claim form].
- Select the CCF Type as "Adhaar" if above conditions fulfilled.



Select the Form Types



• The Print KYC button will fetch you all KYC details of member





The user can print the acknowledgement using "Print" button



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EMPLOYEES PROVIDENT FUND ORGANISATION
Night Bhawam, Vagyan Nager, Kota, Khakstham, 324005

CLAIM ACKNOWLEDGEMENT SLIP

We are Pleased to acknowledge the claim with following details.
CLAIM ID : RANKOTI70600000075/BAKOTI70600000076

RECIEFT DATE : 6/2/17 2:348 PM

ESTABLISHMENT NAME : N.R. SWITCH N RADIO SERVICE PVT.LID
ACCOUNT TASK ID : 10305

MEMBER ID : SRJYKOT/0011499/000/0001690

UAN : 100000147703

MEMBER NAME : E PERABAGRAN
CLAIMANT NAME : Arun
MOBILE No. : 888320503

FORM TIPE NOTE: TOS WILL BE DECLINED 192A OF IT Act, 1961 w.e.f. 1st

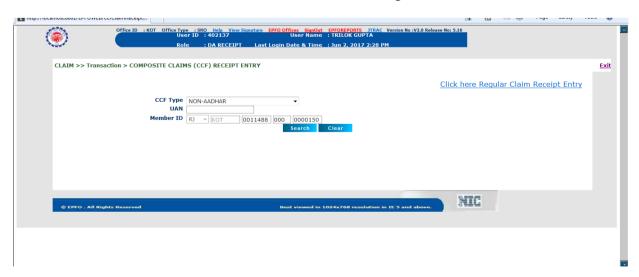
PRO NO. OF SCHEME CERTIFICATES : NLL
PRO NO. . : SCHEME CERTIFICATES : NLL
PRO NO. . : Document recieved from Claimant : FAN Card/EMPLOYERS CERTIFICATE

Claim Recieved By : TRILOK GUPTA

Tracking Id : (Signature)

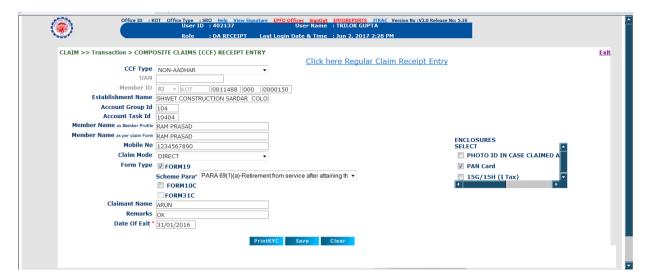
Know your claim status link is available on EFFO Website. (http://www.epfindia.com)
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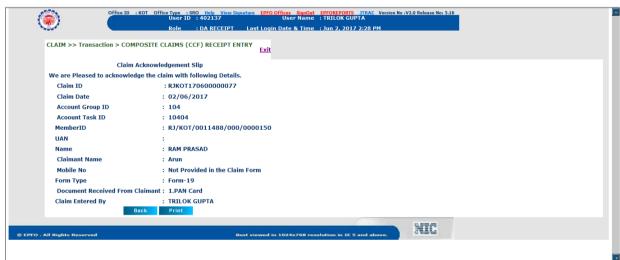
• For Non-Adhaar Claims both "UAN" or "Member ID" can be given to fetch the record





- Select the form types.
- Acknowledgement can be printed using "Print" button





The following changes are introduced on the basis of Order No. WSU/28(1) 2003/Deligation/Vol-II/4107 Dated 24/05/2017 for Form 19/10C/31 and Form 13 (unexempted)/14 LIP under CCF

- Claims of upto Rs. 50000/- (Clubbed amount for 19 and 10 C) (Both Inoperative and Operative) will go to Section Supervisor for approval.
- Claims of above Rs. 50000/- (Clubbed amount for 19 and 10 C) (Operative) will go to Account Officer (AO) for approval.
- Claims between Rs. 50001/- (Clubbed amount for 19 and 10 C) to Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will go to Account Officer (AO) for approval.
- Claims above Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will to go APFC (Claims) for approval.
- All claims rejection will be approved by APFC (Claims).



#### Note:-

- As there are two claim-ids associated with a CCF Form (19 and 10c), DA needs to initiate and submit the both claim-ids separately.
- Until both the claim-ids associated with a CCF, not submitted by DA-Accounts, for approval, flow at approval level is not visible.
- In case one claim-id associated with a CCF, needs to be rejected, DA-Account is required to complete the rejection process first before going for processing another claim.