

ELECTRONIC CHALLAN – CUM – RETURN (Version 2.0)

PROCESS FLOW with SCREENSHOTS

1. Login into Unified web portal of EPFO (use your ECR portal credentials)

The screenshot shows the EPFO Home page. The browser address bar displays "103.194.45.2/epfo/". The page header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A navigation menu at the top includes "Home", "Member", "Establishment", "Claims", "Payments", "Dashboards", "User", and "Admin". The main content area features a "Welcome Employers!!" message with two bullet points: "FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office." and "Validity of challan for online payments through internet is 12 days." A large blue graphic with the text "EMPLOYER E-SEWA" is centered. On the right, there are two sign-in sections: "Establishment Sign In" and "Employer Sign In", each with fields for "Username" and "Password" and "Sign In" and "Reset" buttons. Below these are links for "Forgot Password" and "Unlock Account". At the bottom, there is an "Instructions" section with a link to "Register your establishment at EPFO website."

2. After log-in, please check your PF Code, Estt Name, Address and Exemption status are correctly shown.

The screenshot shows the EPFO dashboard after login. The browser address bar displays "103.194.45.2/epfo/?JSESSIONID=1dc9b1ef-288f-4268-8a0a-17341383a2b8". The page header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A navigation menu at the top includes "Home", "Member", "Establishment", "Claims", "Payments", "Dashboards", "User", and "Admin". The main content area features an "Alert's" section with a message about updating PAN and establishment name. Below this is a "What's New" section with the same message as in the first screenshot. On the right, there is an "Employer Profile" section with a table of details. The table is circled in green. The table has the following data:

SVS CONSTRUCTION CO.	
Est. Id	CGRAI0020783000
PF	Un-Exempted
Pension	Un-Exempted
EDLI	Un-Exempted
Address	TAMER PARA KILLA MANDIR ROAD, DURG,DURG, Dist: DURG, State: CHATTISGARH, Pin: 491001
PF Office	RAIPUR (CHATTISGARH) [RAI]

3. Select "PAYMENT" Menu item for "ECR Upload"

The screenshot shows the EPFO Home page. The user is logged in as 'cgrai20783'. The 'Payments' menu is open, and 'ECR [UPLOAD]' is selected. The page displays an alert about updating the profile, a 'What's New' section regarding Form 5A data fields, and an 'Employer Profile' for SVS CONSTRUCTION CO. The browser address bar shows the URL: 103.194.45.2/epfo/:jsessionid=1dc9b1ef-288f-4268-8a0a-17341383a2b8.

4. Select "Wage Month", "Salary Disbursal Date" in the "ECR Upload" Screen.

The screenshot shows the EPFO ECR Upload screen. The user is logged in as 'cgrai20783'. The page displays a 'Download ECR File' button and an 'ECR File Upload' section. The 'ECR File Upload' section includes an 'IMPORTANT NOTE' and a form with the following fields: 'Wage Month' (Month YYYY), 'Salary Disbursal Date' (DD/MM/YYYY), 'Select File' (Choose File), 'File Type' (ECR, Arrear), 'Contribution Rate %' (12), and 'Remarks' (Enter Remarks). The 'Upload' and 'Cancel' buttons are visible at the bottom of the form. The browser address bar shows the URL: 103.194.45.2/epfo/ecr/init?_HDIV_STATE_=14-21-0F7396A3316667E74C715966E087F33A.

