

# Unified Shram Suvidha Portal

User Manual for e-Challan cum Return (ECR) Version 1.0

# For, Ministry of Labour & Employment Government of India



### **REVISION HISTORY**

VERSION	REVISION	REVISION BY	REVIEWED BY	DESCRIPTION
	DATE			
1.0 7-Nov-2017		D P Singh, MoLE	EPFO and ESIC	Initial Copy



Table of Contents...

1	Intro	oduct	tion3
2	Logi	n	
3	Dash	nboai	rd4
4	ECR.	•••••	5
	4.1	Vie	w Last Three Months Return6
	4.2	Vie	w Failed Log7
	4.3	Fill	ECR
	4.3.	1	Add Employees Manually11
	4.3.	2	Fetch Employee Detail from ESIC14
	4.3.	3	Fetch Employee Detail from EPFO15
	4.3.	4	Upload Employees from XLS17
	4.4	Ver	ification19
	4.5	E-Si	ign20
	4.6	Sen	1d ECR23



## Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The agencies and establishment will be able to register & apply for ESIC and EPFO. This document illustrates process electronic challan cum return filing for establishments.

This manual is intended for the use of administrators of Establishments who have registered with EPFO<sup>1</sup> and ESIC<sup>2</sup>.

#### 2 Login

Enter site URL in the address bar of your internet browser and press enter key.

Login screen will be displayed.

• To login with USSP, enter User Id and Password, enter verification code as displayed and



Click Reset to rearrange all the details you have written in login form,

LICE SETABITE GOVERNMENT OF INDIA Ministry of Labour & Employment SHRAM SUVIDHA MINISTRY OF LABOUR & EMPLOYMENT THE SET SETABILITY OF LABOUR & EMPLOYMENT THE SET SETABILITY OF SE	Enter User Id, Password and Verification Code as displayed
Login with USSP	
User Id: Password: Verification Code: Click to sign in Create yo	I G62 42 4 ℃ Sign In Reset UT Unified Shram Suvidha Por Prorget Password @Forget User I Click to rearrange all the details
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Figure 2-1

<sup>&</sup>lt;sup>1</sup> Employees' Provident Fund Organization

<sup>&</sup>lt;sup>2</sup> Employees' State Insurance Corporation



#### Dashboard 3

#### Logged-in user can view the dashboard as displayed below:



Dashboard displays:





-switch role (you can select role if multiple roles are assigned)





## 4 ECR

Establishments can file their Electronic Returns for ESIC and EPFO.

#### Select ECR option from left panel:

भारत सरकार अम एवं रोजगार मंत्रालय GOVERNMENT OF INDIA Ministry of Labour & Employme	ent		Logged in As : Pradeep Establishment : Ms 1000, Deini, New Deini Designation : Super Admin	sh 🗸 📢 Pradeep	Super Admin 🗸 🍟	Switch Post ~ 🕞 Sign Out
SHRAM SUVIDHA MINISTRY OF LABOUR & EMPLOYMENT	स्वच्छ एक कटम स्वया	भारत इस मे ओर	Home   Know Your LIN   Know Your Mini	mum Wage   Comm	ion Return   Dow	nload Manual   Contact Us
Deshboard      Monthly Return under EPF-ESI      File/View ECR	Home >	List Of Linked Establish	ments ts With Your Shram Suvidha Account [Displaying 1 to 1	of 1 ]	Establis registe	hments red with
$\sim$	Establ	ishment Name 🗸 🛛 K	eyword Go!	« < Page	esic, E	Limit: 10
Select ECR from left	Sr. No.	LIN	Name of Establishment & Address ~	ESIC Number	EPFO Number	View Status of Previous / Current Returns
panel	1	2-2222-2222-2	<b>Rk Infotech</b> Ahemedabad, Ahemedabad, Ahemedabad, Ahmedabad, Gujarat	54435353453	erwrwerwrxcc	0

#### Figure 4-1

Establishments list will be displayed, that are registered with ESIC, EPFO or Both with following column headings:



- Sr. No.
- LIN
- Name of Establishment & Address
- ESIC Number this will be displayed only if the organization has registered with ESIC
- EPFO Number this will be displayed only if the organization has registered with EPFO
- View Status of Previous / Current Returns You can Fill ECR, View Last Three Months

Return or View Failed Log by selecting (Fill ECR), (Last Three Months Return), and (Failed Log) icons respectively

#### Note:

If logged-in organization has not registered with either (ESIC, EPFO), then no records will be displayed under ECR option.

