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कर्मचारी भविष्य निधि संगठन  
( श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**Employees' Provident Fund Organisation**  
**(Ministry of Labour & Employment, Govt. of India)**

मुख्य कार्यालय / Head Office

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File No CAT. 22(17)2015/HQ/

Date 12.04.2016

To

All Additional CPFC (Zone) /  
All RPFCS In Charge of ROs / SROs including ACC(ASD).

12 APR 2016

**Subject :** Launching of Salary Module in the HRSoft ( Software for HR Management) – completion of data entry and testing – reg.

Madam/ Sir,

Please refer to this office letter no. CAT. 22(17)2015/HQ dated 23.03.2016 ( website SI No. 763/2015-16) on the subject cited above.

2. In this regard, it is to intimate that two functions have been provided for the Salary Software Module of HRSoft on 08.04.2016 which are as under:-

- i. Add/Edit Bank Details: (Earlier this function was known as "Add/Check Bank Details")
- ii. Upload Salary File

3. The step by step manual regarding action to be taken in relation to the above two functions are already available on the portal of Salary Module and may be studied for action to be taken. However, the gist of the above two functions and actions to be taken as well precautions etc are enclosed as **Annexure 'A'** for ready reference. It is requested that urgent action may be taken to upload the data and generate the salary for the month of October 2015 and compare the same with salary actually disbursed by 19.04.2016. Once this step is completed, the salary for the subsequent months i.e. upto March 2016 may be generated by 22.04.2016. This will enable the office to be ready for generating the salary for the month of April 2016 from the Salary Module of HRSoft.

4. It is requested that in case of any difficulty or clarification, the concerned office should immediately contact NDC as per instructions already issued.

Yours faithfully,

Enclosures : As Above.

(S C Goyal)

Additional CPFC- II (HRM)

Copy To :

RPFCS(NDC) for uploading on the website please.

On Friday, 08.04.2016, two functions related to the Salary through the HR Software have been deployed and the revised User manual has also been made available.

The two functions are:-

**1. Add/Edit Bank Details: (Earlier this function was known as "Add/Check Bank Details")**

- The offices have already downloaded the earlier excel format having some additional fields. Now the current upload file format has only three fields namely the IFSC Code, the Bank Account Number and the Local Employee code. None of these three are mandatory but the NEFT Output report will be dependent on this data.
- So please upload the data in the current file format. The downloaded file gives you the list of employees presently shown as posted in your office.
- In case of any employee not posted in your office but if salary for the period is disbursed, then you can add the same also through this function.
- Important: After downloading the file and preparing the data PLEASE DO NOT UPLOAD WITHOUT SAVING IT AS XLS OR XLSX FILE.
- Once uploaded the name of bank and branch will appear from the Bank master based on the IFSC code.
- In case of mistakes option is there to edit.
- In case of missing one, data of missing employee can be added
- In case of multiple wrong data upload, the complete corrected file can be uploaded again and the new upload will replace the earlier data and insert new data.

**2. Upload Salary File:**

- The data for October 2015 can only be uploaded.
- The new format is available for download.
- Only a few changes, three fields have been added namely Professional Tax, PLI and Small Family Allowance. One field Officer Association has been removed as it was duplicate of CAO, Contribution in Officers Association.
- The file can only be for October 2015
- There is option for csv file upload also. The csv file has two additional fields namely month (10) and year (2015) at the end.
- This upload is like data migration and once done, in the subsequent months the salary can be generated and edited for the required changes and approved. So care need to be taken to upload the data correctly.

- Any payment type or deduction type that is not reflected in the file format for salary upload, should be put in "Others" column and the edit salary function (to be deployed) may be used to specify the details of such payment / deduction.
- Once uploaded the system will check for following errors:
  - Blank EID: data will not be uploaded
  - Wrong EID meaning that no such EID Exists, data against that row will not be uploaded.
  - In case you have say uploaded file of 50 employees, the number of records uploaded will show the cases with valid EID only.
  - The error such as gross, total deduction and net salary fields being blank
  - If one or more up to four of the fields out of five in any of the 7 types of advances in the file namely computer, HBA, HBA Interest, SPF, Festival, Conveyance and advance pay being blank. Means if only one or more fields but not all five are filled in.
- A check list will be available for download in case of the error and it will display the EID name and designation.
- The offices have two options:
  - To correct the uploaded file and upload again and then the data earlier uploaded will be removed and data of the new file will be inserted.
  - To wait for the EDIT Salary function to be deployed. They can use this function for making the corrections.
  - The EDIT Salary function will be available shortly.

**Precaution to be taken in the salary file:**

- The office codes in the HR Software are different than the one in the EPFO Application.
- So please use the correct HR Application numeric code in uploaded file and also in the column for Office from where advance taken.
- In most of the cases the advance is disbursed and deducted in same office so you should put the code of your own office there in the data field.