



USER MANUAL RE-ENGINEERED ECS

EMPLOYEE PROVIDENT FUND OF
INDIA

MINISTRY OF LABOUR &
EMPLOYMENT, GOVT. OF INDIA

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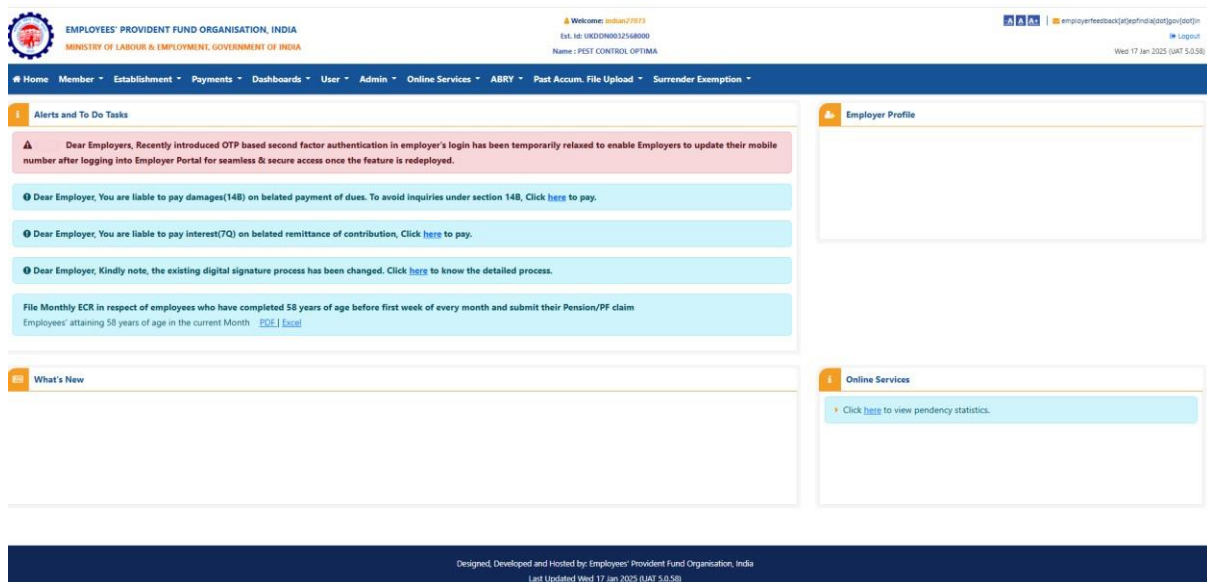
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User Manual for Re-engineered ECR

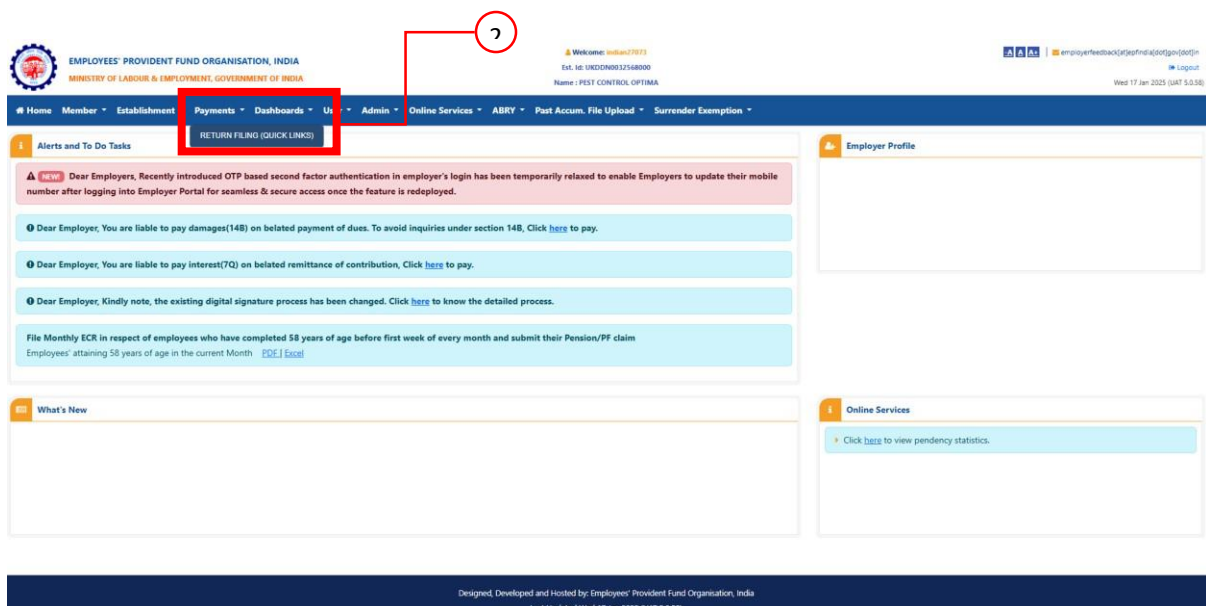
This is a step-by-step guide that provides instructions for employers and establishments to navigate the new Re-engineered ECR module through EPFO's employer portal.

A. Return Filing - View/Upload Return

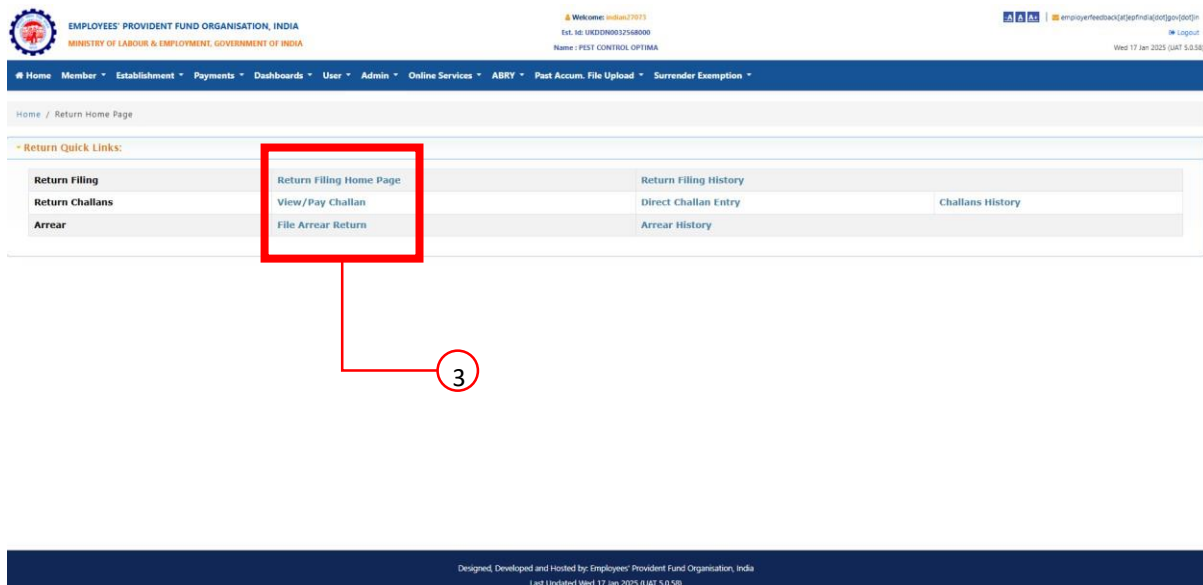
1. Login to the employer portal by entering the username and password. The following Home Page is displayed once the employer signs in.



