ECR in Saral PayPack

The Employees Provident Fund Organisation (EPFO) has launched an '**Employer e-Sewa**' to provide better services to subscribers as part of the 'computerisation project'. The EPFO launched online receipt of Electronic Challan cum Receipt (ECR) from the month of April, 2012 (wage month of March paid in April).

Employers can register their establishments and create their user id and password through the **http://esewa.epfoservices.in** portal.

The sequence of events is thus:
1. Create ECR text file with data required by EPF. Alternately you can use software for the same.
2. Login to **http://esewa.epfoservices.in** portal.
3. Upload ECR Text File. On successful upload, summary of the information would be displayed.
4. This has to be approved by the user.
5. The Challan would now be available for download.
6. Remit the amount at SBI Branches or by online transfer.

This is effective from all employers for payment of PF of March.

ECR generation and other changes have been incorporated in Saral PayPack to ease to process to our customers. Saral PayPack is the first payroll software to implement the ECR generation (as per EPFO).
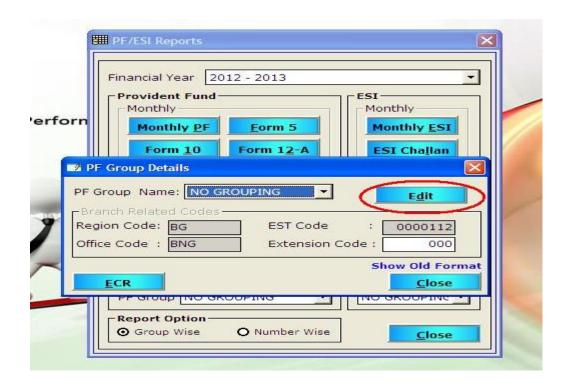
To successfully generate the ECR file from Saral PayPack the below steps need to be followed.
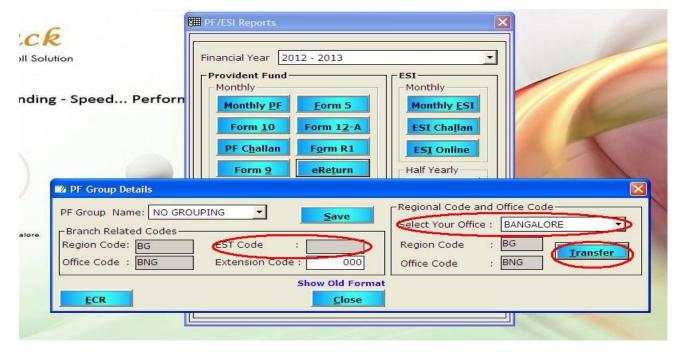
Steps to generate ECR (Electronic Challan cum Receipt) in Saral Pay Pack

Step 1: Fill PF Branch Related Codes
Go To **Report->Statutory Reports->PF/ESI Reports->eReturn->Edit**

- In the Edit Screen click on drop down button of "Select Your Office"
- Select the location of PF Office to which your company comes under.
- Click on Transfer Button
- Once you click on Transfer button "Region Code" & "Office Code" will be transferred to the main screen.
- Now enter the "Establishment Code" & "Extension Code" and click on Save button.
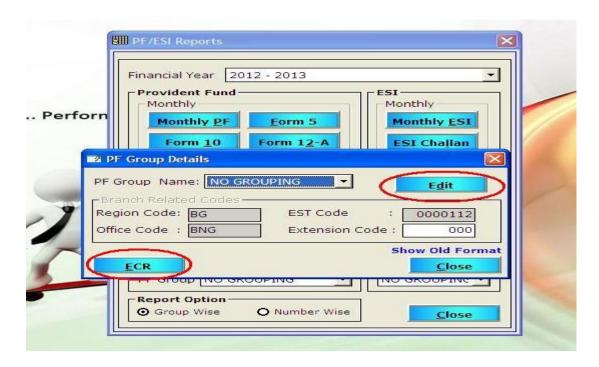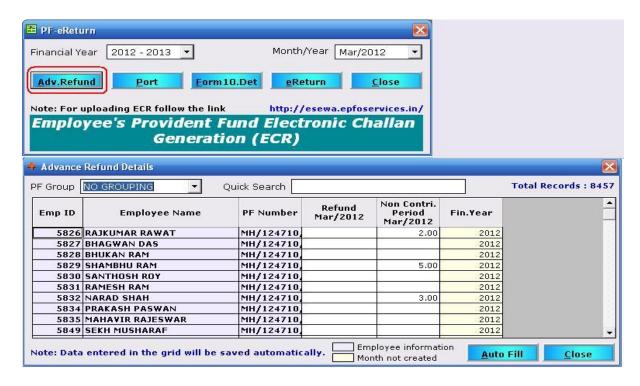
Step 2: Fill Non Contribution period
Go To **Report->Statutory Reports->PF/ESI Reports->eReturn->ECR->Adv. Refund**