5. ECR File format can be seen from “ECR Help File” button available on the Screen.

1. ECR File Fields: -

(ECR File consists of 11 Fields as mentioned below which are separated by #~#)

Sr. No.	Column Name
1	UAN
2	MEMBER_NAME
3	GROSS_WAGES
4	EPF_WAGES
5	EPS_WAGES
6	EDLI_WAGES
7	EPF_CONTRI_REMITTED
8	EPS_CONTRI_REMITTED
9	EPF_EPS_DIFF_REMITTED
10	NCP_DAYS
11	REFUND_OF_ADVANCES

ECR Text File Format:

100257274743#~#NITESH KR#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#40#~#0#~#0

100427601130#~#FGH#~#10000#~#10000#~#10000#~#1200#~#833#~#367#~#20#~#0#~#0

6. Your ECR text file will look like the one below:

20783_201611124313141181 - Notepad

File Edit Format View Help

100615712068#~#s anjay#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0

7. Select your ECR text file to be uploaded for the selected Wage month.

The screenshot shows the EPFO ECR Upload page. An 'Open' file dialog is open over the 'Select File' field, showing the contents of the Desktop folder. The file '20783' (Text Document, 81 bytes) is selected. The background page shows the 'ECR File Upload' form with the following details:

- Wage Month: October 2016
- Salary Disbursal Date: 01/11/2016
- Select File: [Choose File] No file chosen
- File Type: ECR Arrear
- Contribution Rate %: 12
- Remarks: Enter Remarks

Below the form is a table of Draft ECR's:

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📎	N/A	📎	N/A

8. Also, select Rate of Contribution (either 12% or 10%, Default value is 12%). Then click on "UPLOAD" button.

The screenshot shows the EPFO ECR Upload page after the file selection. The 'Select File' field now displays '20783.txt'. The 'Contribution Rate %' is set to 12. The 'Upload' button is visible. The background page shows the 'ECR File Upload' form with the following details:

- Wage Month: October 2016
- Salary Disbursal Date: 01/11/2016
- Select File: [Choose File] 20783.txt
- File Type: ECR Arrear
- Contribution Rate %: 12
- Remarks: Enter Remarks

Below the form is a table of Draft ECR's:

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📎	N/A	📎	N/A

- Uploaded ECR file will be validated for predefined conditions. If successfully validated, the following screen will appear with a message "File Validation Successful". Otherwise, Error will come.

The screenshot shows the EPFO portal interface. At the top, there is a navigation menu with options like Home, Member, Establishment, Claims, Payments, Dashboards, User, and Admin. Below the menu, a green banner displays the message: "File Validation Successful. File Processing is in progress and may take more time. Please Revisit after some time." A green oval highlights this message. Below the banner, there are buttons for "Download ECR File" and "ECR File Upload". A table titled "Draft ECR's" is visible, with columns for S No., Wage Month, ECR Type, Salary Disb. Date, Contr. Rate %, Upload Date, Status, ECR File, ECR Statement, Error File, and Action. The table contains 8 rows of data. A callout box points to the "Verify" button in the Action column of the first row, with the text "Click on 'Verify'".

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:58	ECR Statement Generated	📎	📎	N/A	Verify Reject
2	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:57	Validation Failed	📎	N/A	📎	Verify Reject
3	JAN-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:56	ECR Statement Generated	📎	📎	N/A	Verify Reject
4	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:55	Validation Failed	📎	N/A	📎	N/A
5	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📎	N/A	📎	N/A
6	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:38	Validation Failed	📎	N/A	📎	N/A
7	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:19	Validation Failed	📎	N/A	📎	N/A
8	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:17	Validation Failed	📎	N/A	📎	N/A

- Now, TRRN will be generated for the uploaded ECR file.

The screenshot shows the EPFO portal interface. At the top, there is a navigation menu with options like Home, Member, Establishment, Claims, Payments, Dashboards, User, and Admin. Below the menu, a green banner displays the message: "ECR verified successfully, TRRN is 160161100009. Kindly prepare challan for the same." Below the banner, there are buttons for "Download ECR File" and "ECR File Upload". A table titled "Draft ECR's" is visible, with columns for S No., Wage Month, ECR Type, Salary Disb. Date, Contr. Rate %, Upload Date, Status, ECR File, ECR Statement, Error File, and Action. The table contains 9 rows of data.

