



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय / Head Office

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No. WSU/10(1)2011/Changes in MAP

Date: 19 JAN 2018

To

24122
All Addl. CPFCs (Zones)
All RPFCs-Incharge of
Regional Offices.

Sub: Digitization of existing Form No. 9

Ref: 1) Head Office circular of even number dated 18.09.2017 on 'Discontinuance of Form-9 in physical form' (placed at Sl. No. 318 on office order/circulars' for 2017-18)
2) IS Division's circular No. NDC/APPLDEV/2017/e-Form9/13901 dated 15.11.2017 (placed at Sl. No. 470 on office order/circulars' for 2017-18)

Madam/Sir,

In continuation to the above referred circulars, it has been decided to digitize existing Form No. 9 documents prior to 1st April, 2012.

Accordingly, the following steps are to be followed to digitize physical Form No.9:-

- 1) Scanning of physical Form No. 9 and upload the same in the system
- 2) Approval of scanned copy of Form No. 9
- 3) Approval of member data available in the system
- 4) Archiving the scanned Form-9 duly indexed for reference.

Scanning of physical Form No. 9 and upload the same in the system:

A functionality has been devised to upload scanned copy of the Form No. 9 documents available in the field offices. This task is a onetime activity. Scanning of documents would be done by Dealing Assistants as they are the sole custodians of Form-9 documents. Scanning has to be done page by page by Dealing Assistants and saved in the specified folder. Scanned documents in zip format, would be uploaded using Establishment>>Transaction>>Form-9 SCANNED COPY functionality in UPLOAD role.

Staff may be provided training as per the requirements of the office with support from EDP staff and ANOCs. Arrangements for adequate number of PCs support alongwith the scanners must be done by the field offices to handle this work.

Utilization chart may be prepared for each PC with Scanner in advance. Different folders for each Dealing Assistant may be made in group folder so that Dealing Assistants will save scanned documents in the specified location.

Approval of scanned copy of Form – 9

A functionality has been provided at Establishment>>Masters>>SCANNED FORM9 FOR APPROVAL at DA-Accounts. DA initiates the task and AO (Accounts) will approve the same once scanned copy is found correct with respect to physical Form-9 copy.

Approval of member data available in the system

It is further to inform that a functionality to generate e-Form 9 for the establishments/members joining EPF Scheme on or after 1st October 2017 has been provided in the EPFO application software vide version No. 5.68 dated 22.09.2017.

This facility has been extended to generate e-Form-9 for the members/Establishments joined on or after 1st April 2012 in the EPF application software vide circular No. NDC/APPLDEV/2017/e-Form 9 date 15.11.2017.

It is further decided that the system will generate the e-Form No. 9 for all establishments/members available in EPFO database prior to Oct 2017 once [redacted] [redacted] are [redacted] [redacted] AO [redacted] In other words, the functionality to approve e-Form 9 data i.e. "Approve e-Form 9 data (April 2012 to Sep 2017)" has been renamed as "**Approve Form 9 prior to October 2017**" along with necessary changes in the logic.

Accordingly, e-Form 9 generation functionality has also been renamed as "**Generate e-Form 9 prior to October, 2017.**"

Archiving the scanned Form 9 duly indexed for reference

Once the scanning and approval of data is completed, the physical Form 9 pertaining to those establishments may be archived and stored in the record room/go-down, duly indexed for easy retrieval, in case of requirement for dealing with any legal/vigilance issues.

Manual for operation of above said functionalities is enclosed herewith.

Yours faithfully,

End: As above



(Manish Gupta)
Financial Advisor & Chief Accounts Officer

Copy to:

- 1) PS to CPFC for information
- 2) RPFC (NDC) for web upload.



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

**Instruction Manual for
E-Form 9**



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DOCUMENT UPDATE HISTORY

S. No	Date of Submission / Change	Description	Document Version No.	TEAM
1.	05-01-2018	Draft version for review	1.01	Smt. Shanthi Sivaram, DD(IS), NDC Sh. Vikram Dattatri, AD(IS),NDC Sh. Arun Kumar, AD(IS), NDC Sh. NHVN CHANDRA SEKAAR, AD(IS) NDC Sh. Prince, DPA



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E-Form9 [REDACTED] to October [REDACTED] Functionality in EPFO Application

Competent authority provided directions to IS division to extend the facility of digitising the Form-9. Accordingly, IS division has introduced the following new functionalities :

1. Approve Form9 Data(Prior to October 2017)
2. Generate Eform9(Prior to October 2017)
3. Form9 Scanned Copy Upload
4. Scanned Form9 For Approval/View

1. Approve Form9 DATA(Prior to October 2017)

This functionality is two level functionality. DA-Accounts initiates the task after through checking. He is having option to un-select the member data in case it is found incorrect/invalid. In case new members are required to be added, members may be added through the existing functionalities and the same may be approved through the said functionality to include the same for E-form9. Tak will flow to AO-Accounts for approval.