- After completing the process mentioned in Step 1, click on "ECR" button.
- PF-eReturn Screen will be opened.
- Click on Adv. Refund button.
- Advance Refund Details Screen will be opened.
- Click on Auto Fill Button.
- Non-Contribution period of the employees for the selected month will be filled automatically.
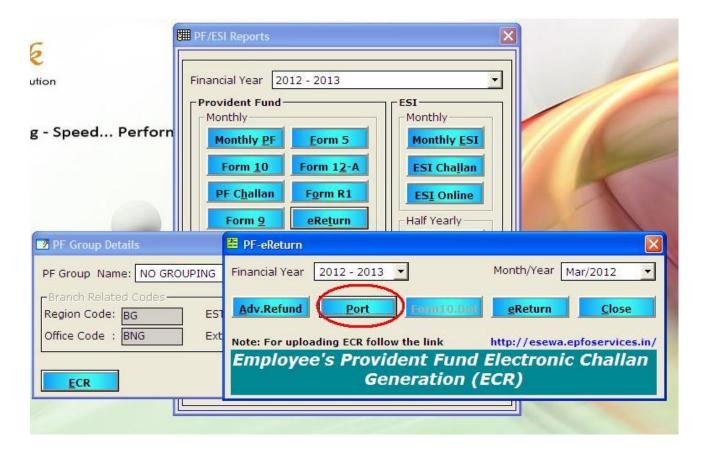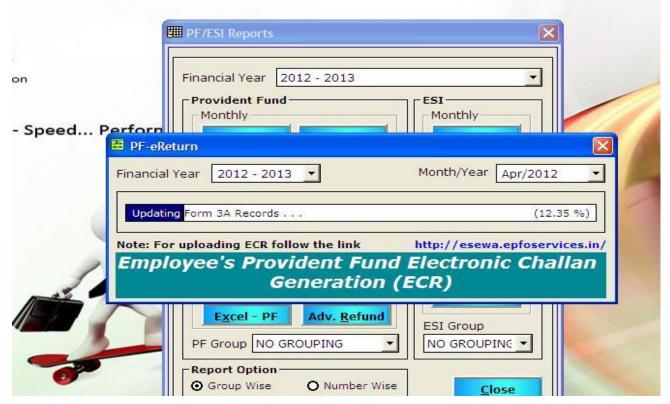- Click on Close button

Step 3: Port the entered details

Go To **Report->Statutory Reports->PF/ESI Reports->eReturn->ECR->Port**

- After completing the process mentioned in Step 2, click on Port button in PF-eReturn Screen.
- Details from the Saral PayPack will be ported to ECR and will be ready to generate the eReturn file.
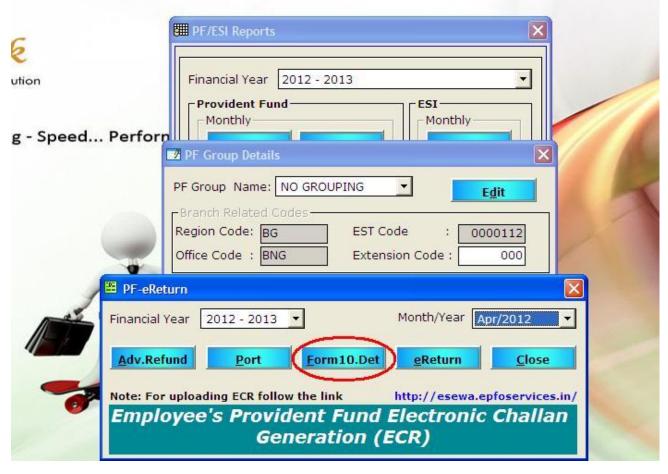
Step 4: Verify the Reason of Leaving details in Form10

