



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

Instruction Manual for
Composite Claims
(Revised)



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



Role : DA Receipt

- Composite Claims (CCF) Receipt Entry is added in receipt entry.
- All composite claims will be entered into the system using this function

Office ID : KOT Office Type : SRO Help SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.16 Server: 184

User ID : 402137 User Name : TRILOK GUPTA

Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

MENU

- CLAIM
 - Transaction
 - CLAIM RECEIPT ENTRY
 - CLAIMS PERTAINING TO OTHER OFFICE
 - COMPOSITE CLAIMS (CCF) RECEIPT ENTRY
 - Reports
- ESTABLISHMENT
- PAYMENT
- PENSION
- Help
- PRINT UTILITY
- CHANGE PASSWORD
- LOGOUT

THERE ARE FOUR OPTIONS

Office ID : NHP Office Type : RO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23

User ID : 105607 User Name : B K BATRA

Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 10:03 AM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

[Click here Regular Claim Receipt Entry](#)

CCF Type: SELECT

UAN:

Member ID:

© EPFO - All Rights Reserved. Best viewed in 1024x768 resolution in IE 9 and above.



OPTION 1

Aadhaar - The option will be used for members whose UAN is linked with Aadhaar. This functionality is for entering Form-19/Form-10C and Form-31.

The screenshot shows the EPFO web portal interface for entering a claim receipt. The user is logged in as B K BATRA, Role: DA RECEIPT, Last Login Date & Time: Sep 8, 2017 3:36 PM. The page title is "CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY".

Form Fields:

- CCF Type: AADHAR (dropdown)
- UAN: 100242996763
- Member ID: DS (dropdown), NHP (dropdown), 0003698 (text), 000 (text), 0005789 (text)
- Establishment Name: CONSULTING ENGG. SERVICE (INDIA) P
- Account Group Id: 104
- Account Task Id: 10404
- Member Name as Member Profile: MOKA RAJU
- Member Name as per claim Form: MOKA RAJU
- Mobile No: 9672995260
- Claim Mode: DIRECT (dropdown)
- Form Type: FORM-19, FORM-10C, FORM-31
- Claimant Name: (text)
- Remarks: (text)
- Date Of Exit: 08/08/2017

Buttons: PrintKYC, Save, Clear

ENCLOSURES

Footer: © EPFO - All Rights Reserved. Best viewed in 1024x768 resolution in IE 5 and above.

OPTION 2

Non-Aadhaar (F-19/F-10C/F-31) - The option will be used for members whose UAN is not linked with Aadhaar.

The screenshot shows the EPFO web portal interface for entering a claim receipt for a non-aadhaar member. The user is logged in as B K BATRA, Role: DA RECEIPT, Last Login Date & Time: Sep 8, 2017 3:56 PM. The page title is "CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY".

Form Fields:

- CCF Type: NON-AADHAR(F-19/F-10C/F-31) (dropdown)
- UAN: (text)
- Member ID: DS (dropdown), NHP (dropdown), 0021371 (text), 000 (text), 0000501 (text)
- Establishment Name: LION MANPOWER SOLUTIONS PVT.LTD
- Account Group Id: 104
- Account Task Id: 10404
- Member Name as Member Profile: SANTOSH KUMAR
- Member Name as per claim Form: SANTOSH KUMAR
- Mobile No: 9868928922
- Claim Mode: DIRECT (dropdown)
- Form Type: FORM-19, FORM-10C, FORM-31
- Claimant Name: (text)
- Remarks: (text)
- Date Of Exit: 01/06/2017

Buttons: Save, Clear

ENCLOSURES

Footer: © EPFO - All Rights Reserved. Best viewed in 1024x768 resolution in IE 5 and above.



OPTION 3

Non-Aadhaar (F-20/F-10D/F-51F) – The option is for Non-Aadhaar (F-20/F-10D/F-51F).

