



**कर्मचारी भविष्य निधि संगठन**  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(श्रम एवं रोजगार मंत्रालय भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)  
**राष्ट्रीय डाटा केंद्र/NATIONAL DATA CENTER**

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To,  
The Regional P F Commissioner,  
All Regional/Sub Regional Offices

Sub: Launch of Electronic Return cum Challan (ECR) by Employees' Provident Fund Organisation-Instructions-regarding.

Please refer to the CPFC DO letter dated 26.03.2012 on the subject cited above.

The Employer e-Sewa Portal was launched by EPFO by providing a link through the epfindia website to facilitate collection of the ECR from the employers on a monthly basis. The portal will also provide other benefits to the employers.

The details of the Electronic Challan cum Return are as follows.

The Electronic Challan cum Return (ECR) will be an electronic monthly return that has to be uploaded by the employers by login to the Employer e-Sewa Portal using the permanent user id and password created during the process of registration of their Establishment.

The process of registration of an establishment (with screen shots) has already been made available on the website. Further in case any employer finds that his/her establishment has already been registered, the process of resetting the registration has also been explained and has been made available on the Admin Portal for the ECR and one admin user each for the field offices have been provided with the user id and password.

The admin user will reset the login of the employer if a Request letter generated from the portal and duly signed by the Employer/

Authorised Officer is received. The signature of the employer/authorized signatory is to be verified by the concerned task holder having the custody of the specimen signature card from that establishment. It is requested to ensure that that any such letter received is immediately handled and the resetting is done so that the employer may register his/her establishment.

The format of the ECR has also been made available on the website. The return has the fields for monthly wage and contribution (due and being remitted) details for each member, members details (as required under the Form 5) in case of members who have joined during the wage month and the details regarding exit (as required under the Form 10) for the members who have left service during the wage month for which the return is uploaded.

From the month of April 2012, when the returns for the wage month of March 2012 are to be submitted, the employers have to upload the ECR through the Employer e-Sewa portal.

The complete process flow for the submission of the ECR and remittance has been explained through screen shots document and has been made available on the Employer e-Sewa Portal.

The advantages of the new Return are as follows:

1. The employers need not file any paper return from the month of Wage Month March 2012.
2. The employers will not be required to file the various monthly and annual returns.
3. The ECR will be linked with the remittance and only such ECR will reach the field offices where remittance is received. This will help in auto updation of the members balances once the remittance of the challan is confirmed in the bank statement.

4. Form 23 for the years 2010-11 onward in electronic format will be made available to the employers through the portal.
5. The employers will be send SMS alerts at various events during the process of ECR filing and confirmation of remittance.

The ECR will thus not only benefit the employers and the members, it will also facilitate faster service delivery by the EPFO field offices by reducing the manual data entry work and handling of the huge paper returns. The collection of the Form 5 details for the new members will ensure that from March 2012 onward the basic details of such members are auto inserted in the application data base.

It is requested that maximum publicity be given by all the field offices so that the employers register their establishment on the portal and start filing of ECR.

In the field offices the Enforcement Officers and the Public Relation Officer should be given full information on the process involved in the Registration of establishment and the Upload of ECR so that they can guide the employers. An officer, preferable the RPFC/APFC, Compliance (for Regional/Sub Regional Office respectively) should be made the Nodal Officer for the ECR matters so that he/she can reply to the queries raised by the employers. The nodal officer will also monitor the registration/upload of ECRs under the jurisdiction of the Office. Only in case where any new issue is raised and not covered under the Process flow, FAQs, error log list, the matter should be forwarded to the ECR help desk at NDC to the following email id:

[ecrhelpdesk@epfindia.gov.in](mailto:ecrhelpdesk@epfindia.gov.in)

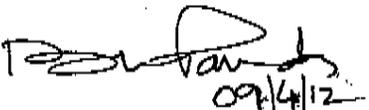
While referring the matter to the help desk, it should be ensured that full details of the issue raised are mentioned in

the mail. Such mails should be forwarded only through the Official mail id of the respective field offices. It is expected that the matter referred is in the knowledge of the Nodal Officer for ECR and if required the ECR help desk personnel or the officers from the Project Division at NDC will communicate with the Nodal Officer. It is requested to intimate the name of the Nodal Officer to the ECR help desk by sending a mail from the official e-mail id of your office.

It is also requested to provide a link to the Employer e-Sewa Portal (URL: [http://www.epfindia.gov.in/Employer\\_eSewa.html](http://www.epfindia.gov.in/Employer_eSewa.html)) on the Regional website of your Region.

Office wise number of establishments as per master available with SBI and already registered establishment details are available on the Employer Registration Dashboard at the epfindia website.

The Project Division is ready with all necessary documents on the ECR matters and it is expected that the field offices will extend full support to the stake holders so that the employers starts filing the ECR.

  
09/4/12  
(B K PANDA)  
ACC (IS)

Copy for information and necessary action to:  
ACC (Zones)