S No.	Wage Month	ECR Type	Salary Disb. Date	Contr. Rate %	Upload Date	Status	ECR File	ECR Statement	Error File	Action
1	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:57	Validation Failed	📎	N/A	📎	N/A
2	JAN-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:56	ECR Statement Generated	📎	📎	N/A	Verify Reject
3	OCT-2016	ECR	01-NOV-2016	12	12-NOV-2016 11:55	Validation Failed	📎	N/A	📎	N/A
4	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:39	Validation Failed	📎	N/A	📎	N/A
5	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 17:38	Validation Failed	📎	N/A	📎	N/A
6	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:19	Validation Failed	📎	N/A	📎	N/A
7	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:17	Validation Failed	📎	N/A	📎	N/A
8	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:07	ECR Statement Generated	📎	📎	N/A	Verify Reject
9	JAN-2015	ECR	01-NOV-2016	12	11-NOV-2016 15:06	ECR Statement Generated	📎	📎	N/A	Verify Reject

11. Now, click on "Prepare Challan" button to generate ECR summary sheet.

The screenshot shows the EPFO portal interface. At the top, there's a navigation bar with 'Home', 'Member', 'Establishment', 'Claims', 'Payments', 'Dashboards', 'User', and 'Admin'. Below this is a table titled 'In-Process ECR's' with columns: S No., TRRN, Wage Month, ECR Type, Salary Disb. Date, Contr. Rate %, Upload Date, Status, ECR File, ECR Statement, and Action. The first row (S No. 1) has a 'Prepare Challan' button highlighted with a green circle. Below the table, it says '8 records found, displaying all records.' Below that is a 'Recent ECR's' section showing a cancelled record.

12. Here, please enter Admin/Inspection Charges for A/c No.2 & 22. Also, you can EDIT EDLI Contribution for A/c No.21. Then, click on "Generate Challan" Button.

The screenshot shows the 'ECR Details' page for TRRN 1601611000009. It displays various fields like Establishment Name (SVS CONSTRUCTION CO.), Wage Month (OCT-2016), and Upload Date Time (12-NOV-2016 11:58). Below this is the 'ECR Summary' table:

	Total	UAN Count	Contribution Remitted (₹)
Gross Wages (₹)	15,000	1	1,800
EPF Wages (₹)	15,000	1	550
EPS Wages (₹)	15,000	1	1,250
EDLI Wages (₹)	15,000	1	75
NCP Days	0		0
Total Refund of Advance			0
Total Contribution Remitted			3,675

Below the summary is a 'Details' table with columns: Remitted as per ECR (₹), PMRPY/PMRPY Upfront Benefit (₹), and Net Payable (₹). It lists contributions for A/C 1, A/C 10, and A/C 21, along with charges for A/C 2 and A/C 22. At the bottom, there's an 'Employer Details' section with input fields for 'Total number of Employees in the month', 'Number of excluded employees', and 'Gross wages of the Excluded Employees'. A 'Click to generate challan.' button is present, and a 'Generate Challan' button is at the very bottom.

13. Now, the following screen will appear. At this stage also, you can EDIT the challan, if required. Click on “Finalize” button after verifying the challan amount. You can download Ack file and Receipt file from the “In-Process Challan List”.

Challan (TRRN: 1601611000009) details saved successfully. Kindly verify & finalize the challan details for payment.

Draft Challan List:

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Edit	Finalize
1601611000009	OCT-2016	ECR	12-NOV-2016 11:58	Draft	2,350	500	1,250	75	200	4,375		
1601611000007	NOV-2015	ECR	11-NOV-2016 15:15	Draft	2,355	400	1,250	75	152	4,232		
1601611000006	JAN-2016	ECR	10-NOV-2016 15:18	Draft	3,640	0	0	56	0	3,696		
1601611000005	JAN-2016	ECR	10-NOV-2016 15:16	Draft	3,640	0	0	0	0	3,640		
1601611000004	JAN-2013	ECR	08-NOV-2016 12:50	Draft	867	0	533	0	0	1,400		

5 records found, displaying all records.