2. Click on 'Payments' tab and then on 'Return Filing (Quick Links)' to start filing the return.



- The following Return Home Page is displayed with various quick links for return filing, view/pay challan, file arrear return and access their filing histories. Click on 'Return Filing Home Page.'



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **india27013**
Est. Id: URED000258000
Name: PEST CONTROL OPTIMA

empmyerfeedback(at)epfoindia(dot)gov(dot)in
Logout
Wed 17 Jan 2025 (JAT 5.0.58)

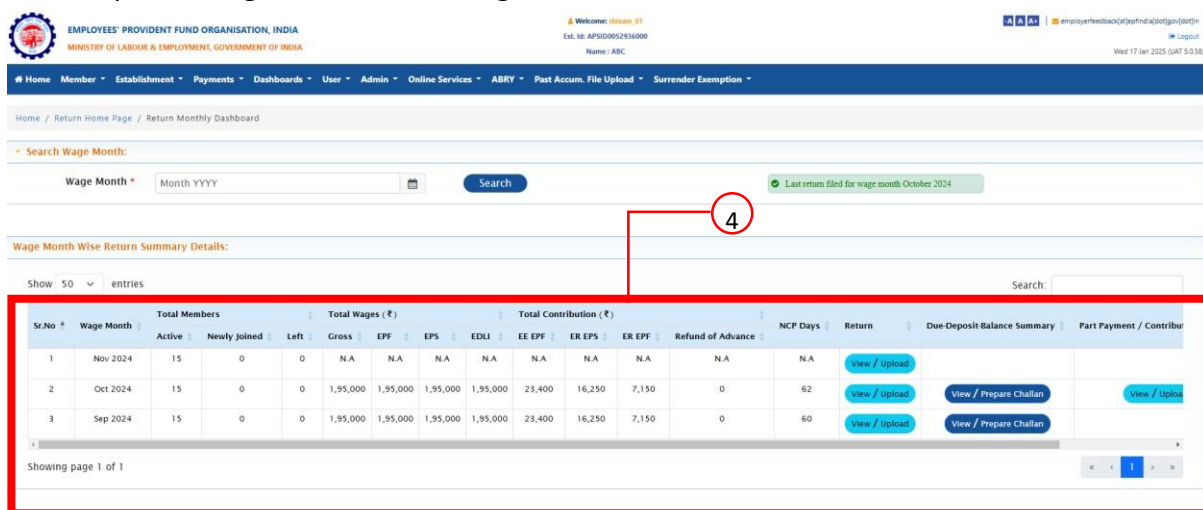
Home / Return Home Page

Return Quick Links:

Return Filing	Return Filing Home Page	Return Filing History
Return Challans	View/Pay Challan	Direct Challan Entry
Arrear	File Arrear Return	Challans History
		Arrear History

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- On the "Return Filing Home Page", navigate to the "Return Monthly Dashboard". The employers shall be able view wage month wise return summary details and search for specific wage month on clicking the calendar icon.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **india27013**
Est. Id: APSID0002946000
Name: ABC

empmyerfeedback(at)epfoindia(dot)gov(dot)in
Logout
Wed 17 Jan 2025 (JAT 5.0.58)

Home / Return Home Page / Return Monthly Dashboard

Search Wage Month:

Wage Month * Month YYYY Search Last return filed for wage month October 2024

Wage Month Wise Return Summary Details:

Show: 50 entries

Sr.No	Wage Month	Total Members			Total Wages (₹)				Total Contribution (₹)				NCP Days	Return	Due Deposit/Balance Summary	Part Payment / Contribu
		Active	Newly Joined	Left	Gross	EPF	EPS	EDLI	EE EPF	ER EPS	ER EPF	Refund of Advance				
1	Nov 2024	15	0	0	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	View / Upload		
2	Oct 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	62	View / Upload	View / Prepare Challan	View / Uploa
3	Sep 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	60	View / Upload	View / Prepare Challan	

Showing page 1 of 1

5. Select wage month, click on done and then click on 'Search' button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: shivam_01
Ext. Id: APSID0052936000
Name: ABC

Home / Return Home Page / Return Monthly Dashboard

Search Wage Month:

Wage Month: Month YYYY
November 2024

Search

Last return filed for wage month October 2024

Wage Month Wise Return Summary

Show: 50 entries

Sr.No	Wage Month	Total Members			Total Wages (₹)				Total Contribution (₹)				NCP Days	Return	Due-Deposit-Balance Summary	Part Payment / Contribution
		Active	Newly Joined	Left	Gross	EPF	EPS	EDLI	EE EPF	ER EPS	ER EPF	Refund of Advance				
1	Nov 2024	15	0	0	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A			
2	Oct 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	62		View / Prepare Challan	View / Upload
3	Sep 2024	15	0	0	1,95,000	1,95,000	1,95,000	1,95,000	23,400	16,250	7,150	0	60		View / Prepare Challan	View / Upload

Showing page 1 of 1

6. On clicking the search button, the wage month wise return summary details for the selected wage month are displayed in the table. Click on 'View/Upload' button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Welcome: shivam_01
Ext. Id: APSID0052936000
Name: ABC

Home / Return Home Page / Return Monthly Dashboard

Search Wage Month:

Wage Month: November 2024

Cancel

Last return filed for wage month October 2024

Wage Month Wise Return Summary Details:

Sr.No	Wage Month	Total Members			Total Wages (₹)				Total Contribution (₹)				NCP Days	Return	Due-Deposit-Balance Summary	Part Payment / Contribution
		Active	Newly Joined	Left	Gross	EPF	EPS	EDLI	EE EPF	ER EPS	ER EPF	Refund of Advance				
1	Nov 2024	15	0	0	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	View / Upload		

Showing page 1 of 1

7. Once 'View/Upload' button is clicked, the system navigates to the following page. Employers can view recent return files for the selected wage month in the table. Employers may also view member details, exemption status and can download the active member list.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: shivan_01
Est. ID: APSID0052916000
Name: ABC
Wed 17 Jan 2025 (JAT 5:53)

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Post Accum. File Upload Surrender Exemption

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month: Nov 2024

Wage Month * Nov 2024 [Help](#)

Return File * No file chosen

Return Type * Regular Return

Contribution Rate * 12%

Remark *

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

[Download Active Member List](#)
[Click here to Download Active Member List](#)

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

On clicking the 'Download Active Member List,' an excel file opens with list of active members.

downloadActiveMembersExcel (25) [Compatibility Mode] - Excel

UAN	MEMBER NAME AS PER UAN	DATE OF JOINING	DATE OF EXIT	AADHAAN STATUS	WHETHER MEMBER OF PENSION	EPS CONTRIBUTING ON HIGHER	DEFERRED PENSION	NATIONALITY
101710252978	AAAA TEST	08-DEC-2021		Verified	Yes	No	No	
101710252834	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101710252016	AAAA TEST	08-MAR-2022		Verified	Yes	No	No	
101710252028	AAAA TEST	02-JAN-2022		Verified	Yes	No	No	
101710252000	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101710252023	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
100314144529	AAAA TEST	01-SEP-2018		Verified	Yes	No	No	
101710261978	AAAA TEST	01-DEC-2022		Verified	Yes	No	No	
101710252777	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101710252783	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101710252796	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101710252066	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101710252810	AAAA TEST	01-DEC-2021		Verified	Yes	No	No	
101503209124	AAAB TEST	01-SEP-2018		Verified	Yes	No	No	
101710264576	RAJESH KUMAR	13-JAN-2021		Not Seeded	Yes	No	No	

- If needed, employers can click on the 'Help' button for guidelines and can download help file which contains the format of the regular return file.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **sham01**
Est. Id: APSID0052916000
Name: ABC

Wed 17 Jan 2025 (GMT 5:30)

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month: Nov 2024

Wage Month * Nov 2024

Return File * Choose File No file chosen

Return Type * Regular Return

Contribution Rate * 12%

Remark * Enter Remark

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

Download Active Member List
Click here to Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

Important Notice

- Please only use alphabets and numbers in file names. Remove special characters and spaces.
- Max Size of File Upload is 8 MB. If text file size exceeds 2 MB, please compress it using winzip. Smaller files can also be uploaded in zip format.
- Do not upload any other files like jpg, gif, doc, xls, ppt etc bundled inside the zip.
- Only text file or zip file containing only one text file can be uploaded (file extension should be in small case).
- For bigger Return files, the system may take some more processing time. After uploading the file, kindly revisit the page after some time.

