



USER MANUAL RE-ENGINEERED ECRS

EMPLOYEE PROVIDENT FUND OF
INDIA

MINISTRY OF LABOUR &
EMPLOYMENT, GOVT. OF INDIA

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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.

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

Welcome: Indian27873
Ext. Id: UDODN00032568000
Name: PEST CONTROL OPTIMA

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

Alerts and To Do Tasks

Dear Employers, Recently introduced OTP based second factor authentication in employer's login has been temporarily relaxed to enable Employers to update their mobile number after logging into Employer Portal for seamless & secure access once the feature is redeployed.

Dear Employer, You are liable to pay damages(14B) on belated payment of dues. To avoid inquiries under section 14B, Click [here](#) to pay.

Dear Employer, You are liable to pay interest(7Q) on belated remittance of contribution, Click [here](#) to pay.

Dear Employer, Kindly note, the existing digital signature process has been changed. Click [here](#) to know the detailed process.

File Monthly ECR in respect of employees who have completed 58 years of age before first week of every month and submit their Pension/PF claim
Employees' attaining 58 years of age in the current Month [PDF](#) | [Excel](#)

Employer Profile

Online Services

What's New

Click [here](#) to view pendency statistics.

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Last Updated Wed 17 Jan 2025 (UAT 5.0.58)

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

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: Indian27873
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Name: PEST CONTROL OPTIMA

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

Alerts and To Do Tasks

RETURN FILING (QUICK LINKS)

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File Monthly ECR in respect of employees who have completed 58 years of age before first week of every month and submit their Pension/PF claim
Employees' attaining 58 years of age in the current Month [PDF](#) | [Excel](#)

Employer Profile

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Click [here](#) to view pendency statistics.

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Last Updated Wed 17 Jan 2025 (UAT 5.0.58)

3. 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’.

The screenshot shows the 'Return Quick Links' section. It includes three main categories: 'Return Filing' (with 'Return Filing Home Page' highlighted with a red box and circled with a red number 3), 'Return Challans' (with 'View/Pay Challan' and 'File Arrear Return'), and 'Return Filing History' (with 'Direct Challan Entry' and 'Challans History'). Below this, there is a footer note: 'Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Last Updated Wed 17 Jan 2025 (UAT 5.0.58)'.

4. 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.

The screenshot shows the 'Search Wage Month' section with a search bar and a note: 'Last return filed for wage month October 2024'. Below it is the 'Wage Month Wise Return Summary Details' table, which is highlighted with a red box and circled with a red number 4. The table has columns for Sr.No, Wage Month, Total Members, Total Wages (₹), Total Contribution (₹), NCP Days, Return, Due-Deposit-Balance Summary, and Part Payment / Contribution. The data for three months is shown:

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

Showing page 1 of 1

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

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Welcome: shivam_01
Est. Id: APFID0052936000
Name : ABC

Last return filed for wage month October 2024

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

Search Wage Month:

Wage Month * November 2024

Search

Wage Month Wise Return Summary Details: Today Done

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	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 / 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 / Upload	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
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: shivam_01
Est. Id: APFID0052936000
Name : ABC

Last return filed for wage month October 2024

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

Search Wage Month: November 2024

Cancel

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	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: abc@...
Est. Id: APSID005293600
Name : ABC
Logout
Wed 17 Jan 2023 (JAT 5.0.58)

Home Member Establishment Payments Dashboards User Admin Online Services AFRY Part 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 *	Choose File No fil...osen	
Return Type *	Regular Return	
Contribution Rate *	12%	
Remark *	Enter Remark	
Upload Reset		

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

downloadActiveMemberExcel (25) [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat

A1 UAN MEMBER NAME AS PER UAN DATE OF JOINING DATE OF EXIT Aadhaar STATUS WHETHER MEMBER OF PENSION EPS CONTRIBUTING ON HIGHER DEFERRED PENSION NATIONALITY

1	001710252978	AAAA TEST	08-DEC-2021		Verified	Yes	No	No			
2	001710252834	AAAA TEST	01-OCT-2021		Verified	Yes	No	No			
4	001710252016	AAAA TEST	08-MAR-2022		Verified	Yes	No	No			
5	001710252008	AAAA TEST	02-JAN-2022		Verified	Yes	No	No			
6	001710252000	AAAA TEST	02-JAN-2022		Verified	Yes	No	No			
7	001710252823	AAAA TEST	01-OCT-2021		Verified	Yes	No	No			
8	000314144529	AAAA TEST	01-OCT-2021		Verified	Yes	No	No			
9	001710251978	AAAA TEST	01-DEC-2022		Verified	Yes	No	No			
10	001710252777	AAAA TEST	01-OCT-2021		Verified	Yes	No	No			
11	001710252783	AAAA TEST	01-OCT-2021		Verified	Yes	No	No			
12	001710252796	AAAA TEST	01-DEC-2021		Verified	Yes	No	No			
13	001710252806	AAAA TEST	01-DEC-2021		Verified	Yes	No	No			
14	001710252810	AAAA TEST	01-OCT-2021		Verified	Yes	No	No			
15	001503209124	AAAB TEST	01-SEP-2018		Verified	Yes	No	No			
16	001710264576	RAJESH KUMAR	13-JAN-2021		Not Seeded	Yes	No	No			

8. 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
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Welcome: abc@empfindia.org.gov.in
Est. Id: APSID005291600
Name : ABC
Logout
Wed 17 Jan 2023 (UAT 5.0.58)

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Part 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 *	Choose File No fil...osen	8
Return Type *	Regular Return	
Contribution Rate *	12%	
Remark *	Enter Remark	
<input type="button" value="Upload"/> <input type="button" value="Reset"/>		

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No
Download Active Member List <small>Click here to Download Active Member List</small>			

~ 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.											