Go To **Report->Statutory Reports->PF/ESI Reports->eReturn->ECR->Port**

- After completing the process mentioned in Step 3, click on Form 10.Det button.
- This step is necessary, to ensure whether the reason of leaving is mentioned for all the Left Employees in the current month according to the rules mentioned by EPFO.
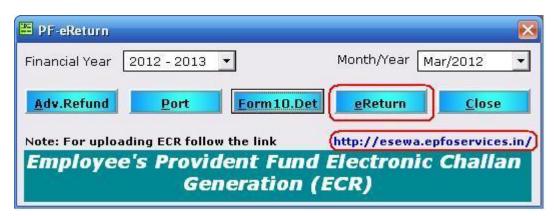

Note: Form 10. Det Button will be enabled only if there are left employees in the selected month.
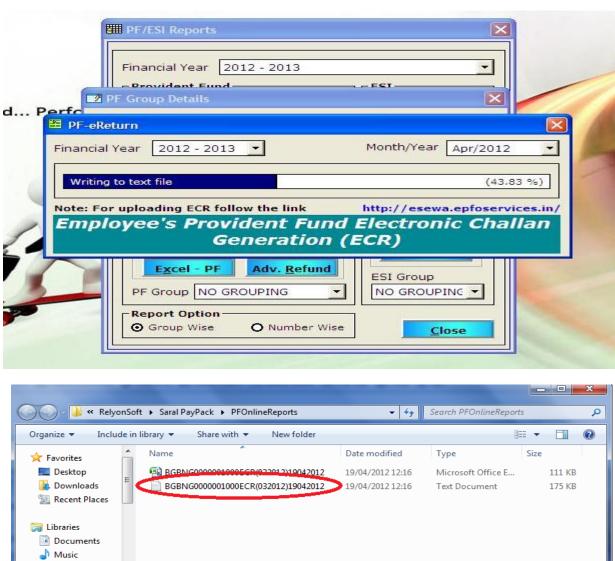
Step 5: Generate the Challan format

Go To **Report->Statutory Reports->PF/ESI Reports->eReturn->ECR->eReturn**

- After completing the process mentioned in Step 4, click on eReturn Button.
- Data from Saral PayPack will get ported to the text file according to the prescribed format by EPFO.
- A window will get opened after completing the process of eReturn.

- You can find the ereturn files in the opened folder.
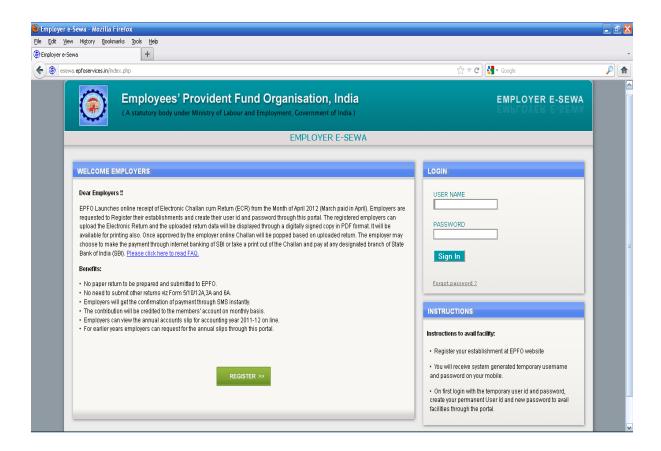

Step 6: Upload the generated "ECR format" in the e-Sewa link, which is provided in ECR Screen

- After completing the process mentioned Step 5, click on the e-Sewa link in PF-eReturn screen.
- Enter the User Name & Password as received by you through SMS at the time of registration in e-Sewa web site.
- Click on ECR->ECR Upload.