Close

Wage Month * Nov 2024

Return File * Choose File No file chosen

Return Type * Regular Return

Contribution Rate * 12%

Remark * Enter Remark

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	31	EDLI	No

Download Active Member List

Recent Returns For Wage Month: Aug 2021

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
---------	----------------	------------	-------------	--------	-------------	--------------	---------------------------	---------	-------------	------------------	--------

Help File : The Help file contains the format and field details of the return file to be uploaded by the employer.

Return File Fields: -

Return File consists of 11 Fields as mentioned below which are separated by "#~#".

Sr. No.	Column Name
1	UAN
2	Member Name as per UAN
3	Gross Wages
4	EPF Wages
5	EPS Wages
6	EDLI Wages
7	Employee PF Contribution
8	Employer EPS Contribution
9	Employer PF Contribution
10	NCP Days
11	Refund of Advance

(## Note: Gross wages are mandatory.)

Return Text File Format:

100257274743#~#NITESH#~#15000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0
100427601130#~#RAMESH#~#15000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0

B. Regular Return

Employers may submit a "Regular Return" for active employees for a specific wage month for the post launch period.

1. Upload the return file (.txt format) and select Return Type as 'Regular Return.' Contribution rate can be selected from the drop down as 12% or 10%. If the employer wants to reset the selected values, they can click on the 'Reset' button and re-enter the details.

Wage Month * Nov 2024

Return File * Choose File: Nov_..._CR.txt

Return Type * Regular Return

Contribution Rate * 12%

Remark *

Upload Reset

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

- After selecting all fields, click on 'Upload button.' The following pop up comes, please verify, and click on 'OK' button to continue.

10.1.201.30 says
Wage Month: Nov 2024
Return Type: Regular Return
Contribution Rate: 12%
Are you sure?

OK Cancel

2

Wage Month * Nov 2024

Return File * Choose File: Nov_... CR.txt

Return Type * Regular Return

Contribution Rate * 12%

Remark * Nov 24

Upload Reset

Click to upload return file.

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

Download Active Member List

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

If the file upload is failed, then an error file is generated and shown in the error file column. Employers may download the file and take corrective action.

File Validation Failed.

2

Wage Month * Nov 2024

Return File * Choose File: rev_nov.txt

Return Type * Revised Return

Contribution Rate * 12%

Remark * test


Upload Reset

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDLI	No

Download Active Member List

Sr. No.	Return File Id	Return Type	Cont. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001026	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
2	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

- If file is uploaded successfully, the following message is displayed at the top of the page. A return file ID and return statement is generated and displayed in the 'In Process Returns' table as shown below. Option to "Approve" or "Reject" the return is also displayed.



 **EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **divyaan_01**
Est. Id: APSID0052936000
Name: ABC

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

☒ File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In-Process Returns for Wage Month : Nov 2024

Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001023	Regular	12	21-JAN-2025 16:44:02	Return Statement Generated	Nov 24				<input type="button" value="Approve"/> <input type="button" value="Reject"/>


Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
No return file details found to display.											

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4. Employers may download the return statement, verify and then either approve or reject the file.

Return statement –

 **EMPLOYEE'S PROVIDENT FUND**
RETURN STATEMENT (REGULAR) : NOV-2024

Name of Establishment	ABC		
Establishment Id	APSID0052936000	LIN	1204035809
Contribution Rate (%)	12	Return File Id	250100001024
Uploaded Date Time	21-JAN-2025 16:45	Remarks	nov regular
Exemption Status	Unexempted	Total Members	15

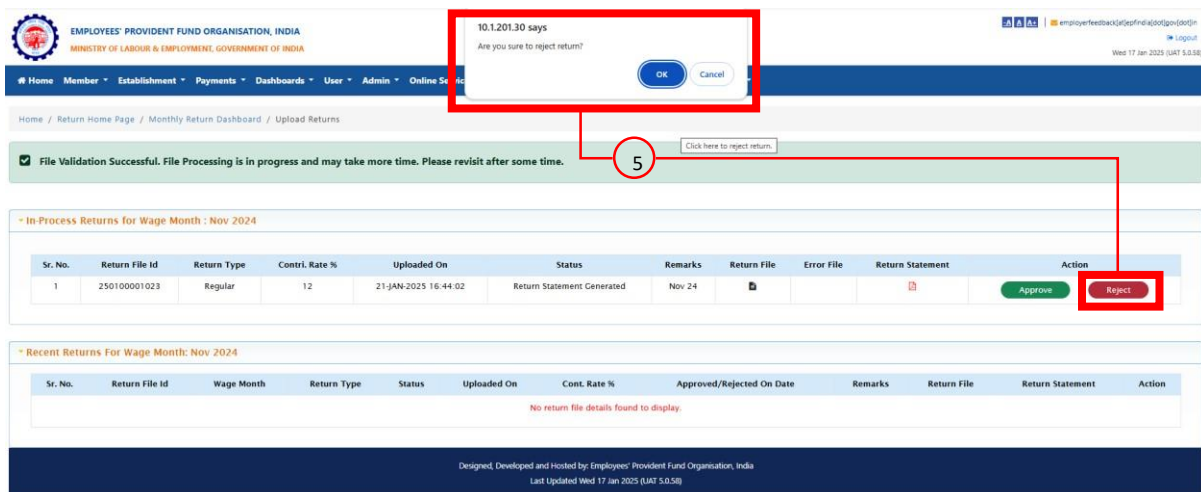
Contribution and Remittance Details (In Rupees) :

Total EPF Contribution	23,400	Total EPS Contribution	16,250
Total EPF-EPS Contribution	7,150	Total Refund of Advances	0