2. Generate Eform9(Prior to October 2017)

Separate functionality is given for generation of E-form for the members/establishments joined Prior to October 2017. Only data approved by AO-Accounts, will be viewed through this functionality.

3. Form9 Scanned Copy Upload

The DA Accounts in the section will scan all the Form-9 available and hand over the scanned document as per the instruction to EDP for upload into the EPFO Application software.

4. Scanned Form9 For Approval/View

The Scanned copy of Form9 uploaded by EDP can be fetched form this function for submission to the next level (AO Accounts) for approval.



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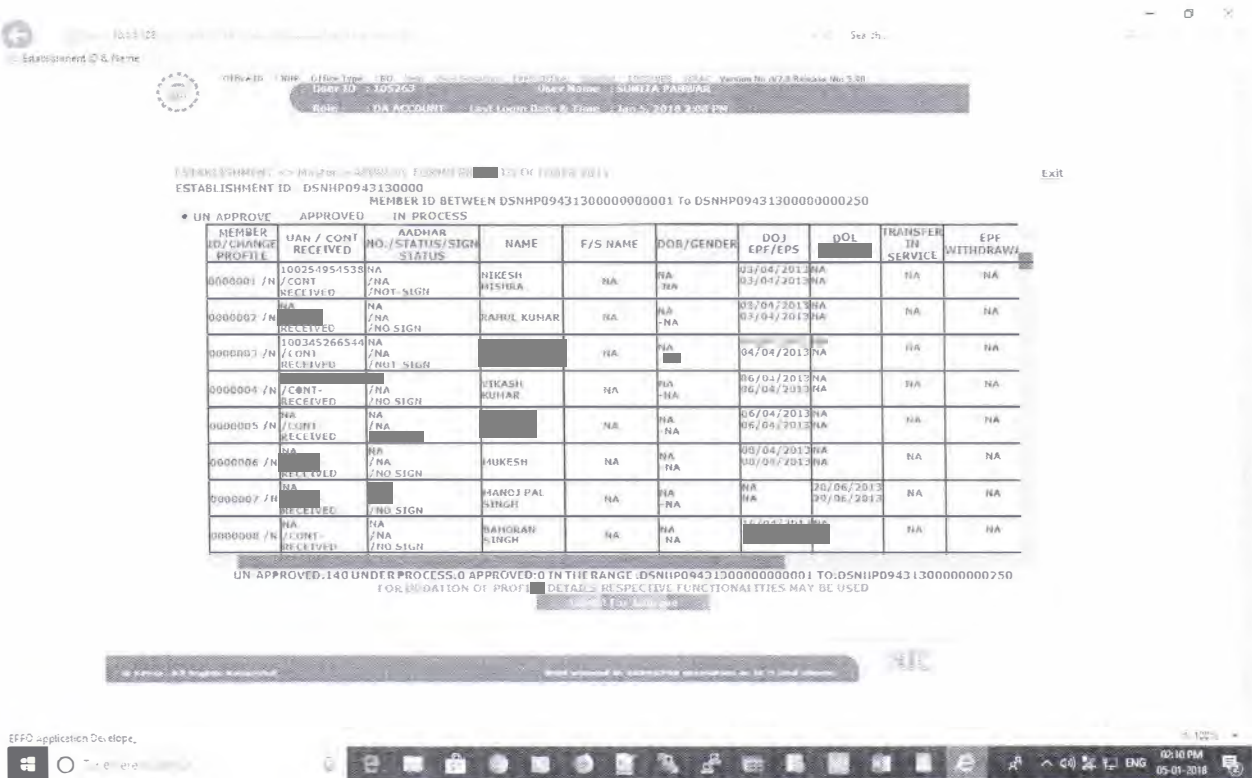
APPROVE FORM9 DATA (Prior to October 2017)

➤ **DA Accounts initiating the selection of Members**



Note – There is limit of 250 members in one submission.

➤ **DA Account will submit the records for approval after due verification.**





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- The records will come at AO Accounts for approval.
- AO can verify the details using the Return Ref No link

RETURN REF NO	ESTABLISHMENT ID	ESTABLISHMENT NAME	MEMBER ID FROM	MEMBER ID TO	CREATED DATE	CREATED BY	GROUP CODE
3591501	05NHPO943130000	BHAWAN CREATION	0000001	0000140	2018-01-05 00:08:00.0	SUNITA PARWAR	JJA

- 1. AO can verify the details displayed on clicking the return reference number link
- 2. After due verification AO can reject or approve the records.