Establishment Name 🗸	Keyword	Go!	≪ < Page 1	of 1 > »	Limit : 10 💌
		Figure 4-2			

You can filter establishment records by name.

OR can use the pagination icons to reach to specific page if the records are displayed across multiple pages.

## 4.1 View Last Three Months Return

Click Click

Last Three Months EPFO/ESIC Return					
Month	Year	LIN	Establishment Name	ESIC Status	EPFO Status
January	2012	1-1111-1111-1	Taneja Sanitories Pvt Ltd	-	Final Verified
January	2013	1-1111-1111-1	Taneja Sanitories Pvt Ltd	-	Final Verified
		1			Close
			Figure 4-3		
	Click	Close to clos	e the screen		



# 4.2 View Failed Log

Click [Failed Log) icon to view failed log history.

Home Commo CCR Fai	LIST OF LINKED ESTAT     Son ECR On SSP Beta	IIIShments FCR Failed Log	This Module Will Not I	Be Termed Final	of 2 > » Limit	Back
Sr. No.	LIN	Name of Establishment & Address	Return Month / Year	Failed For	Failed on A	Response
1	1-1111-1111-1	<b>Taneja Sanitories Pvt Ltd</b> 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	May, 2012	EPFO	06, Nov, 2017 07:08:48	<u>View</u>
2	1-1111-1111-1	<b>Taneja Sanitories Pvt Ltd</b> 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	Jul, 2012	EPFO	06, Nov, 2017 06:38:21	<u>View</u>
3	1-1111-1111-1	<b>Taneja Sanitories Pvt Ltd</b> 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	Oct, 2013	EPFO	03, Nov, 2017 11:41:15	View
4	1-1111-1111-1	<b>Taneja Sanitories Pvt Ltd</b> 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	Dec, 2012	EPFO	02, Nov, 2017 10:24:01	<u>View</u>

Figure 4-4

• Click View link to view the log.



# **Error Description**

Invalid gross wages. for UAN 100073478651 Invalid EPF wages. for UAN 100073478651 Invalid EPF contribution remitted. for UAN 100073478651 Invalid EPS wages. for UAN 100073478651 Invalid EPS contribution remitted. for UAN 100073478651



×



aneja Sanitories	<b>s Pvt Ltd</b> 60A, Ar	rjun Nagar, Safdarjung Enclave, New Delhi, Delhi and Related Office		Ве	
Select Month And Year For Return       2017     January     Select     month to file       Selected Establishment Status     return					
Sr. No.	LIN	Establishment Name / Address	ESIC	EPFO	
1	1-1111-1111-1	<b>Taneja Sanitories Pvt Ltd</b> 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi			

Select Year and Month for Return. Select establishment status will be displayed with following column headings:

- Sr. No.
- LIN
- Establishment Name/Address
- ESIC checkbox will be displayed only if the establish has registered with ESIC
- EPFO checkbox will be displayed only if the establish has registered with EPFO
- Check the Checkbox to File Return for ESIC and EPFO



Home > List	t Of Linked Establishmei	nts > Related Entitles					
Common ECR O	n SSP Beta 1.0 Is For	Test Purpose, The ECR On This Module Will Not Be Termed Final					
Taneja Sanito	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi and Related Office         Back						
Select Month	And Year For Retur	n					
2016	•	August Select					
Selected Esta	blishment Status						
Sr. No.	LIN	Establishment Name / Address	ESIC	EPFO			
1	1-1111-1111-1	<b>Taneja Sanitories Pvt Ltd</b> 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi					
Prepare for	Prepare for Selected Cancel						
		Figure 4-7					

Prepare for Selected to proceed with payment Check the checkbox and click • System displays message and options to select the employee detail from Last Return, Submit Last Drafted Return or None. Select option and click button. **Prepare For Selected** × Do You Want To Copy Employee Data From Last Submitted Return Or Last Drafted Return? 💿 Last Submitted Return 💿 Last Drafted Return 💿 None Submit Close Figure 4-8

You either can get employee date from last submitted return, or last saved draft or can add new list.



