



(IS Division)
Employees' Provident Fund Organisation
Ministry of Labour
Govt. Of India

**Instruction Manual for
ECR Reject (New)**



DOCUMENT UPDATE HISTORY

S. No	Date of Submission / Change	Description	Document Version No.	TEAM
1.	12-10-2017	Draft version for review	1.0	Smt. Shanthi Sivaram, DD(IS), NDC Sh. Vikram Dattatri, AD(IS),NDC Sh. Sanjay Kunjam, AD(IS), NDC Sh. Arun Kumar, AD(IS), NDC Sh. NHVN CHANDRA SEKAAR, AD(IS) NDC Sh. Prince, DPA



ECR Reject (New)

- TRRN Reject (New) function will work for following conditions
 - TRRN of Pre-Unified Period
 - TRRN of Pre-Unified Period (Having Contribution of Back Period)
 - TRRN of Unified Period
 - TRRN of Unified Period (Having Contribution of Back Period)

PROCESS FLOW

Role - DA Account
Function - ECR REJECT (NEW)

- Give the TRRN to be rejected

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOWEB JTRAC Version No :V2.0 Release No: 5.23
User ID : 105164 User Name : RAJ KUMAR AC 19
Role : DA ACCOUNT Last Login Date & Time : Jun 23, 2017 4:41 PM

ESTABLISHMENT >> Transaction > ECR REJECT (NEW)

TRRN REJECT

ENTER TRRN NO:

THIS MAY PLEASE BE NOTED-

As per HO Order no. WSU/17(4)1999/F/2959 dated-04-May-2016.

- All cases of Revision of ECR beyond One year shall be accepted with the approval of ACC(Zone).
- All cases of Revision of ECR beyond 6 months and upto One year shall be accepted with the approval of RPFC-II(F&A).
- All cases of Revision of ECR upto 6 months shall be accepted with the approval of concerned APFC.

WARNING: ONCE ECR REJECTED, CANNOT BE ROLLED BACK

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- Field office can reject TRRN –
 1. When F.O decides to reject the TRRN, Office can be selected from the drop down list.

ESTABLISHMENT >> Transaction > ECR REJECT (NEW)

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOWEB JTRAC Version No :V2.0 Release No: 5.23
User ID : 105164 User Name : RAJ KUMAR AC 19
Role : DA ACCOUNT Last Login Date & Time : Jul 12, 2017 12:30:23

ESTABLISHMENT >> Transaction > ECR REJECT (NEW)

TRRN REJECT

EST ID: DSNHP0940480000 EST NAME: DEEPALAYA SCHOOL DUE MONTH: 32013

TRRN: 1051304003451 4668000883 DATE OF CREDIT: 20/04/2013

ACCOUNT 01: 59514 ACCOUNT 21: 2142 ACCOUNT 22: 43 TOTAL AMOUNT: 82690

EMPLOYER REQUEST NO: * EMPLOYER REQUEST DATE: *
NOTE SHEET NO: * NOTE SHEET DATE: *

REMARKS: *

SELECT OFFICE:

WARNING: ONCE ECR REJECTED, CANNOT BE ROLLED BACK



2. When F.O wants to refund the amount to employer, the “Other” option can be selected from the drop down.

The screenshot shows the 'TRRN REJECT' form in the EPFO system. The 'SELECT OFFICE' dropdown menu is open, displaying a list of offices including RANCHI, ROHTAK, ROURKELA, SAGAR, SALEM, SHILLONG, SHIMLA, SHIMOGA, SIDDIPET, SILIGURI, SOLHAPUR, SURAT, TAMBARAM, THANE (MUMBAI-II), THIRUVANANTHAPURAM(TRIVENDRUM), TINSUKIA, TIRUNELVELI, TRICHY, UDAIPUR, UDUPPI, UJJAIN, VADODARA, VAPI, VARANASI, VASHI, VATWA, VELLORE, VISHAKAPATNAM, WARANGAL, and OTHERS. The 'OTHERS' option is highlighted. The form also displays fields for EST ID, EST NAME, DUE MONTH, TRRN, CHALLAN REF NO, DATE OF CREDIT, and a table of account amounts.

ACCOUNT 01	ACCOUNT 21	ACCOUNT 22	TOTAL AMOUNT
59514	2142	43	82690

- Mention the establishment Name and address in next box when “others” is selected

The screenshot shows the 'TRRN REJECT' form with 'OTHERS' selected in the 'SELECT OFFICE' dropdown. A white arrow points to the text box next to the dropdown, which contains the address 'ABC LTD. 31/463, NEW MOTI NAGAR, NEW DELHI'. The form also displays fields for EST ID, EST NAME, DUE MONTH, TRRN, CHALLAN REF NO, DATE OF CREDIT, and a table of account amounts.