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Establishment ID & Name: [REDACTED]

DRIVE ID: [REDACTED] User ID: 100360 User Name: MANJEE KAUR
 Role: AO ACCOUNT Last Login Date & Time: Jan 5, 2019 2:16 PM

ESTABLISHMENT ID: 05NHP0943130000

S.No	MEMBER ID	UAN / CONT RECEIVED	AADHAR NO./STATUS/SIGN STATUS	NAME	F/S NAME	DOB/GENDER	DOJ EPF/EPS	DOL EPF/EPS	TRANSFER IN SERVICE	EPF WITHDRAW
1	0000001	100254954536 /CONT-RECEIVED	NA /NA /NOT-SIGN	NIKESH MISHRA	NA	NA /NA	07/04/2013 NA	NA	NA	NA
2	0000002	NA /CONT-RECEIVED	NA /NA /NO SIGN	RAHUL KUMAR	NA	NA /NA	03/04/2013 NA	NA	NA	NA
3	0000003	100345266544 /CONT-RECEIVED	NA /NA /NOT SIGN	SHAHABUDDIN YADAV	NA	NA /NA	04/04/2013 NA	NA	NA	NA
4	0000004	NA /CONT-RECEIVED	NA /NA /NO SIGN	[REDACTED]	NA	NA /NA	06/04/2013 NA	NA	NA	NA
5	0000005	NA /CONT-RECEIVED	NA /NA /NO SIGN	[REDACTED]	NA	NA /NA	06/04/2013 NA	NA	NA	NA
6	0000006	NA /CONT-RECEIVED	NA /NA /NO SIGN	HUKESH	NA	NA /NA	08/04/2013 NA	NA	NA	NA
7	0000007	NA /CONT-RECEIVED	NA /NA /NO SIGN	[REDACTED] PAL	NA	NA /NA	NA NA	25/06/2013 20/06/2013	NA	NA
8	0000008	NA /CONT-RECEIVED	NA /NA /NO SIGN	[REDACTED]	NA	NA /NA	16/04/2013 NA	NA	NA	NA