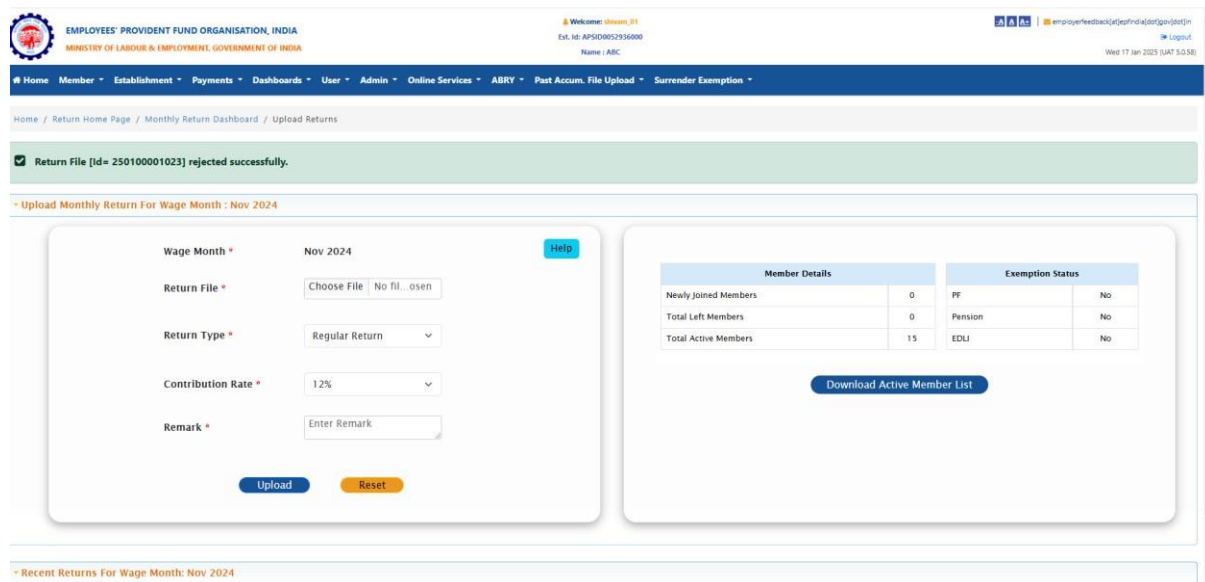
Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				NCP Days	Principal Employer ID or TAN
		Return	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	Refunds		
1	100314144529	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
2	101503209124	AAAB TEST	AAAB TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
3	101710252000	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
4	101710252016	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
5	101710252028	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
6	101710252777	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
7	101710252783	AAAA TEST	AAAA TEST	0	0	0	0	0	0	0	0	30	APSID0052936000
8	101710252796	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000
9	101710252806	AAAA TEST	AAAA TEST	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	APSID0052936000

5. If the employer wishes to reject the return, they may click on the 'Reject' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.



Once the file is rejected, the following message is displayed, and the system navigates back to the Upload Returns page.



- If the employer wishes to approve the return after verifying the return statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

10.1.201.30 says
Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified. Are you sure you want to proceed?

OK Cancel

File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In-Process Returns for Wage Month : Nov 2024

Sr. No.	Return File Id	Return Type	Contri. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001024	Regular	12	21-JAN-2025 16:45:25	Return Statement Generated	nov regular				Approve Reject

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001023	NOV-2024	Regular	Rejected	21-JAN-2025 16:44:02	12	21-JAN-2025 16:44:46	Nov 24			

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7. Once the file is approved, the following message is displayed, and system generates a 'Due Deposit Balance Summary.' The page displays the return summary for the wage month, total account wise summary and 7Q/14B summary for the employers. Employers may select either 'Full Payment,' 'Part Payment,' 'Pay Admin/Insp Charges,' 'View Pay/Challan,' and 'Pay 7Q/14B charges' as per their requirement.

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Return File Id [250100001024] approved successfully. Kindly prepare the challan using appropriate payment option.

Return Summary for Wage Month : Nov 2024

Establishment Details				Wage Summary				Contribution Summary			
PF Exemption Status	No	Total Gross Wages		1,95,000	Total EPF		25,440				
Pension Exemption Status	No	Total EPF Wages		1,95,000	Total EPS		16,210				
EDLI Exemption Status	No	Total EPS Wages		1,95,000	Total EPF EPS Difference		7,130				
Total Active Members	15	Total EDLI Wages		1,95,000	Total EDLI		975				
Newly Joined Members	0	Total HCF Days		80	Total Refund of Advances		0				
Total Left Members	0	Total Return Member Count		15	Sum of Contribution		47,775				

Total Account Wise Summary

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDLI) (₹)	AC-22 (EDLI Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option POST

Full Payment Part Payment Pay Admin/Insp Charges View/Pay Challans

7Q/14B Summary

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0

Pay 7Q/14B Charges

8. On clicking the 'View/Pay Challan' button as shown in Step 15, a list of in process challans and recent challans is displayed.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Filing Home Page / Return Monthly Dashboard / View Pay Challans

In Process Challans List:

Display: 50 records per page

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000430	NOV-2024	70-14B	Due for Payment	20	20	20	20	20	100	Pay	Cancel

Showing page 1 of 1

Recent Challans List:

Display: 50 records per page

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CBN	Payment Receipt
1	250113000000438	NOV-2024	Administrative/ Inspection Charges	Cancelled	0	180	0	0	180	320		
2	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,880	975	16,250	975	0	48,080		
3	250113000000436	NOV-2024	Monthly Contribution	Cancelled	30,350	975	16,250	975	0	48,525		
4	250113000000435	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
5	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

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Last Updated: Wed 17 Jan 2024 5:51:00

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9. On clicking the 'Pay Admin/Insp. Charges' button as shown in Step 15, a direct challan entry page is displayed wherein the employer can fill in administration and inspection charges account wise and click on 'Prepare Challan' to continue.

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Home / Return Filing Home Page / Due-Deposit-Balance Summary / Direct Challan Entry

Direct Challan Entry:

For Wage Month: Nov 2024 Select Challan Type: Administrative/ Inspection Charges Challan

Sr.No	Particulars	A/C No 20B	A/C No 22B	Total
1	Administrative Charges	0	0	0
2	Inspection Charges	0	0	0
Grand Total				

Prepare Challan

As the PF is not exempted, Administrative Charges become mandatory.

9

10. On clicking 'Prepare Challan' button, the following pop-up is displayed, verify the amount, and click on 'Ok' button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Home / Return Filing Home Page / Due-Deposit-Balance Summary / Direct Challan Entry

Direct Challan Entry:

For Wage Month: Nov 2024 Select Challan Type: Administrative/ Inspection Charges Challan

Sr.No	Particulars	A/C No 20B	A/C No 22B	Total
1	Administrative Charges	80	80	160
2	Inspection Charges	80	80	160
Grand Total				320

Prepare Challan

As the PF is not exempted, Administrative Charges become mandatory.

10

11. On clicking 'Ok' button, the challan is prepared successfully with a unique TRRN and is displayed in the 'In Process Challans List' table with an option to either 'Pay' or 'Cancel' the challan.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Website: www.epfo.gov.in
No. 16, APJSC0001210000
Name: JBC

Home / Return Home Page / Return Monthly Dashboard / View Challans

Challan prepared successfully with TRSN: 250113000000438. Kindly verify & finalize the challan for payment.

In-Process Challans List

Display: 50 records per page

Sr.No.	TRSN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000438	NOV-2024	Administrative/ Inspection Charges	Due for Payment	0	160	0	0	160	320	Pay	Cancel

Showing page 1 of 1

Recent Challans List

Display: 50 records per page

Sr.No.	TRSN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CEN	Payment Receipt
1	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,680	975	16,250	975	0	48,880		
2	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,550	975	16,250	975	0	48,750		
3	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
4	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

12. To continue, click on the 'Pay' button. Once clicked, the system navigates to the Challan Payment page wherein the employer can select the bank from the drop-down list and 'Make Payment.'

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Website: www.epfo.gov.in
No. 16, APJSC0001210000
Name: JBC

Home / View Pay Challans / Challan Payment

Challan Payment

TRSN: 250113000000438 Wage Month: NOV-2024

Total Amount: 320

Please select your payment bank and click on "Make Payment" button, before to initiate payment:

Select Bank

Make Payment of ₹ 320

Select Bank

Select Bank

Online Payment

Axix Bank

HDFC Bank

ICICI Bank

Note to Employer: If the payment has been debited from your bank account, please check the status of the payment. If the amount has not been debited, please check the status of the payment.