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

Welcome: abc@empfindia.org.gov.in
Est. Id: UKDDN003256800
Name : ABC
Logout
Wed 17 Jan 2023 (UAT 5.0.58)

Home Member Establishment Payments Dashboards

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

~ Upload Monthly Return For Wage Month : Aug 2021

Wage Month *	Aug 2021	Help File
Return File *	Choose File	X
Return Type *	Regular Return	
Contribution Rate *	12%	
Remark *	Enter Remark	
<input type="button" value="Upload"/> <input type="button" value="Reset"/>		

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	31	EDU	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
No return file details found to display.											

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

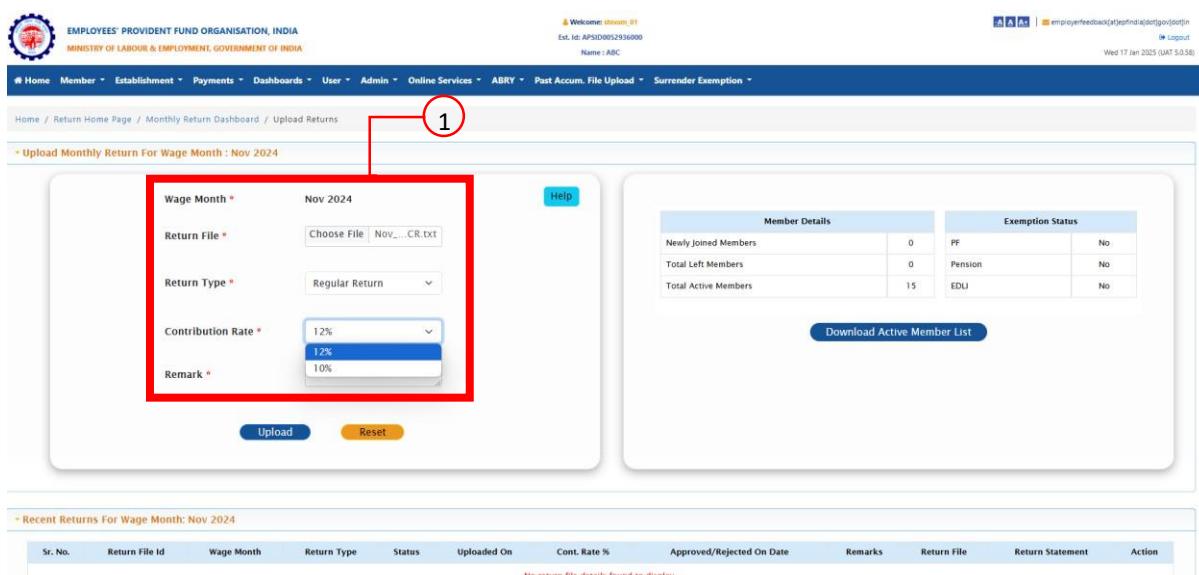
(## Note: Gross wages are mandatory.)

Return Text File Format:
100257274743~#NITESH~#15000~#15000~#15000~#1800~#1250~#550~#0~#0
100427601130~#RAMESH~#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.

- 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.



The screenshot shows the 'Upload Returns' page. At the top, there's a navigation bar with links like Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, ABRY, Past Accum. File Upload, and Surrender Exemption. On the right side, there are user details: Welcome: ABC, Est. Id: APSID05293600, Name: ABC, Logout, and the date Wed 17 Jan 2025 (IST 5:58). Below the navigation, a message says 'Upload Monthly Return For Wage Month : Nov 2024'. The main form has fields for 'Wage Month' (Nov 2024), 'Return File' (choose file Nov_...CR.txt), 'Return Type' (Regular Return), 'Contribution Rate' (dropdown menu with 12% selected, also showing 10%), and 'Remark'. To the right, there are two tables: 'Member Details' (Newly Joined Members: 0, Total Left Members: 0, Total Active Members: 15) and 'Exemption Status' (PF: No, Pension: No, EDLI: No). A blue button 'Download Active Member List' is visible. At the bottom, a table titled 'Recent Returns For Wage Month: Nov 2024' shows columns for Sr. No., Return File Id, Wage Month, Return Type, Status, Uploaded On, Cont. Rate %, Approved/Rejected On Date, Remarks, Return File, Return Statement, and Action. A note at the bottom of the table says 'No return file details found to display.'

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

The screenshot shows the EPFO portal's 'Upload Returns' section. On the left, there's a form for 'Upload Monthly Return For Wage Month : Nov 2024'. It includes fields for 'Wage Month' (Nov 2024), 'Return File' (Choose File: Nov_.CR.txt), 'Return Type' (Regular Return), 'Contribution Rate' (12%), and 'Remark' (Nov 24). Below the form are 'Upload' and 'Reset' buttons. To the right, a summary table shows 'Member Details' (Newly Joined Members: 0, Total Left Members: 0, Total Active Members: 15) and 'Exemption Status' (PF: No, Pension: No, EDU: No). A blue 'Download Active Member List' button is also present. At the bottom, a table lists 'Recent Returns For Wage Month: Nov 2024' with no data.