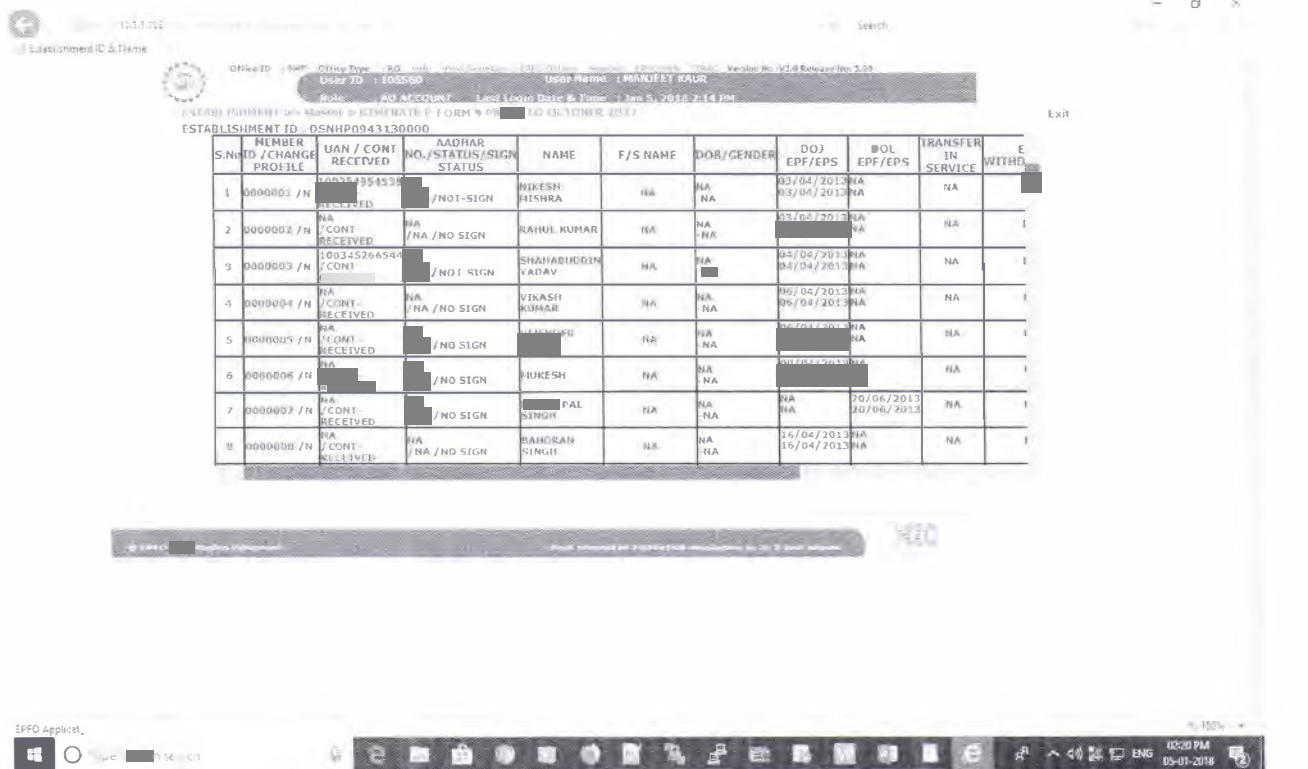
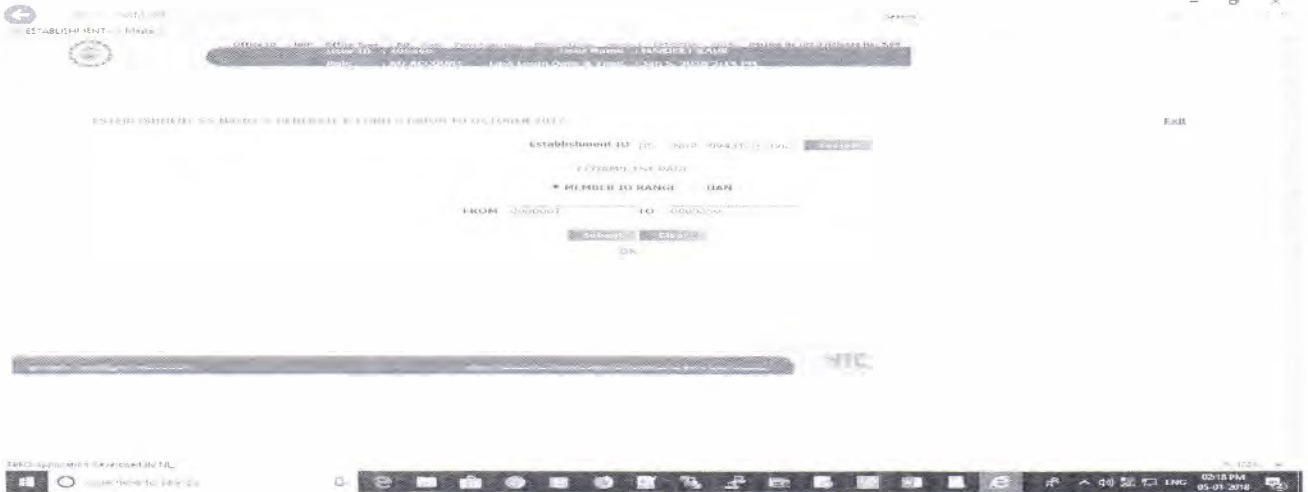
FOR UPDATION OF PROFILE DETAILS RESPECTIVE FUNCTIONALITIES MAY BE USED



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GENERATE EFORM9(Prior to October 2017)

- After approval of Eform9. The details can be viewed using the function "Genrate E-Form9 April 2012 to September 2017" at DA/SS/AO/APFC Level