- Upload ECR file screen will be opened.
- Select Month, Year & the path of the ECR file which was generate in Step 5.
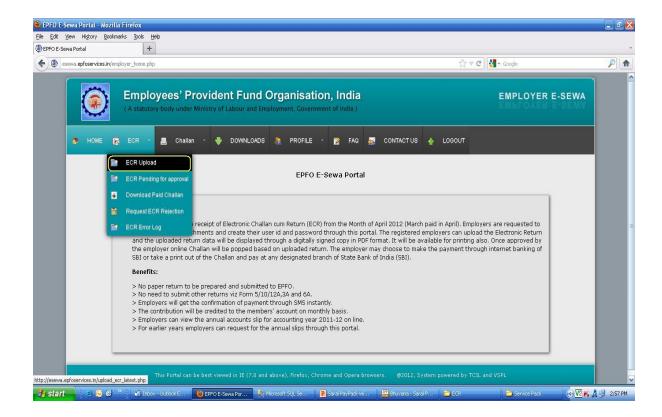- Click on Submit Button.

Employer e-Sewa Login screen
Link : http://esewa.epfoservices.in/
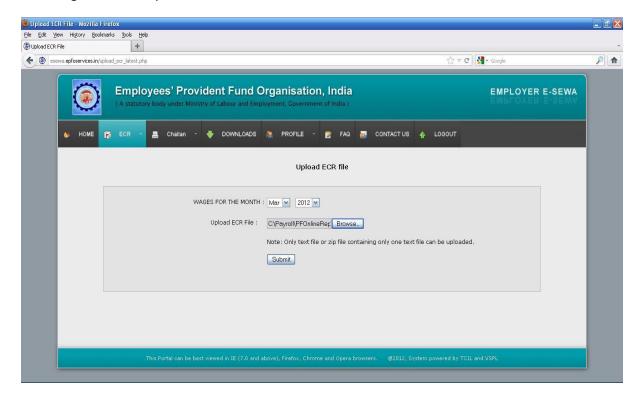
Step 7: ECR UPLOAD