13. On clicking the 'Pay 7Q/14B Charges' button as shown in Step 15, a direct challan entry page is displayed wherein the employer can fill in interest and damages account wise and click on 'Prepare Challan' to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Website: www.epfo.gov.in
No. 16, APJSC0001210000
Name: JBC

Home / Return Filing Home Page / Due-Deposit-Balance Summary / Direct Challan Entry

Direct Challan Entry

For Wage Month: Nov 2024 Select Challan Type: 7Q/14B

Sr.No.	Particulars	A/C No 1(B)	A/C No 2(B)	A/C No 10(B)	A/C No 21(B)	A/C No 22(B)	Total(B)
1	Interest (7Q)	0	0	0	0	0	0
2	Damages (14B)	0	0	0	0	0	0
Grand Total(B)							

Prepare Challan

Grand Total Amount should be greater than zero.

14. On clicking 'Prepare Challan' button, the following pop-up is displayed, verify the amount, and click on 'Ok' button.

15. On clicking 'Ok' button, the challan is prepared successfully with a unique TRRN and is displayed in the 'In Process Challans List' table with an option to either 'Pay' or 'Cancel' the challan.

16. To continue, click on the 'Pay' button. Once clicked, the system navigates to the Challan Payment page wherein the employer can select the bank from the drop-down list and 'Make Payment.'

Page 15 of 33

Part Payment

17. If the employer selects the 'Part Payment' option, the system navigates to the following Monthly Contribution Filing screen. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.

Return Summary for Wage Month: Nov 2024

Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	23,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDLI Exemption Status	No	Total EPS Wages	1,95,000	Total EPF-EPS Difference	7,150
Total Active Members	15	Total EDLI Wages	1,95,000	Total EDLI	975
Newly Joined Members	0	Total HCP Days	80	Total Refund of Advances	0
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,775

Total Account Wise Summary						
	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDLI) (₹)	AC-22 (EDLI Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option POST: [Full Payment](#) [Part Payment](#) [Pay Admin/Insp Charges](#) [View/Pay Challans](#)

7Q/14B Summary						
	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Dues	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0

Pay 7Q/14B Charges

Monthly Contribution Filing for Wage Month Nov 2024:

Wage Month: Nov 2024

Contribution File: [Choose File](#) (No file chosen)

Remark:

[Upload](#) [Reset](#) [Help](#)

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

[Download Member List](#)

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No	Contribution File Id	TRBN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

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Last Updated: Wed 17 Jan 2024 5:47:53:30

18. If needed, employers can click on the 'Help' button for guidelines and can download help file which contains format of the contribution file.

Important Notice

- Please only use alphanumeric characters and numbers in the names. Remove special characters and spaces from the file name.
- Max Size of file upload is 8 Mb. If text file size exceeds 8 Mb, please compress it using winzip etc. Smaller files can also be uploaded in zip format.
- Do not upload any other files like jpg, gif, doc, xls, ppt etc. bundled inside the zip.
- Only text file or zip file containing only one text file can be uploaded (file extension should be in small case).
- For bigger Contribution files, the system may take some more processing time. After uploading the file, kindly revisit the page after some time.

Wage Month: Nov 2024

Contribution File:

Remark:

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TRBN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

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Help File : The Help file on this screen contains the format and field details of the contribution file to be uploaded by the employer

1. Contribution File Fields:
(Contribution File consists of 6 Fields as mentioned below which are separated by #=)

Sr. No.	Column Name
1	UAN
2	MEMBER_NAME
3	EPI_CONTRIBUTION
4	EPS_CONTRIBUTION
5	EPI_EPS_DIFF_CONTRIBUTION
6	REFUND_OF_ADVANCES

Contribution Text File Format:

```
1234671986188-#VIRAT SHARMA-#3000-#1000-#500-#0
1234671986459-#ROHIT VARMA-#18000-#12500-#5500-#0
```

19. Upload the contribution file by clicking on the 'Choose File' button, add remarks and click on the 'Upload' button. If the employers wish to modify their selections, they can click on 'Reset' button and re-enter the details.

Wage Month: Nov 2024

Contribution File:

Remark:

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TRBN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

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20. If file upload is successful, a contribution file ID and contribution statement is generated and displayed in the 'In Process Contribution Files' table as shown below. Option to "Approve" or "Reject" the return is also displayed. If the file upload is failed, an error message is displayed, and an error file is generated.

The screenshot shows the EPFO portal interface. At the top, there's a navigation bar with links like Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, ADR, Paid Accounts, File Upload, and Surrender Completion. Below this, a message bar states "File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time." A table titled "In Process Contribution Files for Wage Month Nov 2024" is displayed. The table has columns: Sr No., Contribution File Id, TRN, Wage Month, Upload Date, Status, Remarks, Contribution File, Error File, Contribution Statement, and Action. The first row shows a successful upload with Status "Contribution Statement Generated" and an "Approve" button in the Action column. A red box highlights the message and the table row. A red circle with the number 20 points to the "Approve" button. Below the table, there's a section for "Recent Contribution Files for Wage Month Nov 2024" showing a rejected file with Status "Rejected" and a "Reject" button in the Action column.

21. Employers may download the contribution statement, verify and then either approve or reject the file.

Contribution File -

The screenshot shows an Excel spreadsheet titled "ReturnFileMemberBalance_21012025 [Compatibility Mode] - Excel". The spreadsheet contains data for various members, including their names, UAN numbers, and financial details related to EPF and EPS contributions. The columns are labeled as follows: A (UAN), B (Member Name), C (Due EPF(A/C 1)), D (Due EPS(A/C 10)), E (Due EPF-EPS DIB(A/C 1)), F (Due Refund of Advances(A/C 1)), G (Paid EPF), H (Paid EPS), I (Paid EPF-EPS DIB), J (Paid Refund of Advances(A/C 1)), K (Balance EPF), L (Balance EPS), M (Balance EPF-EPS DIB), and N (Balance Refund of Advances(A/C 1)). The data is organized in rows for different members, with columns A through N.

22. If the employer wishes to reject the contribution file, they may click on the 'Reject' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

10.1.201.30 says
Are you sure to reject the Contribution File with id : 250161313202 ?

OK Cancel

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EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Filing Home Page / Monthly Return Dashboard / Due-Deposit-Balance Summary / Contribution Filing

In Process Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313202	N.A.	Nov 2024	21-JAN-2025 16:40	Contribution Statement Generated	test		N.A.		Approve Reject

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No data available in table									

No records available

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Once the file is rejected, the following message is displayed, and system navigates back to the 'Monthly Contribution Filing' page.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Home / Return Filing Home Page / Monthly Return Dashboard / Due-Deposit-Balance Summary / Contribution Filing

Contribution File Id 250161313202 Rejected successfully.

Monthly Contribution Filing for Wage Month Nov 2024:

Wage Month: Nov 2024

Contribution File: Choose File No file chosen

Remark: Error Remarks

Upload Reset

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Download Member List

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21-JAN-2025 16:40	Rejected	test			N.A.

Showing page 1 of 1

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Last Updated: Wed 17 Jan 2025 (GMT 5.30)

23. If the employer wishes to approve the contribution file after verifying the contribution statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

10.1.201.30 says
Are you sure to approve the Contribution File with id : 250161313202 ?

OK Cancel

23

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Filing Home Page / Monthly Return Dashboard / Due-Deposit-Balance Summary / Contribution Filing

File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

In Process Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313203	N.A.	Nov 2024	21-JAN-2025 16:51	Contribution Statement Generated	pp		N.A.		Approve Cancel

Recent Contribution Files for Wage Month Nov 2024:

Page Size: 10

Sr No.	Contribution File Id	TREN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21-JAN-2025 16:49	Rejected	test			N.A.

Showing page 1 of 1

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24. Once the file is approved, the following message is displayed, and system generates a 'Contribution File Summary' with account wise bifurcation of balance amount. Employers shall have the option here to 'Generate Challan,' 'Cancel the Contribution Summary,' or 'Back to Contribution Filing.'