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.

The screenshot shows the same 'Upload Returns' page as before, but now with an error message: 'File Validation Failed.' displayed in a red box at the top. The rest of the interface is identical to the successful upload screenshot.

3. 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.

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.

6. 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 a confirmation dialog box with the title "10.1.20130 says" containing the message: "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?" with "OK" and "Cancel" buttons. A red box highlights this dialog. Below it, a green banner says "File Validation Successful. File Processing is in progress and may take more time. Please revisit after some time." A red circle labeled "6" points to the "In-Process Returns for Wage Month : Nov 2024" table header. The table has columns: Sr. No., Return File Id, Return Type, Contri. Rate %, Uploaded On, Status, Remarks, Return File, Error File, Return Statement, and Action (with "Approve" and "Reject" buttons). A red box highlights the "Approve" button. At the bottom, a footer notes "Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India" and "Last Updated Wed 17 Jan 2025 (UAT 5.0.5B)".

- 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.

The screenshot shows the "Due Deposit Balance Summary" page. A red box highlights the message "Return File Id [250100001024] approved successfully. Kindly prepare the challan using appropriate payment option." A red circle labeled "7" points to the "Wage Summary" section, which includes tables for PF Exemption Status, Total Active Members, Newly Joined Members, and Total Left Members. Another red box highlights the "Contribution Summary" table. Below these are sections for "Total Account Wise Summary" and "7Q/14B Summary", each with tables for AC-1 (EPF), AC-2 (EPF Admin Charges), AC-10 (EPS), AC-21 (EDU), AC-22 (EDU Admin Charges), and Total. Buttons for "Full Payment", "Part Payment", "Pay Admin/Insp Charges", and "View/Pay Challans" are shown. A red box highlights the "View/Pay Challans" button.

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

In Process Challans List:

Display	records per page	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
50	records per page	1	NOV-2024	7014B	Due for Payment	20	20	20	20	20	100	Pay	Cancel

Showing page 1 of 1

Recent Challans List:

Display	records per page	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
50	records per page	1	NOV-2024	Administrative/ Inspection Charges	Cancelled	0	180	0	0	180	320		
		2	NOV-2024	Monthly Contribution	Cancelled	30,600	975	16,250	975	0	48,880		
		3	NOV-2024	Monthly Contribution	Cancelled	30,550	975	16,250	975	0	48,750		
		4	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
		5	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

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Last Updated Wed 17 Jan 2023 (EAT 5:03) Logout

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.

Direct Challan Entry:

For Wage Month	Nov 2024	Select Challan Type	Administrative/ Inspection Charges Challan		
Sr.No	Particulars		A/C No 21(₹)	A/C No 22(₹)	Total(₹)
1	Administrative Charges		0	0	0
2	Inspection Charges		0	0	0
Grand Total(₹)			320	0	320
Prepare Challan					

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

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

10.1.201.30 says

Total amount is Rs.320.
Are you sure to proceed with preparing the challan?

OK **Cancel**

10 **10.1.201.30 says**
Total amount is Rs.320.
Are you sure to proceed with preparing the challan?
OK **Cancel**

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.

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	250113000000438	NOV-2024	Administrative/ Inspection Charges	Due for Payment	0	100	0	0	100	320	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	CEN	Payment Receipt
1	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,000	975	10,250	975	0	48,880		
2	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,550	975	10,250	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.’

Challan Payment:

TRRN : 250113000000438 Wage Month : NOV 2024

Total Amount: 320

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

Select Bank:

Make Payment of ₹ 320

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

Select Bank: **Online Payment**

Axis Bank
HDFC Bank
ICICI Bank

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.

Direct Challan Entry:

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

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

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.

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

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Past Accns, File Upload Surrender Exemption

10.1.201.30 says
Total amount is Rs.100.
Are you sure to proceed with preparing the challan?

OK Cancel

For Wage Month : Nov 2024 Select Challan Type : TQ-14B

Sr.No.	Particulars	A/C No 1(E)	A/C No 2(E)	A/C No 10(E)	A/C No 21(E)	A/C No 22(E)	Total(E)
1	Interest (PQ)	10	10	10	10	10	50
2	Damages (IAB)	10	10	10	10	10	50
Grand Total(E)							

Prepare Challan
Grand total amount should be greater than zero.

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.

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

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Past Accns, File Upload Surrender Exemption

Welcome Admin - 01
Ext. ID: AP00001234567890
Name: ABC

Wed 17 Jan 2021 04:54:53 GMT+05:30

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

Challan prepared successfully with TRRN: 25011300000439. Kindly verify & finalize the challan for payment.

- In-Process Challans List:

Display: 50 records per page	TRRN	Wage Month	Challan Type	Challan Status	A/C 1 (E)	A/C 2 (E)	A/C 10 (E)	A/C 21 (E)	A/C 22 (E)	Total Challan Amount	Pay Challan	Cancel Challan
1	25011300000439	NOV-2024	TQ-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 (E)	A/C 2 (E)	A/C 10 (E)	A/C 21 (E)	A/C 22 (E)	Total Challan Amount	CBN	Payment Receipt
1	25011300000438	NOV-2024	Administrative Inspection Charges	Cancelled	0	160	0	0	160		320		
2	25011300000437	NOV-2024	Monthly Contribution	Cancelled	30,600	975	16,250	975	0		48,880		
3	25011300000426	NOV-2024	Monthly Contribution	Cancelled	30,350	975	16,250	975	0		48,730		
4	25011300000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0		11,525		
5	25011300000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0		11,525		

Showing page 1 of 1

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.'