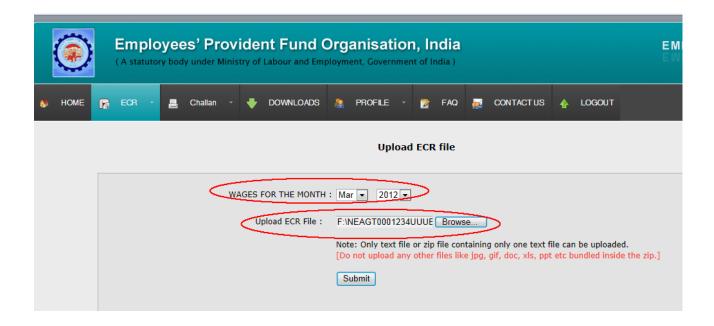Click on ECR at the top Menu Bar. You will find the various options. Click ECR UPLOAD.
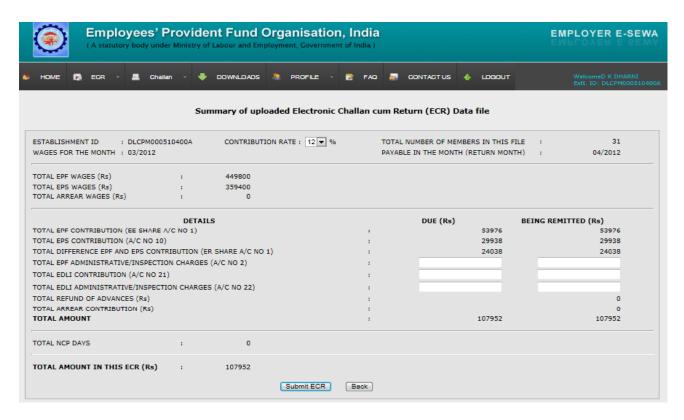
The following screen will open.
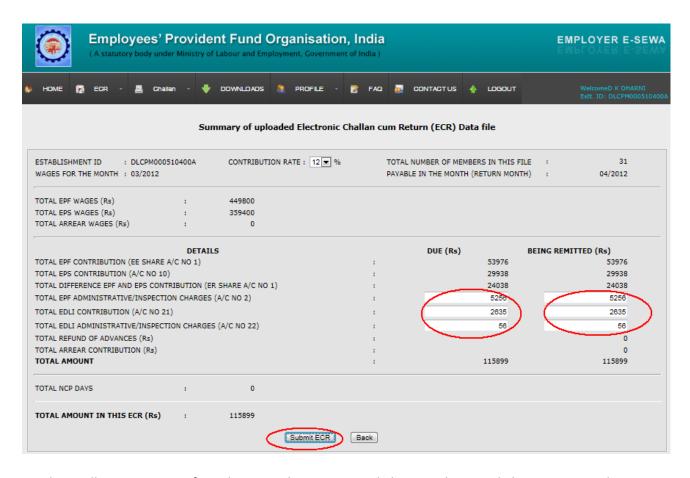
Select the text file you have to upload from the location where you have saved it, the default path in Saral Pay Pack is "**C:\RelyonSoft\Saral PayPack\ PFOnlineReports**" Check the Wage Month and year for which you are going to upload the ECR. Select the correct Wage Month/Year and click SUBMIT button.
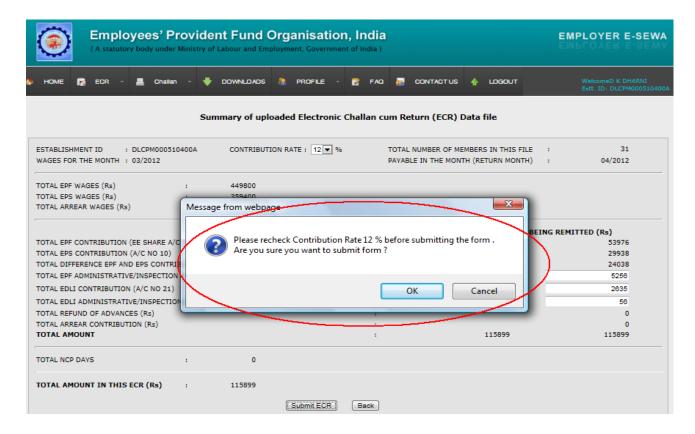
If your text file has been prepared correctly, the Summary sheet as follows will appear.

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

An alert will appear to confirm the Contribution rate. Click OK and again click SUBMIT ECR button.
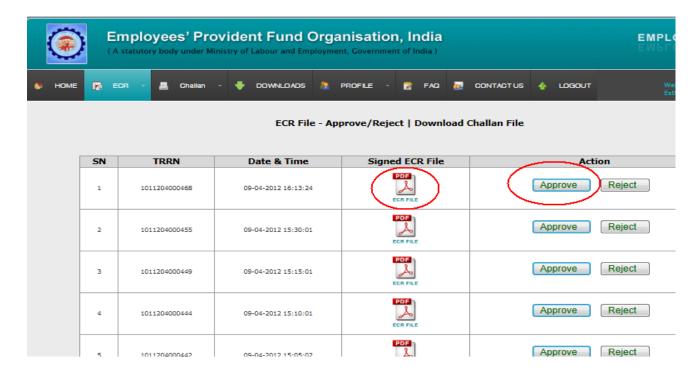
Step 8: Approve ECR:

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

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

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

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

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

The digitally signed PDF will look like the following screens.