Contribution File with Id 25016131203 approved successfully!! Kindly prepare the challan against the same.

Contribution File's Summary (Id : 25016131203) for the wage month: Nov 2024

Total Members	A/C - 1 (EPF)			A/C - 2 (EPF)		A/C - 10 (EPS)	A/C - 21 (EDLB)	A/C - 22 (EDLB)		Total Amount
	EPF EE	EPF ER	Refund of Advances	Admin Charges	Inspection Charges			Admin Charges	Inspection Charges	
5	5400	1650	0	500	0	3750	225	0	0	11525

Account Wise Bifurcation of Balance Amount

Account	Amount
Total EPF Contribution (A/C 1)	7050
Total EPF Charges (A/C 2)	500
Total EPS Contribution (A/C 10) (₹)	Not Applicable
Total EDL Contribution (ER Share A/C 21) (₹)	3750
Total EDL Charges (A/C 22) (₹)	225
Total Amount (₹)	11525

Generate Challan Back to contribution filing Cancel Contribution Summary

25. To continue, click on the 'Generate Challan' button. Once it is clicked, the following pop-up is displayed with finalized summary for the contribution id. Click on 'Finalize' to proceed.

Finalized Summary for Contribution Id : 25016131203

Account Number	Amount
Account 1	7050
Account 2	500
Account 10	3750
Account 21	225
Account 22	0
Total	11525

Note: Once finalized, you can't modify the challan details.

Finalize Close

26. Once the 'Finalize' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Return Monthly Dashboard / View-Pay Challans

Challan generated successfully!! TRBN : 250113000000425

In-Process Challans List:

Sl.No.	TRBN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000425	NOV-2024	Monthly Contribution	Due for Payment	7,050	500	3,750	225	0	11,525	Pay	Cancel

Showing page 1 of 1

Recent Challans List:

Sl.No.	TRBN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CRN	Payment Receipt
1	250113000000424	NOV-2024	Monthly Contribution	Canceled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated: Wed 17 Jan 2025 GMT 5:3:30

27. Click on the 'Pay' button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page.

28. Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / View-Pay Challans / Challan Payment

Challan Payment:

TRBN : 250113000000425 Wage Month : NOV-2024

Return Amount: 11,525

You are liable to pay Damages (14B) and Interest (7Q)

Interest (7Q): 130

Damages (14B): 50

Grand Total: 11,717

Select your payment bank and click on "Make Payment" button. Note: To initiate payment

Select Bank:

Make Payment of ₹ 11,717

Select Bank:

Online Payment

Note to Employer: If the payment has been debited from your bank account, please same TRBN. Instead, check the status of the

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Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated: Wed 17 Jan 2025 GMT 5:3:30

Full payment

29. If the employer wishes to make full payment, they make select the 'Full Payment' option from the Due Deposit Balance Summary page. If the employer selects the 'Full Payment' option, the system displays the following Account Wise Due Deposit Balance Summary. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome Admin 01
Emp ID: EPFO00001000000
Name: ABC

Home / Return Home Page / Return Monthly Dashboard / Due-Deposit-Balance Summary

☒ Return File Id [250100001024] approved successfully. Kindly prepare the challan using appropriate payment option.

Return Summary for Wage Month : Nov 2024

Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	23,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDLI Exemption Status	No	Total EPS Wages	1,95,000	Total EPF-EPS Difference	7,150
Total Active Members	15	Total EDLI Wages	1,95,000	Total EDLI	975
Newly Joined Members	0	Total NCF Chrs	80	Total Refund of Advances	0
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,775

Total Account Wise Summary

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDLI) (₹)	AC-22 (EDLI Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option POST **Full Payment** **Part Payment** **Pay Admin/Insp Charges** **View/Pay Challan**

7Q/14B Summary

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Chrs	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0
Pay						

Pay 7Q/14B Charges

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome Admin 01
Emp ID: EPFO00001000000
Name: ABC

Home / Return Home Page / Due-Deposit-Balance Summary / Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Nov 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDLI) (₹)	AC-22 (EDLI Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
	Inspection Charge (₹)	Not Applicable
Total EPS Contribution (A/C 10) (₹)		16,250
Total EDLI Contribution (ER Share A/C 21) (₹)		975
Total EDLI Charges (A/C 22) (₹)	Administration Charges (₹)	0
	Inspection Charge (₹)	Not Applicable
Total Amount (₹)		48,750

Prepare Challan

30. To continue, click on the 'Prepare Challan' button. Once it is clicked, the following popup is displayed with Total Account Wise Summary. Click on 'Finalize Challan' to proceed.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome Admin 01

Home / Return Home Page / Due-Deposit-Balance Summary / Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Nov 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDLI) (₹)	AC-22 (EDLI Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
	Inspection Charge (₹)	Not Applicable
Total EPS Contribution (A/C 10) (₹)		16,250
Total EDLI Contribution (ER Share A/C 21) (₹)		975
Total EDLI Charges (A/C 22) (₹)	Administration Charges (₹)	0
	Inspection Charge (₹)	Not Applicable
Total Amount (₹)		48,750

Prepare Challan

Total Account Wise Summary

ACCOUNT HEAD	TRAIL BALANCE
AC-1 (₹)	30,550
AC-2 (₹)	975
AC-10 (₹)	16,250
AC-21 (₹)	975
AC-22 (₹)	0
Total Challan Amount (₹)	48,750

Note: Once finalized, you can't modify the challan details.

Finalize Challan **Close**

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome To EPFO
EPF ID: AFS0000000000000000
Name: ABC

Home Members Establishment Payments Dashboards User Admin Online Services ARRY Post Accum File Upload Summer Exemption

Home / Return Home Page / Return Monthly Dashboard / View-Pay Challans

☒ Challan prepared successfully with TREN [250113000000426]. Kindly make payment against the same.

In Process Challans List:

Sl.No.	TREN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000426	NOV-2024	Monthly Contribution	Due for Payment	30,550	975	30,250	975	0	40,750	<button>Pay</button>	<button>Cancel</button>

Showing page 1 of 1

Recent Challans List:

Sl.No.	TREN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CEN	Payment Receipt
1	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
2	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

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33. Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments Dashboards User Admin Online Services ARDY Post Account File Upload Semester Examination

Home / View/ Pay Challans / Challan Payment

Challan Payment:

TRN : 125011300000426 Wage Month : NOV 2024

Return Amount ₹5,720

You are liable to pay Damages (148) and Interest (70)

Interest (70) 578

Damages (148) 241

Grand Total ₹6,539

Select your payment bank and click on "Make Payment" button, before to initiate payment

Select Bank

Make Payment of ₹ 6,539

Note to Employer: If the payment has been debited from your bank account, please use the same TRN. Instead, check the status of the payment.

Online Payment

Airtel Bank

HDFC Bank

ICICI Bank

33

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Last Updated: Wed 17 Jan 2025 (GMT 5:15:58)

If an employer registers employee after submitting/approving the "Regular Return", they must file a "Supplementary Return". Under this return only those employees will be allowed, which are not available in "Regular Return" (i.e. to add newly joined member). Multiple "Supplementary Return" for the same wage month will be allowed. But any employee whose return is already filed through "Regular Return", or "Supplementary Return" will not be allowed in subsequent supplementary return.

“Supplementary Return” for a wage month will be allowed only if approved “Regular Return” is available in the system or any other return (Supplementary/Revised) is not in process. Supplementary return should include all the newly registered members in the respective wage month.