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

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Past Accns, File Upload Surrender Exemption

Welcome Admin - 01
Ext. ID: AP00001234567890
Name: ABC

Wed 17 Jan 2021 04:54:53 GMT+05:30

Home / View/Pay Challans / Challan Payment

- Challan Payment:

TRRN: 25011300000439	Wage Month: NOV-2024
Total Amount	100
Please select your payment bank and click on "Make Payment" button, below to initiate payment:	
Select Bank	Select Bank
Make Payment of ₹ 100	
Note to Employer: If the payment has been initiated from your bank account, it will be debited from your bank account, instead of same TRRN. Instead, check the status of payment for the same TRRN.	

Online Payment
Avis Bank
HDFC Bank
ICICI Bank

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.

The screenshot shows the 'Due-Deposit-Balance Summary' page. At the top, a message says 'Return File Id [250100001024] approved successfully. Kindly prepare the challan using appropriate payment option.' Below this, there's a 'Return Summary for Wage Month : Nov 2024' section. The main area displays 'Establishment Details', 'Wage Summary', and 'Contribution Summary'. Under 'Total Account Wise Summary', there are four columns: AC-1 (EPF) (₹), AC-2 (EPF Admin Charges) (₹), AC-10 (EPS) (₹), and AC-21 (EDLI) (₹). The 'AC-21 (EDLI)' column has a value of ₹75, which is circled with a red circle and labeled '17'. Below these columns are buttons for 'Full Payment', 'Part Payment' (which is highlighted with a red box), 'Pay Admin/Insp Charges', and 'View/Pay Challans'. The 'Part Payment' button is also circled with a red circle and labeled '17'. At the bottom, there's a '7Q/14B Summary' section with similar columns and a 'Pay 7Q/14B Charges' button.

The screenshot shows the 'Monthly Contribution Filing' page for the wage month Nov 2024. On the left, there are fields for 'Wage Month' (set to Nov 2024), 'Contribution File' (with a 'Choose File' dropdown showing 'No file chosen'), and 'Remark' (with a 'Enter Remarks' input field). Below these are 'Upload' and 'Reset' buttons. On the right, there's a large table titled 'Contribution Summary' with columns for AC-1 (₹), AC-2 (₹), AC-10 (₹), AC-21 (₹), AC-22 (₹), and Total (₹). The 'AC-21 (₹)' column has a value of ₹75, which is circled with a red circle and labeled '17'. This table is also highlighted with a red box. At the bottom of the page, there's a 'Recent Contribution Files for Wage Month Nov 2024:' section with a table and a 'Download Member List' button. A footer at the bottom states 'Designed, Developed and Hosted by: Employee Provident Fund Organization, India' and 'Last Updated Wed 17 Jan 2024 04:58:58'.

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

Import Notice

1. Please remove special characters and numbers in file names. Remove special characters and spaces from the file name.
2. Max Size of File Upload is 8 MB. If text file size exceeds 8 MB, please compress it using zip etc. Smaller files can also be uploaded in zip format.
3. Do not upload any other files like jpg, gif, doc, xls, ppt etc bundled inside the zip.
4. Only text file or zip file containing only one text file can be uploaded (file extension should be in small case).
5. 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 * Choose File : Contribution_file.txt
Remark * test

	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

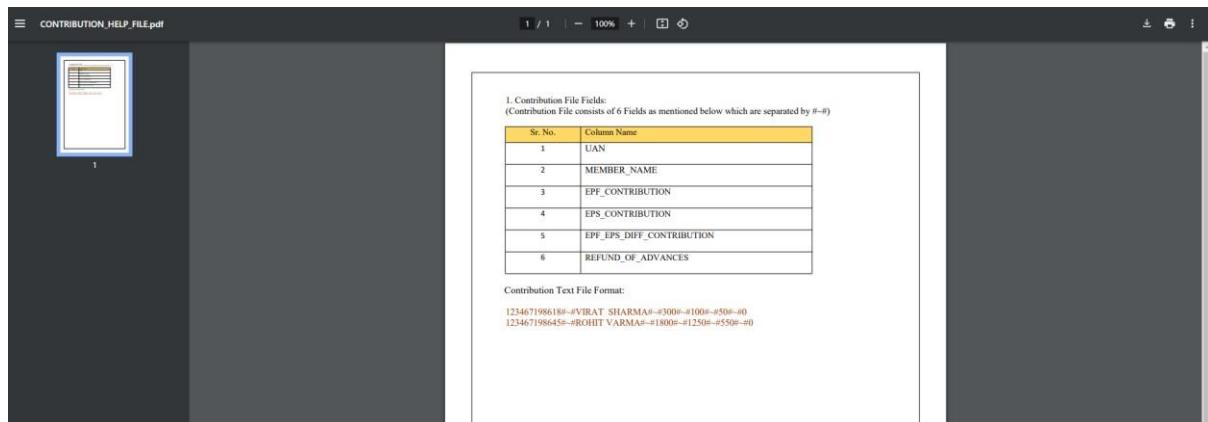
[Download Member List](#)

Recent Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No records available									

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Last Updated Wed 17 Jan 2025 04:51:58

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



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 * Choose File : Contribution_file.txt
Remark * test

	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:

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
No records available									

Designed, Developed and Hosted by Employee's Provident Fund Organization, India
Last Updated Wed 17 Jan 2025 04:51:58

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.