≡ но	me > List Of Linked	Establishments > Common ECR									
Comm	on ECR On SSP Be	ta 1.0 Is For Test Purpose, The ECR (	On This Module	e Will Not Be Terme	d Final						
Com	Common ECR for Taneja Sanitories Pvt Ltd New Delhi, Delhi and Related Office of October, 2016							Back			
Sr. No.	LIN	Establishment Name / Address	Total Employees	EPFO Registration No.	EPFO Members	EPFO Status	ESIC Registration No.	ESIC Subscribers	ESIC Status		
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	0 <u>(Add/</u> <u>Modify</u> )	JLJLP0000840000	0		74000258370001001	0	Draft	<u>Verify</u>	
Add	i / Remove Estab	lishment									
							<i>∑</i> a				

The record will be in draft mode. Now Verification link will be made available. You can add employees manually, or can copy from previous return, or from previous draft.

# Click (Add/ Modify) link to add employee information

proyou nation idea	<b>Ja Sahiluhes pyl Llu</b> New D	lelhi, Delhi of October, 2016				
: 1-1111-1111-1						
te: Employer Informa	ation Can't be modifiable once i	t is termed as final and saved.				
Employee Name 🗸	Keyword	G	p!		« < Page 1 of 0 >	S Limit : 10
Sr. No.	Employee Name ~	Aadhaar Number	UAN	IP Number	ESIC Wages	EPFO Wages
Sr. No.	Employee Name 🗸	Aadhaar Number No f	UAN Record(s) found.	IP Number	ESIC Wages	EPFO Wages
Sr. No.	Employee Name V	Aadhaar Number No f	UAN Record(s) found.	IP Number	ESIC Wages	EPFO Wages
Sr. No.	Employee Name V	Aadhaar Number No f	UAN Record(s) found.	IP Number	ESIC Wages	EPFO Wages

#### Figure 4-10

You can either manually enter employee information or can upload employee detail by uploading the employee data via XLS format.

## 4.3.1 Add Employees Manually

Click
 Add Employee
 to add employee details manually



Common ECR On SSP Beta 1.0 Is For Test Pu	pose, The ECR On This Module Will Not Be Termed Final
Add employee for Taneja Sanitories Pv	Ltd New Delhi, Delhi of October, 2016 Back
LIN: 1-1111-1111-1	Employer No: JLJLP0000840000
Employee Profile ESIC Wages and Contribution	ns EPFO Wages
Profile Detail	
Employee Name*	Aadhaar Number
ESIC IP Number*	EPFO UAN*
	Next Cancel

Figure 4-11

- Enter employee profile detail like name, Aadhar number, ISIC IP number and EPFO UAN number
- Click Next button to continue

Common ECR On SSP Beta 1.0 Is For	st Purpose, The ECR On This Module Will Not Be Termed Final
Add employee for Taneja Sanitor	s Pvt Ltd New Delhi, Delhi of October, 2016 Back
LIN: 1-1111-1111-1	Employer No: JLJLP0000840000
Employee Profile ESIC Wages and Con	Ibutions EPFO Wages
ESIC Wages	
Wages*	Number of Days For Which Wages Paid/Payable*
50	25
	Prev Next Cancel
	Figure 4-12

Enter ESIC wages and Contribution and click
 to continue



Common ECR On SSP Beta 1.0 Is For Test Purpo	ose, The ECR On This Mo	dule Will Not Be Termed Final	
Add employee for Taneja Sanitories Pvt L	t <mark>d</mark> New Delhi, Delhi of	October, 2016	Back
LIN: 1-1111-1111-1	Employer No: JLJLP000	00840000	
Employee Profile ESIC Wages and Contributions	EPFO Wages		
EPFO Wages			
Course Warnst		505 W/+	
Gross wage*		EPF wage*	
EDS Wagot		EDI I Warat	
Lr5 wage			
EPF Contribution*		EPS Contribution*	
Employer EPF Contribution*		NCP Days*	
			73
Refunds*			
		Prev	Save Cancel

Figure 4-13

Enter following EPFO detail: All fields with an Asterisk (\*) are mandatory!