1. Upload the return file (.txt format) and select Return Type as ‘Supplementary Return.’ Contribution rate can be selected from the drop down. If the employer wants to reset the selected values, they can click on the ‘Reset’ button and re-enter the details.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month: Aug 2024

Wage Month: Aug 2024

Return File: Choose File | suppl_acc_avg.txt

Return Type: Supplementary Return

Contribution Rate: 12%

Remark: set

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

Download Active Member List

Recent Returns For Wage Month: Aug 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001031	AUG-2024	Regular	Approved	21-JAN-2025 17:19:48	12	21-JAN-2025 17:19:53	set	set	set	View Summary

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Last Updated: Wed 17 Jan 2025 04:47:53 (IST)

2. After selecting all fields, click on ‘Upload button.’ The following pop up comes, please verify, and click on ‘Ok’ button to continue.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month: Aug 2024

Wage Month: Aug 2024

Return File: Choose File | suppl_acc_avg.txt

Return Type: Supplementary Return

Contribution Rate: 12%

Remark: set

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

Download Active Member List

Recent Returns For Wage Month: Aug 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001031	AUG-2024	Regular	Approved	21-JAN-2025 17:19:48	12	21-JAN-2025 17:19:53	set	set	set	View Summary

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Last Updated: Wed 17 Jan 2025 04:47:53 (IST)

3. If the file upload is failed, then error file is generated and shown in the error file column. Employers may download the file and take corrective action.

- If file upload is successful, a return file ID and return statement is generated and displayed in the 'In Process Returns' table as shown below. Option to "Approve" or "Reject" the return is also displayed.

File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time.

Sr. No.	Return File Id	Return Type	Contrib. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001032	Supplementary	12	21-JAN-2025 17:21:26	Return Statement Generated	test				Approve Reject

- Employers may download the return statement, verify and then either approve or reject the file.
- If the employer wishes to reject the return, they may click on the 'Reject' button. The system rejects the return and navigates back to the 'Upload Return' page.
- If the employer wishes to approve the return after verifying the return statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue.

10.1.201.30 says
Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified. Are you sure you want to proceed?

OK Cancel

Sr. No.	Return File Id	Return Type	Contrib. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001032	Supplementary	12	21-JAN-2025 17:21:26	Return Statement Generated	test				Approve Reject

- Once the file is approved, the following message is displayed, and system generates a 'Due Deposit Balance Summary.' The page displays the return summary for the wage month, total account wise summary and 7Q/14B summary for the employers

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Website: epfo.gov.in
En-16 APD0002330000
Name: ABC

Home / Return Home Page / Return Monthly Dashboard / Due-Deposit-Balance Summary

Return Summary for Wage Month : Aug 2024

Establishment Details		Wage Summary		Contribution Summary	
PF Exemption Status	No	Total Gross Wages	1,95,000	Total EPF	23,400
Pension Exemption Status	No	Total EPF Wages	1,95,000	Total EPS	16,250
EDU Exemption Status	No	Total EPS Wages	1,95,000	Total EPF EPS Difference	7,150
Total Active Members	15	Total EDU Wages	1,95,000	Total EDU	975
Newly Joined Members	0	Total NCF Days	82	Total Refund of Advances	0
Total Left Members	0	Total Return Member Count	15	Sum of Contribution	47,775

Total Account Wise Summary

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Payment Option PRE: [Full Payment](#) [Pay Admin/Insps Charges](#) [View/Pay Challans](#)

7Q/14B Summary

	AC-1 (₹)	AC-2 (₹)	AC-10 (₹)	AC-21 (₹)	AC-22 (₹)	Total (₹)
Dues	0	0	0	0	0	0
Paid	0	0	0	0	0	0
Balance	0	0	0	0	0	0

[Pay 7Q/14B Charges](#)

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- If the employer wishes to make payment, they make select the 'Full Payment' or 'Part Payment Option' option from the Due Deposit Balance Summary page. The employer may also click on 'View/Pay Challan' to see existing list of in-process challans.
- To pay admin/inspection charges or pay 7Q/14B charges, the employer may click on the respective buttons and follow the same procedure as mentioned in point 17-25 in Regular Returns.
- If the employer selects the 'Full Payment' option, the system displays the following Account Wise Due Deposit Balance Summary. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Website: epfo.gov.in
En-16 APD0002330000
Name: ABC

Home / Return Home Page / Due-Deposit-Balance Summary / Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Aug 2024

	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due	30,550	975	16,250	975	0	48,750
Paid	0	0	0	0	0	0
Balance	30,550	975	16,250	975	0	48,750

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)	975
	Inspection Charge (₹)	Not Applicable
Total EPS Contribution (A/C 10) (₹)		16,250
Total EDU Contribution (ER Share A/C 21) (₹)		975
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)	0
	Inspection Charge (₹)	Not Applicable
Total Amount (₹)		48,750

[Prepare Challan](#)

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- To continue, click on the 'Prepare Challan' button. Once it is clicked, the following popup is displayed with finalized summary for the contribution id. Verify the details and click on 'Finalize Challan' to proceed.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Due Deposit Balance Summary / Return Summary (Full Payment)

Account Wise Due Deposit Balance Summary - Aug 2024

Due	AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)
Due	30,550	975
Paid	0	0
Balance	30,550	975

Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPF Contribution EE Share + Total EPF Contribution ER Share
30,550	30,550
Total EPF Charges (A/C 2)	Administration Charge (₹)
975	975
Total EPS Contribution (A/C 10) (₹)	Not Applicable
16,250	16,250
Total EDU Contribution (ER Share A/C 21) (₹)	Not Applicable
975	975
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)
0	0
Total Amount (₹)	Inspection Charge (₹)
48,750	Not Applicable

Note: Once finalized, you can't modify the challan details.

Finalize Challan Close

Prepare Challan

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13. Once the 'Finalize Challan' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home / Return Home Page / Return Monthly Dashboard / View Pay Challans

Challan prepared successfully with TRRN [250113000000417]. Kindly make payment against the same.

In Process Challans List

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000417	AUG-2024	Monthly Contribution	Due for Payment	30,550	975	16,250	975	0	48,750	Pay	Cancel

Showing page 1 of 1

Recent Challans List

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	CRN	Payment Receipt
1	250113000000439	NOV-2024	7Q-14B	Cancelled	20	20	20	20	20	100		
2	250113000000438	NOV-2024	Administrative/ Inspection Charges	Cancelled	0	180	0	0	180	320		
3	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,860	975	16,250	975	0	48,860		
4	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,350	975	16,250	975	0	48,750		
5	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
6	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

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14. Click on the 'Pay' button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page.

Challan Payment

TRBN: 25011300000417 Wage Month: AUG 2024

Return Amount: 53,330

You are liable to pay Damages (14B) and Interest (7Q)

Interest (7Q)	2038
Damages (14B)	2544
Grand Total	53,330

Select your payment bank and click on "Make Payment" button to initiate payment

Select Bank

Make Payment of ₹ 53,330

Note to Employer: If the payment has been debited from your bank account, please same TRBN. Instead, check the status the

Online Payment

Axis Bank

HDFC Bank

ICICI Bank

14

- Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.

D. Revised Return

It is possible that employer has given wrong wages/contribution details in "Regular/Supplementary" Return, and he wants to modify it. In this case he can file "Revised Return" only for those employees against whom he wants to revise the return. After successful approval of "Revised Return", details present in "Revised Return" will overwrite the existing information of "Regular/Supplementary/Revised" Return. Revised return is allowed only when no other return is in process and no payment process has initialized against the respective wage month. Employers may make downward revisions before initiating payment for the respective wage month. There is no restriction on upward revision. "Revised Return" for a wage month will be allowed only if approved "Regular Return" is available in the system.