Sr No.	Contribution File Id	TRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313203	N.A.	Nov 2024	21-JAN-2025 10:51	Contribution Statement Generated	pp			N.A.	Approve Reject

Recent Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21-JAN-2025 10:49	Rejected	test			N.A.

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

Contribution File -

UAN	Member Name	Due EPF(A/C)	Due EPS(A/C)	Due Refund Of Advances(A/C)	Paid EPF	Paid EPS	Paid EPF-EPS Diff	Paid Refund Of Advances(A/C)	Balance EPF	Balance EPS	Balance EPS Diff	Balance Refund Of Advances(A/C)	
2 10031474529	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
3 10110252078	AAAA TEST	1800	0	0	0	0	0	0	0	1800	0	0	0
4 10110252578	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
5 10110252610	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
6 10110261978	AAAA TEST	0	0	0	0	0	0	0	0	0	0	0	0
7 10110262010	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
8 10110262016	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
9 101102625796	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
10 10110262606	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
11 10110262607	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
12 10110262608	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
13 10110262628	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
14 10110262634	AAAA TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
15 101603209124	AAAB TEST	1800	1250	550	0	0	0	0	0	1800	1250	550	0
16 101710264576	RAJESH KUMAR	1800	1250	550	0	0	0	0	0	1800	1250	550	0
17													
18													

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.

The screenshot shows the EPFO contribution filing interface. A modal dialog box is centered, asking '10.1.201.30 says Are you sure to reject the Contribution file with Id : 250161313202 ?' with 'OK' and 'Cancel' buttons. A red box highlights this dialog, and a red circle labeled '22' points to the 'Reject' button in the table header.

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313202	N.A.	Nov 2024	21-JAN-2025 10:49	Contribution Statement Generated	test		N.A.		<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Recent Contribution Files for Wage Month Nov 2024:

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

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

The screenshot shows the EPFO contribution filing interface. A green success message box displays '✓ Contribution File Id 250161313202 Rejected successfully.' Below this, the 'Monthly Contribution Filing for Wage Month Nov 2024' form is visible, showing fields for Wage Month (Nov 2024), Contribution File (Choose File - no file chosen), and Remark (Enter Remarks). To the right, a table shows financial details: Due (30,550), AC-1 (₹0), AC-2 (₹0), AC-10 (₹0), AC-21 (₹0), AC-22 (₹0), and Total (₹48,750). A red box highlights the success message, and a red circle labeled '23' points to the 'Rejected' status in the table header.

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21-JAN-2025 10:49	Rejected	test			N.A.

Recent Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
					No records available				

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.

The screenshot shows the EPFO contribution filing interface. A modal dialog box is centered, asking '10.1.201.30 says Are you sure to approve the Contribution file with Id : 250161313203 ?' with 'OK' and 'Cancel' buttons. A red box highlights this dialog, and a red circle labeled '23' points to the 'Approve' button in the table header.

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Error File	Contribution Statement	Action
1	250161313203	N.A.	Nov 2024	21-JAN-2025 10:51	Contribution Statement Generated	pp		N.A.		<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Recent Contribution Files for Wage Month Nov 2024:

Sr No.	Contribution File Id	TRRN	Wage Month	Upload Date	Status	Remarks	Contribution File	Contribution Statement	Error File
1	250161313202	N.A.	Nov 2024	21-JAN-2025 10:49	Rejected	test			N.A.

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.’

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

Welcome - Home ID: APFO000123456789 Date: 17 Jan 2023, SAT 5:00

Home Member Establishment Payments Dashboards User Admin Online Services ABYF File Upload Surrender Exemption

Return Filing Home Page / Monthly Return Dashboard / Contribution Filing / View/Pay Challans / Return Summary (Part Payment)

Contribution file with Id 250161313203 approved successfully !! Kindly prepare the challan against the same.

Contribution File's Summary (Id : 250161313203) for the wage month: Nov 2024

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

> Account Wise Bifurcation of Balance Amount

Total EPF Contribution (A/C 1)	Total EPS Contribution (A/C 10)	Total EDU Contribution (ER Share A/C 21)	Total EDUJ Contribution (EE Share A/C 22)	Total Amount (₹)
Total EPF Contribution (A/C 1) 7050	Total EPS Contribution (A/C 10) 500	Total EDU Contribution (ER Share A/C 21) 3750	Total EDUJ Contribution (EE Share A/C 22) 225	Total Amount (₹) Not Applicable 11525
Total EPF Charges (A/C 2)	Total EPS Charges (A/C 10)	Total EDUJ Charges (A/C 22)	Total EDUJ Charges (A/C 22)	
Administration Charge (₹)	Inspection Charge (₹)	Administration Charges (₹)	Inspection Charge (₹)	
Inspection Charge (₹)				
Total Amount (₹)				

Generate Challan Back to contribution filing Cancel Contribution Summary

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated: Wed 17 Jan 2023 (SAT 5:00)

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.

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

Welcome - Home ID: APFO000123456789 Date: 17 Jan 2023, SAT 5:00

Home Member Establishment Payments Dashboards User Admin Online Services ABYF File Upload Surrender Exemption

Return Filing Home Page / Monthly Return Dashboard / Contribution Filing / View/Pay Challans / Return Summary (Part Payment)

Contribution file with Id 250161313203 approved successfully !! Kindly prepare the challan against the same.