In-Process Challan List:

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Ack. File	Receipt File	Payment
1601611000008	JAN-2015	ECR	11-NOV-2016 15:08	Due for Payment	2,355	0	1,250	75	0	3,680			
1601611000003	OCT-2015	ECR	08-NOV-2016 12:11	Due for Payment	3,917	500	2,083	115	200	6,815			
1601611000001	OCT-2015	ECR	08-NOV-2016 11:25	Due for Payment	3,917	500	2,083	115	200	6,815			

14. Your finalized Challan will look like this.

**EMPLOYEES' PROVIDENT FUND ORGANISATION
ELECTRONIC CHALLAN CUM RETURN (ECR)**

Name of Establishment	SVS CONSTRUCTION CO.		
Establishment Id	CGRAI0020783000	LIN	Not Available
Wage Month	OCT-2016	Return Month	NOV-2016
Contribution Rate (%)	12	ECR Type	ECR
Uploaded Date Time	12-NOV-2016 11:58		
Exemption Status	Unexempted		
Remarks	ok		

Member Details:-

Sl No	UAN	Name as per		Wages				Contribution Remitted			NCP Days	Refunds	Upfort Benefit		Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER			PMPRY	PMPRKY	
0	100615712068	saarjay	AMIT CHALPHAN TURI RAM	15,000	15,000	15,000	15,000	1,800	1,250	950	0	0	-	-	
Grand Total	1			15,000	15,000	15,000	15,000	1,800	1,250	950	0	0	0	0	

15. Now, your challan is ready for Payment. Click on “Pay” button.

The screenshot shows the EPFO ECR Challan List interface. The top navigation bar includes Home, Member, Establishment, Claims, Payments, Dashboards, User, and Admin. The main content area is divided into two sections: Draft Challan List and In-Process Challan List.

Draft Challan List:

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Edit	Finalize
1601611000007	NOV-2015	ECR	11-NOV-2016 15:15	Draft	2,355	400	1,250	75	152	4,232		
1601611000006	JAN-2016	ECR	10-NOV-2016 15:18	Draft	3,640	0	0	56	0	3,696		
1601611000005	JAN-2016	ECR	10-NOV-2016 15:16	Draft	3,640	0	0	0	0	3,640		
1601611000004	JAN-2013	ECR	08-NOV-2016 12:50	Draft	867	0	533	0	0	1,400		

4 records found, displaying all records.

In-Process Challan List:

TRRN	Wage Month	ECR Type	Upload Date	Status	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	Total Amt.	Ack. File	Receipt File	Payment
1601611000009	OCT-2016	ECR	12-NOV-2016 11:58	Due for Payment	2,350	500	1,250	75	200	4,375			
1601611000008	JAN-2015	ECR	11-NOV-2016 15:08	Due for Payment	2,355	0	1,250	75	0	3,680			
1601611000003	OCT-2015	ECR	08-NOV-2016 12:11	Due for Payment	3,917	500	2,083	115	200	6,815			
1601611000001	OCT-2015	ECR	08-NOV-2016 11:25	Due for Payment	3,917	500	2,083	115	200	6,815			

4 records found, displaying all records.

The "Pay" button in the first row of the In-Process Challan List is circled in red, with a tooltip that says "Click to make payment."

16. Please select “Online” and select your Bank from the list of banks under “Select Bank”, then Click on “Continue”. This will goto Payment Gateway for further process.

The screenshot shows the EPFO ECR Payment Gateway interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled "ECR Payment:" and includes a section for "Internet Banking".

Internet Banking:

TRRN : 1601611000009

Amount : ₹ 4375

Payment Mode : Online Offline

Select Bank :

The dropdown menu for "Select Bank" is open, showing the following options: -- Select Bank --, -- Select Bank --, Allahabad Bank, Canara Bank, Central Bank Of India, Indian Bank, **Provident Fund Bank** (highlighted), State Bank of India, and Union Bank of India.

Below the dropdown menu is a blue "Continue" button.