- Upload the return file (.txt format) and select Return Type as 'Revised Return.' Contribution rate can be selected from the drop down. If the employer wants to reset the selected values, they can click on the 'Reset' button and re-enter the details.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Welcome, **Admin**
Sic: 16, APF000012345678
Name: ABC

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

Upload Monthly Return For Wage Month: Nov 2024

Wage Month: Nov 2024

Return File: Choose File | REV_MRP.DAT

Return Type: Revised Return

Contribution Rate: 12%

Remark: test

Upload Reset

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001024	NOV-2024	Regular	Approved	21-JAN-2025 16:43:25	12	21-JAN-2025 16:45:04	nov regular			View Summary
2	250100001023	NOV-2024	Regular	Rejected	21-JAN-2025 16:44:02	12	21-JAN-2025 16:44:46	Nov 24			

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- After selecting all fields, click on 'Upload button.' The following pop up comes, please verify, and click on 'Ok' button to continue.

10.1,201.30 says
Wage Month: Nov 2024
Return Type: Revised Return
Contribution Rate: 12%
Are you sure?

OK Cancel

Wage Month: Nov 2024

Return File: Choose File | REV_MRP.DAT

Return Type: Revised Return

Contribution Rate: 12%

Remark: test

Upload Click to upload return file.

Member Details

Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No

Download Active Member List

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001024	NOV-2024	Regular	Approved	21-JAN-2025 16:43:25	12	21-JAN-2025 16:45:04	nov regular			View Summary
2	250100001023	NOV-2024	Regular	Rejected	21-JAN-2025 16:44:02	12	21-JAN-2025 16:44:46	Nov 24			

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- If file upload is successful, a return file ID and return statement is generated and displayed in the 'In Process Returns' table as shown below. Option to "Approve" or "Reject" the return is also displayed.

Home / Return Home Page / Monthly Return Dashboard / Upload Returns

In Process Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Return Type	Cont. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001027	Revised	12	21-JAN-2025 17:09:22	Return Statement Generated	test				Approve Reject
2	250100001026	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

Recent Returns For Wage Month: Nov 2024

Sr. No.	Return File Id	Wage Month	Return Type	Status	Uploaded On	Cont. Rate %	Approved/Rejected On Date	Remarks	Return File	Return Statement	Action
1	250100001024	NOV-2024	Regular	Approved	21-JAN-2025 16:43:25	12	21-JAN-2025 16:45:04	nov regular			View Summary
2	250100001023	NOV-2024	Regular	Rejected	21-JAN-2025 16:44:02	12	21-JAN-2025 16:44:46	Nov 24			

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Last Updated: Wed 17 Jan 2025 04:57:53

- Employers may download the return statement, verify and then either approve or reject the file.

- If the employer wishes to reject the return, they may click on the 'Reject' button. The system rejects the return and navigates back to the 'Upload Return' page.

The screenshot shows the 'In-Process Returns' page for November 2024. A confirmation dialog box is displayed, asking '10.1201.30 says: Are you sure to reject return?'. The dialog has 'OK' and 'Cancel' buttons. A red box highlights the 'Reject' button in the 'Action' column of the table below. A red line connects the 'Reject' button to the dialog box, and a red circle with the number '5' is placed near the line.

Sr. No.	Return File Id	Return Type	Contn. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001027	Revised	12	21-JAN-2025 17:03:22	Return Statement Generated	test				Approve Reject
2	250100001026	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

The screenshot shows the 'Upload Return' page for November 2024. A green message bar at the top states: 'Return File [Id= 250100001028] rejected successfully.' Below this, there is a form for uploading a return, including fields for 'Wage Month', 'Return File', 'Return Type', 'Contribution Rate', and 'Remark'. To the right, there is a 'Member Details' table and a 'Download Active Member List' button. Below the form, there is a table showing 'In-Process Returns' for November 2024.

Sr. No.	Return File Id	Return Type	Contn. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
2	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

- If the employer wishes to approve the return after verifying the return statement, they may click on the 'Approve' button. Once the button is clicked, a confirmation pop-up is displayed, click on 'Ok' button to continue

The screenshot shows the 'In-Process Returns' page for November 2024. A confirmation dialog box is displayed, asking '10.1201.30 says: Please download and review the generated return statement. Once approved, the wages and contribution details cannot be modified. Are you sure you want to proceed?'. The dialog has 'OK' and 'Cancel' buttons. A red box highlights the 'Approve' button in the 'Action' column of the table below. A red line connects the 'Approve' button to the dialog box, and a red circle with the number '6' is placed near the line.

Sr. No.	Return File Id	Return Type	Contn. Rate %	Uploaded On	Status	Remarks	Return File	Error File	Return Statement	Action
1	250100001029	Revised	12	21-JAN-2025 17:05:49	Return Statement Generated	test				Approve Reject
2	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	

7. Once the file is approved, the following message is displayed, and system generates a 'Due Deposit Balance Summary.' The page displays the return summary for the wage month, total account wise summary and 7Q/14B summary for the employers. The employer may also click on 'View/Pay Challan' to see existing list of in-process challans.

8. If the employer wishes to make payment, they make select the 'Full Payment' or 'Part Payment Option' option from the Due Deposit Balance Summary page.

9. To pay admin/inspection charges or pay 7Q/14B charges, the employer may click on the respective buttons and follow the same procedure as mentioned in point 17-25 in Regular Returns.

10. If the employer selects the 'Full Payment' option, the system displays the following Account Wise Due Deposit Balance Summary. Employers shall be able to view account wise break up of their dues, paid and balance amounts for the wage month.

11. To continue, click on the 'Prepare Challan' button. Once it is clicked, the following popup is displayed with finalized summary for the contribution id. Verify the details and click on 'Finalize Challan' to proceed.

Total Account Wise Summary

ACCOUNT HEAD	DUE AMOUNT
AC-1 (₹)	30,660
AC-2 (₹)	975
AC-10 (₹)	16,250
AC-21 (₹)	975
AC-22 (₹)	0
Total Challan Amount (₹)	48,960

Note: Once finalized, you can't modify the challan details.

Finalize Challan (highlighted with red box)

12. Once the 'Finalize Challan' button is clicked, the challan is generated with a TRRN and the same is displayed in the In Process Challan List with the options to either cancel or pay the challan as shown below.

In-Process Challans List

Sr.No.	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)	Total Challan Amount	Pay Challan	Cancel Challan
1	250113000000437	NOV-2024	Monthly Contribution	Due for Payment	30,660	975	16,250	975	0	48,960	Pay	Cancel

13. Click on the 'Pay' button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page. Employers may select the Interest (7Q) and Damages (14B), if applicable, select the bank from the dropdown and Make Payment.

Challan Payment:

TREN : 250113000000437 Wage Month : NOV 2024

Return Amount ₹ 58,800

You are liable to pay Damages (14B) and Interest (7Q)

Interest (7Q)	579
Damages (14B)	241
Grand Total	49,680

Select your payment bank and click on "Make Payment" button, below to initiate payment

Select Bank: -- Select Bank --

Make Payment of ₹ 49,680

Note to Employer: If the payment has been debited from your bank account, please same TREN. Instead, check the status the amount has been debited from the account for the

Online Payment
A/c Bank
HDFC Bank

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E. Relaxation of Validations

Initially for a period of 4 months, employers shall be allowed file regular returns for a subset of active members. Remaining members may be added through supplementary returns. However, after a four-month period, the system will enforce the condition that the regular return for a particular month shall be allowed only if returns for all active members of the month four months prior have been filed.

-----XXXXX-----