Contribution File's Summary (Id : 250161313203) for the wage month: Nov 2024

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

> Account Wise Bifurcation of Balance Amount

A/C - 1 (EPF)	A/C - 2 (EPF)	A/C - 10 (EPS)	A/C - 21 (EDL)	A/C - 22 (EDLD)	Total Amount
Total EPF Contribution (A/C 1) 7050	Total EPF Contribution (EE Share + Total EPF Contribution ER) 500	Total EPS Contribution (A/C 10) 500	Total EDU Contribution (ER Share A/C 21) 3750	Total EDUJ Contribution (EE Share A/C 22) 225	Total Amount Not Applicable 11525
Total EPF Charges (A/C 2)	Total EPS Charges (A/C 10)	Total EDUJ Charges (A/C 22)	Total EDUJ Charges (A/C 22)		
Administration Charge (₹)	Inspection Charge (₹)	Administration Charges (₹)	Inspection Charge (₹)		
Inspection Charge (₹)					
Total Amount (₹)					

Generate Challan Back to contribution filing Cancel Contribution Summary

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated: Wed 17 Jan 2023 (SAT 5:00)

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.

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

Welcome Admin, S1
En. No. APFO0000000000000000
Name - ABC

Last 11 Jan 2025 Last 5:08

Home Member Establishment Payments Dashboards User Admin Online Services A/BRY Past Accns. File Upload Surrender Exemption

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

Challan generated successfully! TRRN : 250113000000425

In-Process Challans List:

ScNo.	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	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:

ScNo.	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	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

Showing page 1 of 1

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Last Updated Wed 11 Jan 2025 5:08:58

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

Welcome Admin, S1
En. No. APFO0000000000000000
Name - ABC

Last 11 Jan 2025 Last 5:08

Home Member Establishment Payments Dashboards User Admin Online Services A/BRY Past Accns. File Upload Surrender Exemption

Home / View/Pay Challans / Challan Payment

Challan Payment:

TRRN : 250113000000425	Wage Month : NOV 2024
Return Amount	11,525
You are liable to pay Damages (14B) and Interest (7Q)	
<input checked="" type="checkbox"/> Interest (7Q)	136
<input checked="" type="checkbox"/> Damages (14B)	56
Grand Total	11,717
Select your payment bank and click on "Make Payment" button, before proceeding to make payment	
Select Bank	Make Payment of ₹ 11,717

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

Online Payment

28

Select Bank -
Axis Bank
HDFC Bank
ICICI Bank

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Last Updated Wed 17 Jan 2025 5:08:58

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 (I)
En. ID: APG0002436000
Name: ABC
Last Updated Wed 17 Jan 2024 04:57:00

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
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 NCP Dps	60	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 POST

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

7Q/14B Summary

	AC1 (₹)	AC2 (₹)	AC10 (₹)	AC21 (₹)	AC22 (₹)	Total (₹)
Dues	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 (I)
En. ID: APG0002436000
Name: ABC
Last Updated Wed 17 Jan 2024 04:57:00

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

-> Account Wise Due Deposit Balance Summary - Nov 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 EPS Contribution ER Share + Total Refund of Advance (₹)	Total EPS Contribution (A/C 10)	Total EDU Contribution (ER Share A/C 21) (₹)	Total EDU Charges (A/C 22) (₹)	Total (₹)
Total EPF Contribution (A/C 1)	30,550	975	Not Applicable	16,250	0	48,750
Total EPF Charges (A/C 2)	0	0	Not Applicable	0	0	0
Total EPS Contribution (A/C 10)	0	0	Not Applicable	0	0	0
Total EDU Contribution (ER Share A/C 21) (₹)	0	0	Not Applicable	0	0	0
Total EDU Charges (A/C 22) (₹)	0	0	Not Applicable	0	0	0
Total Amount (₹)	30,550	975	Not Applicable	16,250	0	48,750

Prepare Challan

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Last Updated Wed 17 Jan 2024 04:57:00

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 (I)
En. ID: APG0002436000
Name: ABC
Last Updated Wed 17 Jan 2024 04:57:00

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

Finalize Challan **Close**

30

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated Wed 17 Jan 2024 04:57:00

31. 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.

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	250113000000426	NOV-2024	Monthly Contribution	Due for Payment	30,550	975	18,250	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	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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Last Updated Wed 17 Jan 2025 (IAT 5.0.0)

32. Click on the ‘Pay’ button to proceed. Once pay button is clicked, the system navigates to the Challan Payment page.

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

-Challan Payment:

TRRN: 250113000000426 Wage Month: NOV 2024

Return Amount: 48,750

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

Interest (7Q): 578

Damages (14B): 241

Grand Total: 49,569

Select your payment bank and click on "Make Payment". Enter, Select or choose payment.

Select Bank:

Make Payment of ₹ 49,569

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

Online Payment

Axis Bank
HDFC Bank
ICICI Bank

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Last Updated Wed 17 Jan 2025 (IAT 5.0.0)

C. Supplementary Return

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.

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	test	Download	View	View Summary

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

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.

Sr. No.	Return File Id	Return Type	Contd. 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	B	D	R	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.