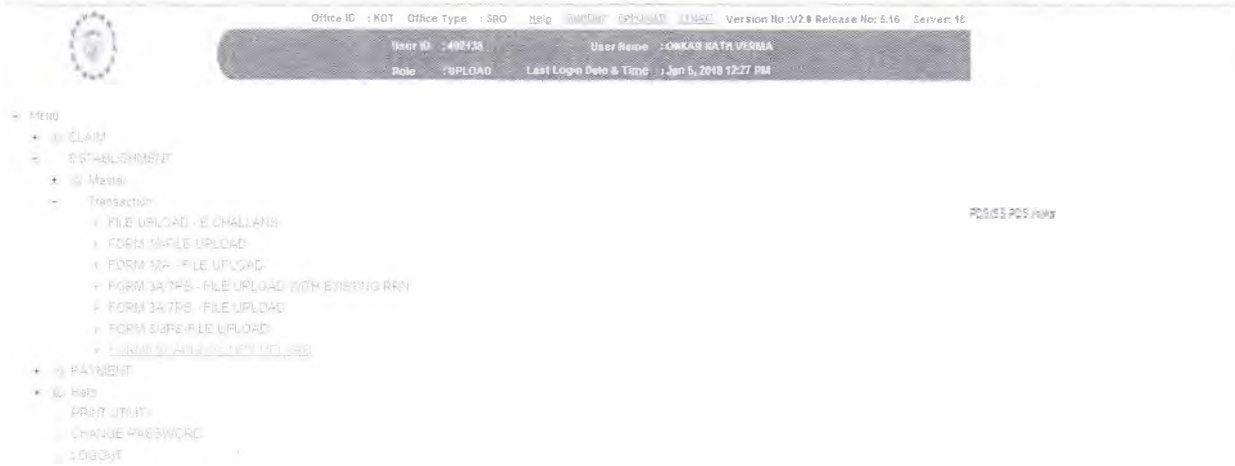


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FORM9 SCANNED COPY UPLOAD

Role : Upload
Function : Establishment>>Transaction>>Form9 Scanned Copy Upload

- The EDP will upload the scanned copy of Form9 using this function as per the instructions provided



- The establishment Id of establishment whose form 9 is to be uploaded need to be given here for upload.





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➤ The log of uploaded files can be checked using “Log” button

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EstablishmentId: RJ-KOT-0001110 [View] [Refresh] [Log]

EstablishmentId	Created By	Uploaded Date	File Name	File Size (in Bytes)
RJKOT0004771000	402183	17-12-2010 00:00	RJKOT0004771000.zip	11907.0
RJKOT0007929000	402193	17-12-2010 00:00	RJKOT0007929000.zip	11907.0
RJKOT0004773000	402180	17-12-2010 00:00	RJKOT0004773000.zip	11907.0
RJKOT0004770000	402155	17-12-2010 00:00	RJKOT0004770000.zip	11907.0

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SCANNED FORM9 FOR APPROVAL/VIEW

Role : DA Account

Function Name : Establishment>>Transaction>>Scanned Form9 Approval/View

- DA Account will give the Establishment ID whose scanned Form9 is uploaded by EDP for submission to the next level for approval



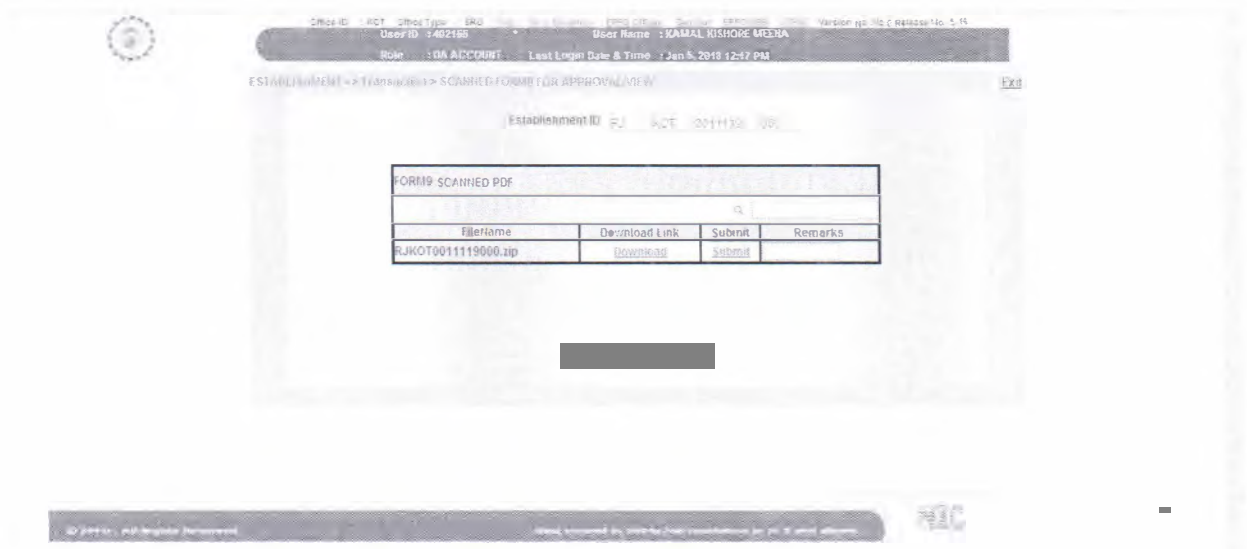
- In case the ZIP file is not uploaded then system will show the given message on screen





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- In case where file is uploaded and available, the system will allow the DA to download check and submit the record



- The successfully submitted records can be approved from AO level using the same functionality.