Office ID : NHP Office Type : RD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23
User ID : 105607 User Name : B K BATRA
Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 3:36 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: NON-AADHAR(F-20/F-10D/F-51F)
UAN: []
Member ID: DS NHP 0021371 000 0000501
Establishment Name: LION MANPOWER SOLUTIONS PVT.LTD
Account Group Id: 104
Account Task Id: 10404
Member Name as Member Profile: SANTOSH KUMAR
Member Name as per claim Form: SANTOSH KUMAR
Mobile No: 9868928922
Claim Mode: DIRECT
 FORM-20
 FORM-51F
 FORM-10D
Claimant Name: []
Remarks: []
Date Of Exit: 01/06/2017

ENCLOSURES

Save Clear

© EPFO - All Rights Reserved Best viewed in 1024x768 resolution in IE 5 and above. NPS

OPTION 4

10D-Aadhaar – The option is for 10-Aadhaar claims.

Office ID : NHP Office Type : RD Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.23
User ID : 105607 User Name : B K BATRA
Role : DA RECEIPT Last Login Date & Time : Sep 8, 2017 3:36 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Click here Regular Claim Receipt Entry](#) [Exit](#)

CCF Type: 10D-AADHAR
UAN: 100242996763
Member ID: DS NHP 0003698 000 0005789
Establishment Name: CONSULTING ENGG. SERVICE (INDIA) P
Account Group Id: 104
Account Task Id: 10404
Member Name as Member Profile: MOKA RAJU
Member Name as per claim Form: MOKA RAJU
Mobile No: 9672995260
Claim Mode: DIRECT
Form Type: Form-10D
Scheme Para: SELECT
Claimant Name: []
Remarks: []
Date Of Exit: 08/08/2017

ENCLOSURES

PrintKYC Save Clear

© EPFO - All Rights Reserved Best viewed in 1024x768 resolution in IE 5 and above. NPS



- The user can print the acknowledgement using "Print" button

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.16
User ID : 402137 User Name : TRILOK GUPTA
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

Claim Acknowledgement Slip

We are Pleased to acknowledge the claim with following Details.

Claim ID : RJKOT170600000075/RJKOT170600000076
Claim Date : 02/06/2017
Account Group ID : 103
Account Task ID : 10305
MemberID : RJ/KOT/0011499/000/0001690
UAN : 100000147703
Name : E PRABAKARAN
Claimant Name : Arun
Mobile No : 8883203003
Form Type : Form-19/Form-10C
Document Received From Claimant : 1.PAN Card 2.PHOTO ID IN CASE CLAIMED AFTER 3 YEARS OF DATE OF LEAVING
Claim Entered By : TRILOK GUPTA

[Back](#) [Print](#)

© EPFO . All Rights Reserved Best viewed in 1024x768 resolution in IE 5 and above.

EMPLOYEES PROVIDENT FUND ORGANISATION
Nidhi Bhawan, Vigyan Nagar,, Kota, RAJASTHAN, 324005

CLAIM ACKNOWLEDGEMENT SLIP

We are Pleased to acknowledge the claim with following details.

CLAIM ID : RJKOT170600000075/RJKOT170600000076
RECEIPT DATE : 6/2/17 2:34 PM

ESTABLISHMENT NAME : N.R.SWITCH N RADIO SERVICE PVT.LTD
ACCOUNT TASK ID : 10305
MEMBER ID :RJ/KOT/0011499/000/0001690
UAN :100000147703
MEMBER NAME : E PRABAKARAN
CLAIMANT NAME : Arun
MOBILE No. : 8883203003
FORM TYPE : Form-19/Form-10C
NOTE: TDS will be deducted as per Section 192A of IT Act, 1961 w.e.f. 1st

No. OF SCHEME CERTIFICATES : NIL
PPO No. :
Document received from Claimant : PAN Card/EMPLOYERS CERTIFICATE

Claim Received By : TRILOK GUPTA
Tracking Id :

(Signature)

Know your claim status link is available on EPFO Website. (<http://www.epfindia.com>)

- For Non-Adhaar Claims both "UAN" or "Member ID" can be given to fetch the record

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.16
User ID : 402137 User Name : TRILOK GUPTA
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

[Click here Regular Claim Receipt Entry](#)

CCF Type : NON-AADHAR
UAN :
Member ID : RJ | KOT | 0011488 | 000 | 0000150

[Search](#) [Clear](#)

© EPFO . All Rights Reserved Best viewed in 1024x768 resolution in IE 5 and above.