Sr. No.	Return File Id	Return Type	Contd. 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	B	D	R	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

Welcome Admin ID:
Sar. ID: APUS0002293000
Name: ABC

Last Updated Wed 17 Jan 2023 (IST 5:03)

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Past Accm. File Upload Surrender Exemption

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 EFF 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 EDLI	975
Newly joined Members	0	Total NCF Days		62	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) (₹)		Total (₹)
Due	30,550	975	16,250	975		48,750
Paid	0	0	0	0		0
Balance	30,550	975	16,250	975		48,750

Payment Option PRE

Full Payment **Pay Admin/Inspx 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				8		

Pay 7Q/14B Charges

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Last Updated Wed 17 Jan 2023 (IST 5:03)

9. 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.
10. 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.
11. 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 ID:
Sar. ID: APUS0002293000
Name: ABC

Last Updated Wed 17 Jan 2023 (IST 5:03)

Home Member Establishment Payments Dashboards User Admin Online Services ABRY Past Accm. File Upload Surrender Exemption

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

Prepare Challan

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Last Updated Wed 17 Jan 2023 (IST 5:03)

12. 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.

ACCOUNT HEAD	DEBT AMOUNT
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**

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.

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

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:

Sl.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	250113000000439	NOV-2024	7014B	Cancelled	20	20	20	20	20	100		
2	250113000000438	NOV-2024	Administrative/ Inspection Charges	Cancelled	0	160	0	0	160	320		
3	250113000000437	NOV-2024	Monthly Contribution	Cancelled	30,000	975	16,250	975	0	48,800		
4	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,550	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

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated Wed 17 Jan 2025 (GAT 5.0.56)

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

The screenshot shows the EPFO Challan Payment interface. At the top, there's a header with the EPFO logo and navigation links like Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, ABRY, Part Accm, File Upload, and Surrender Exemption. Below the header, the URL is Home / View/Pay Challans / Challan Payment. The main content area is titled 'Challan Payment' and displays the following information:

- TBPN: 250113000000417
- Wage Month: AUG 2024
- Return Amount: ₹ 48,750
- You are liable to pay Damages (14B) and Interest (7Q)
- Interest (7Q): ₹ 2036
- Damages (14B): ₹ 2544
- Grand Total: ₹ 53,330
- Select your payment bank and click on "Make Payment" button, before to initiate payment
- Bank Selection dropdown: Select Bank... (with Aris Bank, HDFC Bank, and ICICI Bank listed)
- Note to Employer: If the payment has been debited from your bank account, please check the status of the payment against the same TRBN. Instead, check the status of the payment against the same TRBN.

At the bottom, it says 'Designed, Developed and Hosted by Employees' Provident Fund Organisation, India' and 'Last Updated Wed 17 Jan 2024 5:47:50 IST'.

15. 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.

1. 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
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome Admin - II
Eo ID: APN000000000000000000000000000000
Name - ABC
User ID: Admin
Last Updated Wed 17 Jan 2025 10:30:08

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

- Upload Monthly Return For Wage Month : Nov 2024

Wage Month *	Nov 2024	Help
Return File *	Choose File rev_sep.txt	
Return Type *	<input type="button" value="Revised Return"/> <input type="button" value="--Select--"/> <input type="button" value="Supplementary Return"/> <input checked="" type="button" value="Revised Return"/>	1
Contribution Rate *	12%	
Remark *	test	
<input type="button" value="Upload"/> <input type="button" value="Reset"/>		

Member Details		Exemption Status	
Newly Joined Members	0	PF	No
Total Left Members	0	Pension	No
Total Active Members	15	EDU	No
<input type="button" value="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	2501000001024	NOV-2024	Regular	Approved	21-JAN-2025 10:45:23	12	21-JAN-2025 10:40:04	nov regular	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="View Summary"/>
2	2501000001023	NOV-2024	Regular	Rejected	21-JAN-2025 10:44:02	12	21-JAN-2025 10:44:46	Nov 24	<input type="button" value=""/>	<input type="button" value=""/>	

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Last Updated Wed 17 Jan 2025 10:30:08

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

Welcome Admin - II
Eo ID: APN000000000000000000000000000000
Name - ABC
User ID: Admin
Last Updated Wed 17 Jan 2025 10:30:08

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

- Upload Monthly Return For Wage Month : Nov 2024

Wage Month *	Nov 2024	Help
Return File *	Choose File rev_sep.txt	
Return Type *	Revised Return	2
Contribution Rate *	12%	
Remark *	test	
<input type="button" value="Upload"/> <input type="button" value="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	EDU	No
<input type="button" value="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	2501000001024	NOV-2024	Regular	Approved	21-JAN-2025 10:45:23	12	21-JAN-2025 10:40:04	nov regular	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="View Summary"/>
2	2501000001023	NOV-2024	Regular	Rejected	21-JAN-2025 10:44:02	12	21-JAN-2025 10:44:46	Nov 24	<input type="button" value=""/>	<input type="button" value=""/>	

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

3. 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.

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

Welcome Admin - II
Eo ID: APN000000000000000000000000000000
Name - ABC
User ID: Admin
Last Updated Wed 17 Jan 2025 10:30:08

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	2501000001027	Revised	12	21-JAN-2025 17:03:22	Returns Statement Generated	test	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
2	2501000001026	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test	<input type="button" value=""/>	<input type="button" value=""/>	N/A	
3	2501000001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test	<input type="button" value=""/>	<input type="button" value=""/>	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	2501000001024	NOV-2024	Regular	Approved	21-JAN-2025 10:45:23	12	21-JAN-2025 10:40:04	nov regular	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="View Summary"/>
2	2501000001023	NOV-2024	Regular	Rejected	21-JAN-2025 10:44:02	12	21-JAN-2025 10:44:46	Nov 24	<input type="button" value=""/>	<input type="button" value=""/>	

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Last Updated Wed 17 Jan 2025 10:30:08

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

5. 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 EPFO portal's 'Upload Returns' section. A confirmation dialog box is displayed, asking 'Are you sure to reject return?'. Below the dialog, a table lists three return files. The third file, with ID 250100001025, has its 'Action' column containing a green 'Approve' button and a red 'Reject' button. A red circle labeled '5' points to the 'Reject' button.