- PFO Wages
- Gross Wage\*
- EPF Wage\*
- EPS Wage\*
- EDLI Wage\*
- EPF Contribution\*
- EPS Contribution\*
- Employer EPF Contribution\*
- NCP Days\*
- Refunds\*



Click Save to save employee detail

#### Note:

Manually added records will be replaced with Excel Data or the data from ESIC or EPFO repository.

#### 4.3.2 Fetch Employee Detail from ESIC

Get Subscribers from ESIC Portal

to get employees from ESIC Portal

• Employee list will be fetched

E	mployee Name - Keyword Go!				Rage 1 of 6 > > Limit : 10		
	Sr. No.	Employee Name ~	Aadhaar Number	UAN	IP Number	ESIC Wages	EPFO Wages
	1	Abir Singha			4113086046		
	2	<u>Ananda Gorai</u>			4113301688		
	3	<u>Animesh</u> <u>Bhattacharya</u>			4113301671		
	4	Anutosh Roy			4113085898		
	5	Arup Giri			4113514633		
	6	<u>Ashok Chouhan</u>			4113086036		
	7	Asim Kumar Dawn			4113086099		
	8	<u>Bablu Tewary</u>			4108641534		
	9	<u>Badal Karmakar</u>			4113085850		
	10	<u>Bidhan Konar</u>			4112915731		
		Delete Empl	oyee Add Emplo	yee Upload Er Get Sub	nployee in XLS Format	tal Get Memb	ployee in XLS Forma
					4		

Download Employee in XLS Format

 Click to download the employee list in excel format. Window 'Save File' dialog box opens...



Opening Employee_Lis	t_1510053382.xls
You have chosen to	open:
🕙 Employee_List	_1510053382.xls
which is: Micro	osoft Excel 97-2003 Worksheet
from: http://14	4.142.138.72
What should Firefor	x do with this file?
Open with	Microsoft Excel (default)
Save File	
Do this <u>a</u> utor	matically for files like this from now on.
	OK Cancel

Save the file. Update with Wages information and <u>upload</u> the same.

## 4.3.3 Fetch Employee Detail from EPFO

	<u>(Add/</u>	
Select	Modify) to add employee detail;	

and some list for Tomate Construction Data Lad Mary D	The particulation		
mployee list for <b>Taneja Sanitories Pvt Ltd</b> New D	Jeini, Deini of Au	gust, 2016	В
<b>N</b> 4 4444 4444 4			
asic ECR Information			
Rate of Contribution *		Select Category for 10% Contribution *	
10%	•	Brick	-
EPF Admin Charges *		EPF Inspection Charges *	
200		200	
EDLI Admin Charges *		EDLI Inspection Charges *	
100		100	
Date of Disbursement of Salary *			
31/08/2016	nten 10 		
			Sava

Enter following information:

- Rate of Contribution\*



- Select Category for 10% Contribution\*
- EPF Admin Charges\*
- EPF Inspection Charges\*
- EDLI Admin Charges\*
- EDLI Inspection Charges\*
- Date of Disbursement of Salary\*



• System displays message:

	× This Information will not be Editable Further.Please Confirm.
	Cancel Proceed
l	Figure 4-17
	Click     Proceed     to continue.

Employee Na	Keyword	G	io!	K K Page	1 of 0 > »	Limit : 10 🔹
Sr. No.	Employee Name ~	Aadhaar Number	UAN	IP Number	ESIC Wages	EPFO Wages
		No	Record(s) found	d.	1	1
		Add Employee	Upload Emp	loyee in XLS Forma	t Download Em	ployee in XLS For
			Get Subsc	ribers from ESIC Po	ortal Get Memb	ers from EPFO Po



Get Members from EPFO Portal

to get employee list from EPFO portal

Download Sample File

Upload

and add wages and upload the excel file

## 4.3.4 Upload Employees from XLS

•

• To download Excel format click Download Employee in XLS Format . Excel format will be downloaded. Enter the employee details in prescribed format and upload the same