ESTABLISHMENT ID : DLCPM000510400A
NAME OF ESTABLISHMENT : Establishment for live testing

Employer E-Sewa
ECR UPLOADED 09/04/2012 16:13:23

PART A-MEMBERS' WAGE DETAILS

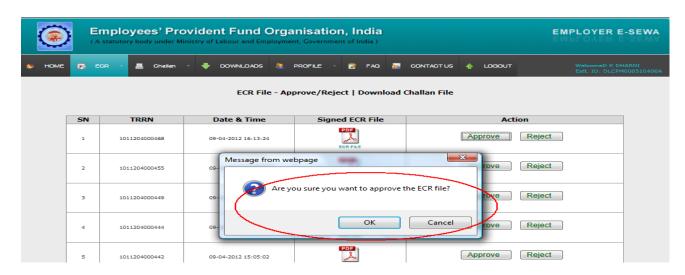| Member Id	Member Name	EPF Wages	EPS Wages	EPF Contribution (EE Share) due	EPF Contribution (EE Share) being remitted	EPS Contribution due	EPS Contribution being remitted	Diff EPF and EPS Contribution (ER Share) due	Diff EPF and EPS Contribution (ER Share) being remitted	NCP Days	Refund of Advances
0006533	MANILAL	5500	0	660	660	0	0	660	660	0	0
0006732	KANTIBHAI	6000	0	720	720	0	0	720	720	0	0
0007003	GIRISHKUMAR	6200	0	744	744	0	0	744	744	0	0
0007032	BHIMRAO	6300	0	756	756	0	0	756	756	0	0
0007064	VILAS	6400	0	768	768	0	0	768	768	0	0
0007107	MORLIDHAR	6600	0	792	792	0	0	792	792	0	0
0007145	BABULAL	5800	0	696	696	0	0	696	696	0	0
0007162	NARSHIHBHAI	4900	0	588	588	0	0	588	588	0	0
0007215	ISUDAS	4700	4700	564	564	392	392	172	172	0	0
0007216	JETHABHAI	3500	3500	420	420	292	292	128	128	0	0
0007221	DAHYABHAI	6500	6500	780	780	541	541	239	239	0	0
0007226	PRIYESH	8200	6500	984	984	541	541	443	443	0	0
0007231	JIGNESHKUMAR	8400	8400	1008	1008	700	700	308	308	0	0
0007236	GAURAV	6500	6500	780	780	541	541	239	239	0	0
0007241	KOMALBEN	25000	6500	3000	3000	541	541	2459	2459	0	0
0007246	JIGNESHKUMAR	29000	6500	3480	3480	541	541	2939	2939	0	0
0007251	ANKITKUMAR	30000	30000	3600	3600	2499	2499	1101	1101	0	0
0007256	RAJENDRASINH	52000	52000	6240	6240	4332	4332	1908	1908	0	0
0007261	HIRENSINH	53000	53000	6360	6360	4415	4415	1945	1945	0	0
0007266	HITESH	54000	54000	6480	6480	4498	4498	1982	1982	0	0
0007271	TEJASKUMAR	55000	55000	6600	6600	4582	4582	2018	2018	0	0
0007276	JAIMIN	56000	56000	6720	6720	4665	4665	2055	2055	0	0
0007311	CHANDRAKANT	1400	1400	168	168	117	117	51	51	0	0
0007316	TEJASWINI	1300	1300	156	156	108	108	48	48	0	0
0007321	SUNIL	1200	1200	144	144	100	100	44	44	0	0
0007326	KESHAVBHAI	1150	1150	138	138	96	96	42	42	0	0
0007331	TEJAS	1100	1100	132	132	92	92	40	40	0	0
0007336	AMITKUMAR	1075	1075	129	129	90	90	39	39	0	0
0007341	KALPESHKUMAR	1050	1050	126	126	87	87	39	39	0	0
0007346	NAYNESH	1025	1025	123	123	85	85	38	38	0	0
0007351	MAHEBUBHUSEN	1000	1000	120	120	83	83	37	37	0	0
	GRAND TOTAL	449800	359400	53976	53976	29938	29938	24038	24038	0	0

	A/C 01 EE + Refund of Advance	A/C 01 ER	A/C 02	A/C 10	A/C 21	A/C 22	TOTAL
TOTAL DUES AS PER ECR	53976	24038	5256	29938	2635	56	115899
TOTAL AMOUNT BEING REMITTED	53976	24038	5256	29938	2635	56	115899

