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

Instruction Manual for

e-Form 9(April 2012 to Sep 2017)

DOCUMENT UPDATE HISTORY

S. No	Date of Submission / Change	Description	Document Version No.	TEAM
1.	08-11-2017	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

E-Form9 (April 2012 to September 2017) Functionality in EPFO Application

Competent authority provided directions to IS division to extend the facility of generation of E-Form 9 For members joining after 01/04/2012 upto 30/09/2017 or establishment having date of coverage after 01/04/2012 upto 30/09/2017. Accordingly, IS division has introduced the following new functionalities at Establishment>>Master :

1. Approve Form9 DATA(april 2012 to Sep 2017)

2. Generate Eform9(April 2012 to Sep 2017)

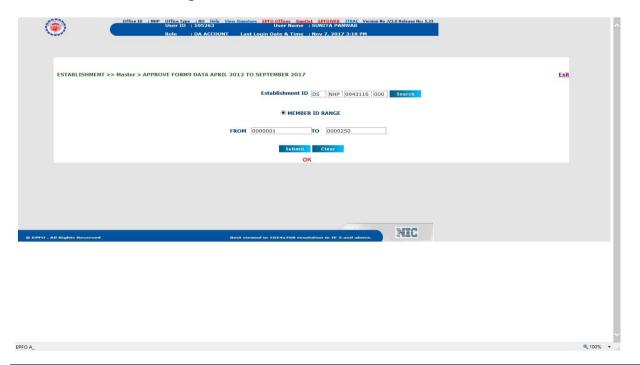1. **Approve Form9 DATA(april 2012 to Sep 2017)**

This functionality is two level functionality. DA-Accounts intiates 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(April 2012 to Sep 2017)**

Separate functionality is given for generation of E-form for the members/establishments joined on or after April 2012 to Sep 2017. Only data approved by AO-Accouns, will be viewed through this functionality.

The Screen shots of the Proposed functionality are as follows.

➢ **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.

- ➢ The records will come at AO Accounts for approval.

➢ AO can verify the details using the Return Ref No link

➢ 1. AO can verify the details displayed on clicking the retrun reference number link

2. After due verification AO can reject or approve the records.

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

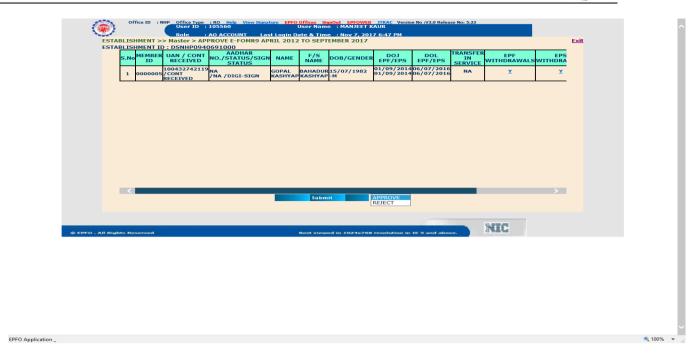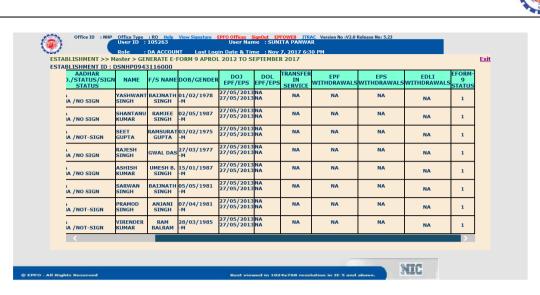ESTABLISHMENT >> Master > GENERATE E-FORM 9 APROL 2012 TO SEPTEMBER 2017   Exit

ESTABLISHMENT ID : DSNHP0943116000

AADHAR O./STATUS/SIGN STATUS	NAME	F/S NAME	DOB/GENDER	DOJ EPF/EPS	DOL EPF/EPS	TRANSFER IN SERVICE	EPF WITHDRAWALS	EPS WITHDRAWALS	EDLI WITHDRAWALS	EFORM-9 STATUS
IA /NO SIGN	YASHWANT SINGH	BAIJNATH SINGH	01/02/1978 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NO SIGN	SHANTANU KUMAR	RAMJEE SINGH	02/05/1987 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NOT-SIGN	SEET GUPTA	RAMSURAT GUPTA	03/02/1975 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NO SIGN	RAJESH SINGH	GWAL DAS	27/03/1977 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NO SIGN	ASHISH KUMAR	UMESH B. SINGH	15/01/1987 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NO SIGN	SARWAN SINGH	BAIJNATH SINGH	05/05/1981 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NOT-SIGN	PRAMOD SINGH	ANJANI SINGH	07/04/1981 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1
IA /NOT-SIGN	VIRENDER KUMAR	RAM BALRAM	28/03/1985 -M	27/05/2013 27/05/2013	NA NA	NA	NA	NA	NA	1