Click     Upload Employee in XLS Format     to upload employee list in excel format
■ Home > List Of Linked Establishments > Common ECR > Employee List > Upload Employee List
Common ECR On SSP Beta 1.0 Is For Test Purpose, The ECR On This Module Will Not Be Termed Final
Upload Employee for <b>Taneja Sanitories Pvt Ltd</b> New Delhi, Delhi and Related Offices of October, 2016
LIN: 1-1111-1111-1 Excel File Upload :* Browse No file selected. Upload Download Sample File Cancel
• Click Browse button and select Employee details in excel format
Upload Employee for Taneja Sanitories Pvt Ltd New Delhi, Delhi and Related Offices of October, 2016
LIN: 1-1111-1111-1



Figure 4-20

• Windows select file dialog box opens, select excel file and click OK button



• System displays message on successfully uploading the employee detail:



Home > List Of Linked Establishments > Common ECR > Employee List > Upload Employee List	
Common ECR On SSP Beta 1.0 Is For Test Purpose, The ECR On This Module Will Not Be Termed Final	
Upload Employee for <b>Taneja Sanitories Pvt Ltd</b> New Delhi, Delhi and Related Offices of August, 2016	Back
✓ File Uploaded Successfully.	
LIN: 1-1111-1111-1	
Excel File Upload :* Browse No file selected.	
U <mark>sioad Download Sample</mark> Upload	File Cancel

Figure 4-21

Employee list will be displayed with wages:

nplo	yee list	t for <b>Taneja Sanitor</b> i	i <b>es Pvt Ltd</b> New Delh	i, Delhi of Octobo	er, 2016		Ва
<b>N</b> : 1-	1111-11	11-1					
lote:	Employ	er Information Can't b	e modifiable once it is t	ermed as final and	d saved.		
						Dis	playing 1 to 10 of 54
En	nployee	Name - Keyword		Go!	« < Page	1 of 6 > >	Limit : 10 🔻
	Sr. No.	Employee Name	Aadhaar Number	UAN	IP Number	ESIC Wages	EPFO Wages
	1	Abir Singha			4113086046	50	
	2	<u>Ananda Gorai</u>			4113301688	50	
	3	<u>Animesh</u> <u>Bhattacharya</u>			4113301671	50	
	4	Anutosh Roy			4113085898	50	
	5	Arup Giri			4113514633	50	
	6	<u>Ashok Chouhan</u>			4113086036	50	
	7	<u>Asim Kumar Dawn</u>			4113086099	50	
	8	<u>Bablu Tewary</u>			4108641534	50	
	9	<u>Badal Karmakar</u>			4113085850	50	
	10	<u>Bidhan Konar</u>			4112915731	50	
		Delete Empl	ovee Add Emplo	vee Upload E	mplovee in XLS Forma	t Download Em	plovee in XLS Form
				وانتفاقه اعتم			

Figure 4-22



Common ECR C	ommon ECR On SSP Beta 1.0 Is For Test Purpose, The ECR On This Module Will Not Be Termed Final									
Taneja Sanit	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi and Related Office Bac									
Select Month	Select Month And Year For Return									
2016	2016 • August • Select									
Selected Esta	blishment Status									
Sr. No.	LIN	Establishment Name / Address	ESIC	EPFO						
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	<u>Draft</u>	<u>Draft</u>						

### 4.4 Verification

Establishment record for ECR for select Month and Year will be displayed with status for ESIC and EPFO in draft mode;

С	lick	Link under ESIC;									
ommo	n ECR On SSP Be	ta 1.0 Is For Test Purpose, The ECR C	)n This Module	e Will Not Be Terme	d Final						
Comm	ion ECR for <b>Tan</b> i	<b>eja Sanitories Pvt Ltd</b> New Delhi,	Delhi and Rel	ated Office of Aug	gust, 2016						Bac
Sr. No.	LIN	Establishment Name / Address	Total Employees	EPFO Registration No.	EPFO Members	EPFO Status	ESIC Registration No.	ESIC Subscribers	ESIC Status		
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	54 <u>(Add/</u> <u>Modify)</u>	JLJLP0000840000	0	Draft	74000258370001001	54	Draft	<u>Verify</u>	
Add	/ Remove Establ	lishment									
										Do lo	
				Figure 4	4-24						

Total Employee count will be displayed under "Total Employees" column.