ACCOUNT 01	ACCOUNT 02	ACCOUNT 10	ACCOUNT 21	ACCOUNT 22	TOTAL AMOUNT
59514	4713	16278	2142	43	82690



- Transaction Report will give the record list

Number	IS	Number Name	EPP Wages	ESD Wages	EPP CONT USE RESERVE	ESD CONT USE RESERVE	(F)	BCD DATE	EPP FUND ADVANCE	ARSRR ARSRR	ARSRR EPP SE	ARSRR EPP SE	ARSRR EPP SE
0000001		DELETED ETRNH	4300	4300	514	359	154	0	0				
0000002		BAJREB ETRNH	4300	4300	514	359	154	0	0				
0000003		BAROB ETRNH	5571	5571	409	464	205	0	0				
0000009		SHRAB ETRNH	6646	6646	800	200	240	0	0				
0000014		BEJBA	0	0	0	0	0	0	31	0			
0000017		BECHT BATTM	4300	4300	514	359	154	0	0				
0000019		BOJTT ETRNH	4653	4653	798	656	245	0	0				
0000010		JATREB ETRNH	4748	4748	812	646	243	0	0				
0000012		SHRAB ETRNH	4648	4648	480	444	218	0	0				
0000014		KALLAB BODDA	7300	7300	474	600	243	0	0				
0000016		DALJTT ETRNH	7300	7300	474	600	243	0	0				
0000017		SHRAB ETRNH	1000	1000	124	84	96	21	0				
0000018		SHRAB ETRNH	4547	4547	632	343	144	0	0				

- Member Report will give new members list

Number	IS	Member Name	EPP Wages	ESD Wages	EPP CONT USE RESERVE	ESD CONT USE RESERVE	(F)	BCD DATE	EPP FUND ADVANCE	ARSRR ARSRR	ARSRR EPP SE	ARSRR EPP SE	ARSRR EPP SE
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- Certificate Button will generate the Rejection Certificate with all details

The screenshot displays the 'ECR REJECT (NEW)' interface. On the left, a PDF viewer shows the 'ECR REJECTION CERTIFICATE (Page 1 of 2)'. The certificate includes the following details:

Employer letter No.: 123
Notesheet No.: 123
Establishment Code: IDSNHP1422366000
TRRN: 1051702007169 (1051702007169)
Challan Ref No: #921F0217061823
Establishment Name: CELEBRATION MALL MANAGEMENT SERVICES LLP

Dated: 19/06/2017
Notesheet Date: 19/06/2017
Reversal Date: 19/06/2017
Due Month: 12017
Credit Date: 16/02/2017

Description	A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	TOTAL
As per Challan	10333	555	5437	326	200	16751
As per Revised A.C.R.	0	-	0	-	-	0
Settled Members (D.C.)	0	-	0	-	-	0
Settled Members During ECR Rejection (D.C.)	0	-	0	-	-	0
Net Amount	10333	555	5437	326	200	16751

PART -A (ACCOUNT SECTION)

A/C 1	A/C 2	A/C 10	A/C 21	A/C 22	TOTAL
10333	555	5437	326	200	16751

DA (Account) AC (Account)

PART -B (ACCOUNT SECTION)

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On the right, the 'ECR REJECT (NEW)' form is visible, showing fields for 'OFFICE NAME', 'DUE MONTH', 'DATE OF CREDIT', 'ACCOUNT 21', 'ACCOUNT 22', 'TOTAL AMOUNT', 'EMPLOYER REQUEST DATE', and 'NOTE SHEET DATE'. The 'TOTAL AMOUNT' is 16751. Buttons for 'Certificate', 'Save', and 'Clear' are at the bottom.

Role - AC Accounts
Function - ECR REJECT (NEW)

- APFC can approve or reject the records available in his task

The screenshot displays the 'ECR REJECT (NEW)' interface. At the top, it shows the user's role as 'AC ACCOUNTS' and the last login date as 'Jun 19, 2017 12:57 PM'. Below this, there is a search bar with the text 'ENTER TRRN NO'. A table lists the TRRN records:

TRRN	Created Date	Remarks
1051702007169	19/06/2017	OK
1051606009780	30/01/2017	AS PER APFC ORDER

At the bottom, there is a footer with the text '© EPFO - All Rights Reserved' and 'Best viewed in 1024x768 resolution in IE 9 and above.' The EPFO logo is also visible.

Note: - The option to adjust the amount against new generated TRRN using EST-VDR facility will be provided in FO interface in near future.