PART B-NEW MEMBERS' DETAILS

Member Id	Member Name	Father's/Husband's Name	Relationship with the Member	Date of Birth	Gender	Date of Joining EPF	Date of Joining EPS
0007351	MAHEBUBHUSEN	MAHMADHANIF	Father	17-06-1989	Male	01-03-2012	01-03-2012

PART C-EXITING MEMBERS' DETAILS

Member Id	Member Name	Date of Exit from EPF	Date of Exit from EPS	Reason for leaving
0007311	CHANDRAKANT	31-03-2012	31-03-2012	Retirement

PART D : MEMBER'S ARREAR DETAILS

- --Nil --

NOTE: The report generated is on the basis of uploaded ECR on 09/04/2012 16:13:23 and the employer is required to verify the details before approving the return for generation of TRRN and challan. This is a digitally signed report.
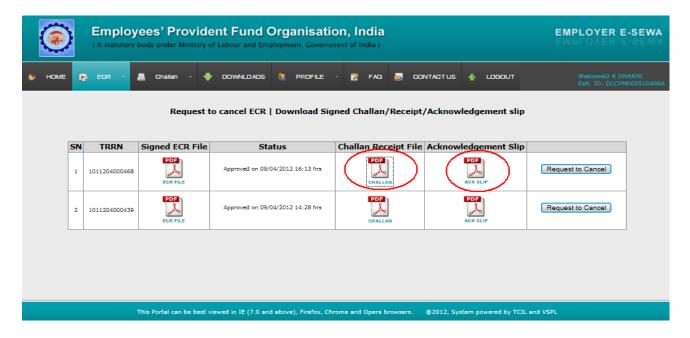
After you have satisfied yourself with the correctness of the data, click APPROVE button. An alert will come on Approval. Click OK.

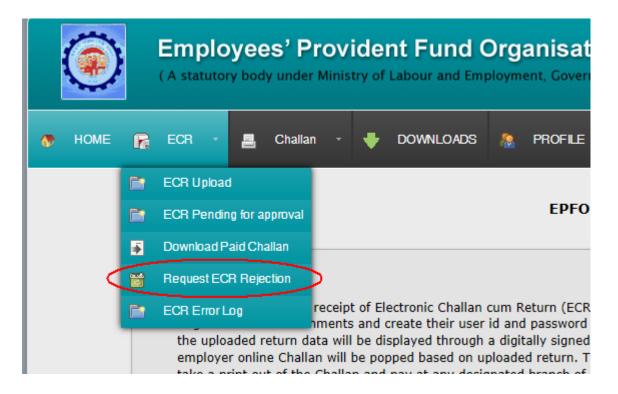## Step 9: Download and Print Challan:

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

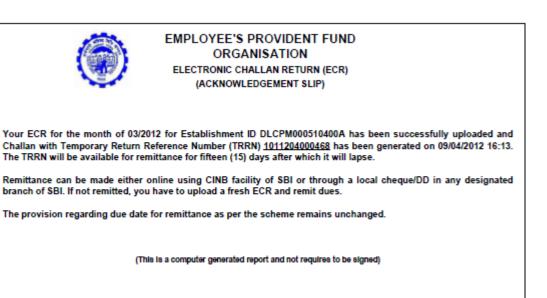Click Challan Receipt and Acknowledgment Slip for downloading and printing.

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

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

The ECR

The ECR Acknowledge slip will be as follows:

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

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

Step 10: Make Remittance: (Off line activity)

There are two options.

a. If the employer is a CINB (Corporate Internet Banking) customer of SBI, then he/she can make online payment through the onlinesbi portal of SBI.

b. Otherwise the remittance can be made through Demand draft/local cheque in **any designated branch of SBI**.

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

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

Benefits:

- No paper returns to be prepared and submitted to EPFO.
- No need to submit other returns viz Form 5/10/12A, 3A and 6A.
- Employers will get the confirmation of payment through SMS instantly.
- The contribution will be credited to the members' account on monthly basis.
- Employers can view the annual accounts slip for accounting year 2011-12 online.
- For earlier years employers can request for the annual slips through this portal.