At this point of time, you can add / remove establishment information by selecting

Add / Remove Establishment button.

- You can click Verify link to verify the detail
- System displays message on successful verification

•



ommon ECR On S	P Beta 1.0 Is For Test Purpose, The E	CR On This Modul	le Will Not Be Terme	ed Final						
Common ECR for	<b>Taneja Sanitories Pvt Ltd</b> New De	lhi, Delhi and Re	lated Office of Oct	tober, 2016						Ва
✓ ESIC Data has been Verified Successfully.										
Sr. LIN No.	Establishment Name / Address	Total Employees	EPFO Registration No.	EPFO Members	EPFO Status	ESIC Registration No.	ESIC Subscribers	ESIC Status	ß	
<b>1</b> 1-1111-11	<ul> <li>1-1 Taneja Sanitories Pvt Ltd</li> <li>60A, Arjun Nagar, Safdarjung</li> <li>Enclave, New Delhi, Delhi</li> </ul>	54	JLJLP0000840000	0		74000258370001001	54	Verified	<u>eSign</u>	]



Comn	on ECR On SSP Be	ta 1.0 Is For Test Purpose, The ECR ( eja Sanitories Pvt Ltd New Delhi,	On This Module Delhi and Rel	e Will Not Be Terme	d Final ruary, 2010					(
Sr. No.	LIN	Establishment Name / Address	Total Employees	EPFO Registration No.	EPFO Members	EPFO Status	ESIC Registration No.	ESIC Subscribers	ESIC Status	
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delbi, Delbi	1413 ( <u>Add/</u> Modify)	JLJLP0000840000	1407	Draft	74000258370001001	6	Draft	<u>Verify</u>

- You can click Verify link to verify the detail
- System displays message on successful verification

Hom	ne > List Of Linked	Establishments > Common ECR									
Commo	on ECR On SSP Be	ta 1.0 Is For Test Purpose, The ECF	R On This Modu	le Will Not Be Terme	ed Final						
Comm	non ECR for Tan	ija Sanitories Pvt Ltd New Delh	ii, Delhi and Re	elated Office of Fel	bruary, 2010	)					Back
					5050 D		-C. I.C				
		✓ ESIC D	ata has been V	erified Successfully.	EPFO Data h	as been Ve	rified Successfully.				
Sr. No.	LIN	Establishment Name / Address	Total Employees	EPFO Registration No.	EPFO Members	EPFO Status	ESIC Registration No.	ESIC Subscribers	ESIC Status	6	
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	1413	JLJLP0000840000	1407	Verified	74000258370001001	6	Verified	<u>eSign</u>	



# 4.5 E-Sign

•

Now you can e-Sign the form.

Click to e-Sign or digitally sign the form.



Summary of the Form will be displayed:

SUMMARY OF EC	R FOR - FEBRUARY , 2010						
stablishment Details	Representative Details						
stablishment Name : Taneja Sanitories Pvt Ltd	Name : Taral						
stablishment Address & eContacts : 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi, 110029	Address and eContacts : safron tower, Ahmedabad, Panchwati, Ahmedabad, Gujarat, 380001 eContacts : Email : taral.oza@silvertouch.com						
JN : 1-1111-1111-1							
SIC Details							
iotal Subscribers : 6	Total Wages : 600						
iotal Contributions : 29							
PFO Details							
total Members : 1,407	Total Gross Wages : 21,105,000						
otal EPF Wages : 21,105,000	Total EPS Wages : 21,105,000						
total EDLI Wages : 21,105,000	Total EPF Contribution Remitted : 2,110,500						
total EPS Contribution Remitted : 1,758,750	Total EDLI Contribution Remitted : 200						
otal EPF EPS Difference Remitted : 351,750	Total NCP Days: 0						
otal EPF Admin Charges Remitted : 100	Total EPF Inspection Charges Remitted: 100						
otal EDLI Admin Charges Remitted : 100	Total EDLI Inspection Charges Remitted : 100						
iotal Refund Advance : 16,884	Total Amount : 4,238,084						
iotal PMRPY Benefit : 0	Total PMPRPY Benefit: 0						
et Rate of Contribution applicable for EPF : 10%	Category for 10% Contribution : Brick						
PF Inspection Charges : 100	EDLI Inspection Charges : 100						
PF Admin charges Due: 100	EDLI Admin Charges Due: 100						
Date of Disbursement of Salary : 28/02/2010							
Declarations							
${ m I}$ – I accept that I have viewed the above Information and It Is Correct.							
ignature							
i <b>gn ECR with</b> 🔘 Digital Signature 🔘 eSign							
	eSign						
F	igure 4-28						
Check the checkbox							
I account that I have viewed th	as should information and it is Correct						
I accept that I have viewed the	and select rad						