Sr. No.	Return File Id	Return Type	Contri. 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			N/A	<button>Approve</button>	<button>Reject</button>
2	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	<button>Approve</button>	<button>Reject</button>
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	<button>Approve</button>	<button>Reject</button>

The screenshot shows the 'Upload Monthly Return For Wage Month : Nov 2024' section. A success message 'Return File [Id= 250100001028] rejected successfully.' is displayed. The form includes fields for 'Wage Month' (Nov 2024), 'Return File' (Choose File), 'Return Type' (Regular), 'Contribution Rate' (12%), and 'Remark'. To the right, there are sections for 'Member Details' and 'Exemption Status'. A red circle labeled '6' points to the 'Upload' button.

Sr. No.	Return File Id	Return Type	Contri. 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	<button>Approve</button>	<button>Reject</button>
2	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	<button>Approve</button>	<button>Reject</button>

6. 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 'Upload Returns' section. A confirmation dialog box is displayed, asking if the user wants to proceed with approval. Below the dialog, a table lists four return files. The third file, with ID 250100001025, has its 'Action' column containing a green 'Approve' button and a red 'Reject' button. A red circle labeled '6' points to the 'Approve' button.

Sr. No.	Return File Id	Return Type	Contri. 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	rr			N/A	<button>Approve</button>	<button>Reject</button>	
2	250100001028	Revised	12	21-JAN-2025 17:02:01	Validation Failed	test			N/A	<button>Approve</button>	<button>Reject</button>	
3	250100001025	Revised	12	21-JAN-2025 17:00:13	Validation Failed	test			N/A	<button>Approve</button>	<button>Reject</button>	
4	250100001023	NOV-2024	Rejected	21-JAN-2025 17:05:10	12	21-JAN-2025 17:05:22	test			N/A	<button>Approve</button>	<button>Reject</button>

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.

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 EPS Wages	1,95,000	Total EPS	16,250
EDU Exemption Status	No	Total EDU Wages	1,95,000	Total EDU	7,150
Total Active Members	15	Total HCF Days	00	Total Refund of Advances	075
Newly Joined Members	0	Total Return Member Count	15	Sum of Contribution	47,885
Total Left Members	0				

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 30,660	975	16,250	975	0	48,860	
Paid 0	0	0	0	0	0	
Balance 30,660	975	16,250	975	0	48,860	

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						

Full Payment **Part Payment** **Pay Admin/Inspt Charges** **View/Pay Challan**

Pay 7Q/14B Charges

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.

AC-1 (EPF) (₹)	AC-2 (EPF Admin Charges) (₹)	AC-10 (EPS) (₹)	AC-21 (EDU) (₹)	AC-22 (EDU Admin Charges) (₹)	Total (₹)
Due 30,660	975	16,250	975	0	48,860
Paid 0	0	0	0	0	0
Balance 30,660	975	16,250	975	0	48,860

Account Wise Breakup of Balance Amount						
Total EPF Contribution (A/C 1)	Total EPF Contribution EI Share + Total EPF Contribution ER Share + Total Refund of Advance (₹)					30,660
Total EPS Charges (A/C 2)	Administration Charge (₹)					975
Total EPS Contribution (A/C 10)	Inspection Charge (₹)					Not Applicable
Total EDU Contribution (ER Share A/C 21) (₹)						16,250
Total EDU Charges (A/C 22) (₹)	Administration Charges (₹)					975
Total Amount (₹)	Inspection Charge (₹)					Not Applicable
						48,860

Prepare Challan

Designed, Developed and Hosted by: Employees' Provident Fund Organization, India
Last Updated: Wed 17 Jan 2025 (SAT 5:05 AM)

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.

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

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

Finalize Challan **Close**

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.

Challan prepared successfully with TRRN [250113000000437]. Kindly make payment against the same.

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	48,660	Pay	Cancel

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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	CBN	Payment Receipt
1	250113000000426	NOV-2024	Monthly Contribution	Cancelled	30,550	975	16,250	975	0	48,750		
2	250113000000425	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		
3	250113000000424	NOV-2024	Monthly Contribution	Cancelled	7,050	500	3,750	225	0	11,525		

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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.

The screenshot shows the EPFO Challan Payment interface. At the top, there's a header with the EPFO logo and navigation links like Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, ABRY, Past Accrual File Upload, and Surrender Exemption. The main content area is titled 'Challan Payment' and displays a summary of a return with TRRN: 290113000000437 and Wage Month: NOV 2024. It shows the breakdown of the amount: Interest (₹0), Interest (₹0), and Damages (₹49,680). A note at the bottom says: 'Note to Employer: If the payment has been debited from your bank account, please check the status of the same TRRN. Instead, check the status of the same TRRN.' Below this is a 'Select Bank' dropdown menu with options like Axis Bank, ICICI Bank, SBI, etc., with Axis Bank currently selected. A red circle with the number '13' is drawn around this dropdown.

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.

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