- Select the form types.
- Acknowledgement can be printed using “Print” button

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.16
User ID : 402137 User Name : TRILOK GUPTA
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

CCF Type : NON-AADHAR
UAN :
Member ID : RJ / KOT / 0011488 / 000 / 0000150
Establishment Name : SHWET CONSTRUCTION SARDAR COLO
Account Group Id : 104
Account Task Id : 10404
Member Name as Member Profile : RAM PRASAD
Member Name as per claim Form : RAM PRASAD
Mobile No : 1234567890
Claim Mode : DIRECT
Form Type : FORM19
Scheme Para* : PARA 69(1)(a)-Retirement from service after attaining th
 FORM10C
 FORM31C
Claimant Name : ARUN
Remarks : OK
Date Of Exit* : 31/01/2016

ENCLOSURES SELECT
 PHOTO ID IN CASE CLAIMED A
 PAN Card
 15G/15H (I Tax)

[Click here Regular Claim Receipt Entry](#)

[PrintKYC](#) [Save](#) [Clear](#)

Office ID : KOT Office Type : SRO Help View Signature EPFO Offices SignOut EPFOREPORTS JTRAC Version No :V2.0 Release No: 5.16
User ID : 402137 User Name : TRILOK GUPTA
Role : DA RECEIPT Last Login Date & Time : Jun 2, 2017 2:28 PM

CLAIM >> Transaction > COMPOSITE CLAIMS (CCF) RECEIPT ENTRY [Exit](#)

Claim Acknowledgement Slip

We are Pleased to acknowledge the claim with following Details.

Claim ID : RJKOT170600000077
Claim Date : 02/06/2017
Account Group ID : 104
Account Task ID : 10404
MemberID : RJ/KOT/0011488/000/0000150
UAN :
Name : RAM PRASAD
Claimant Name : Arun
Mobile No : Not Provided in the Claim Form
Form Type : Form-19
Document Received From Claimant : 1. PAN Card
Claim Entered By : TRILOK GUPTA

[Back](#) [Print](#)

© EPFO - All Rights Reserved Best viewed in 1024x768 resolution in IE 9 and above.

The following changes are introduced on the basis of Order No. WSU/28(1) 2003/Deligation/Vol-II/4107 Dated 24/05/2017 for Form 19/10C/31 and Form 13 (unexempted)/14 LIP under CCF

- Claims of upto Rs. 50000/- (Clubbed amount for 19 and 10 C) (Both Inoperative and Operative) will go to Section Supervisor for approval.
- Claims of above Rs. 50000/- (Clubbed amount for 19 and 10 C) (Operative) will go to Account Officer (AO) for approval.
- Claims between Rs. 50001/- (Clubbed amount for 19 and 10 C) to Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will go to Account Officer (AO) for approval.
- Claims above Rs. 100000/- (Clubbed amount for 19 and 10 C) (Inoperative) will go APFC (Claims) for approval.
- All claims rejection will be approved by APFC (Claims).



Note :-

- As there are two claim-ids associated with a CCF Form (19 and 10c), DA needs to initiate and submit the both claim-ids separately.
- Until both the claim-ids associated with a CCF, not submitted by DA-Accounts, for approval, flow at approval level is not visible.
- In case one claim-id associated with a CCF, needs to be rejected, DA-Account is required to complete the rejection process first before going for processing another claim.