#### Home > Registration > Digital Signature

#### NOTE (Only For Digital Signature) :

Please verify JAVA is installed and configured on your system, if not please download and install from Link: Java Link

It is Mandatory to attach Digital Certificate Dongel while Generate Digital Certificate.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cancel" button of "Select smartcard" popup window to continue further process.

By clicking on the "Digital Signature" Button System will download the JNLP file and need to click on this file.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cancel" button of "Select smartcard" popup window to continue further process.

#### Java Settings : Please do below settings in case you are not able to see the popup asking for the Digital Signature Pin on your system.

(1) Go To Java Setting or (Type "Java Configure on your windows search box from Desktop") on your system and click on security TAB.

(2) Now Add Site http://registration.shramsuvidha.gov.in in Exception Site List.

(3) Close the Window and try again to attach the Digital Signature.

#### Digital Signature E-Sign

#### Figure 4-29

- Click
   Digital Signature
   to sign the form digitally
- System displays message



Click to continue. System displays message to enter PIN



Windows Security	×
	PIN PIN <u>Click here for more information</u>
	OK Cancel
nter PIN and clic	Figure 4-31

- System displays message on successfully submitting the form
- Status will be changed to e-Signed;

Home > Lis	t Of Linked Establishmen	ts > Related Entities		
Common ECR C	On SSP Beta 1.0 Is For	Test Purpose, The ECR On This Module Will Not Be Termed Final		
Taneja Sanit	ories Pvt Ltd 60A, A	rjun Nagar, Safdarjung Enclave, New Delhi, Delhi and Related Office		Back
Select Month	And Year For Return	n		
2010	F	ebruary Select		
Selected Esta	blishment Status			
Sr. No.	LIN	Establishment Name / Address	ESIC	EPFO
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A. Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	<u>eSigned</u>	<u>eSigned</u>

Figure 4-32

# 4.6 Send ECR

• Click eSigned to send the ECR



omn	non ECR for Tan	e <mark>ja Sanitories Pvt Ltd</mark> New Del	hi, Delhi and R	elated Office of Fe	bruary, 2010	)				
5r. No.	LIN	Establishment Name / Address	Total Employees	EPFO Registration No.	EPFO Members	EPFO Status	ESIC Registration No.	ESIC Subscribers	ESIC Status	
1	1-1111-1111-1	Taneja Sanitories Pvt Ltd 60A, Arjun Nagar, Safdarjung Enclave, New Delhi, Delhi	1413	JLJLP0000840000	1407	eSigneo	74000258370001001	6	eSigned	Send ECR
				Figure	4-33					

Common ECR On SSP Beta 1.0 Is For Test Purpose, The ECR On This Module Will Not Be Termed Final Common ECR for Taneja Sanitories Pvt Ltd New Delhi, Delhi and Related Office of February, 2010 Back ✓ ESIC Data Has Been Verified Successfully. EPFO Data Has Been Verified Successfully. Total EPFO Employees Registration No. Establishment Name / EPFO EPFO ESIC Registration 1413 JLJLP0000840000 1-1111-1111-1 Taneja Sanitories Pvt Ltd 1407 Final 74000258370001001 6 Final 1 Pay Now for 60A, Arjun Nagar, Safdarjung Verified ESIC Verified Enclave, New Delhi, Delhi Pay now for **EPFO** 

Figure 4-34

Pay Now For

Click ESIC link to pay for ESIC

Pay now for

Click
 LPFO
 link to pay for EPFO