

### **Instructions for HO HR Admin users for Regular EPS ECR submission dated 07.02.2024**

MSEB CPF Portal maintains master details and subscriptions of employees of MSEB companies. The CPF contributions and EPS contributions are received from the companies every month. The EPS contribution amount is paid centrally for regular and supplementary salaries by Head Office of respective companies. Regular EPS ECR file prepared and uploaded to EPFO site and payment is made. After payment, the challan details with confirmation of payment are sent to CPF section for accounting purpose I.T. Section for effecting in CPF balances. CPF section adjusts the EPS amount paid from the monthly subscription to CPF trust and docket prepared for collecting the net subscription from companies. After receipt of the EPS ECR file, the data is loaded into CPF system and challan details updated.

Provision was made for the companies' in May-2021 for Head offices to upload and submit the regular EPS ECR file and update the challan details in MSEB CPF Portal. The steps for submitting the EPS ECR for regular salary are now revised as part of CPF accounting automation below.

- 1) To upload the ECR file, the HR user of Head Office should have HO HR Admin User special access in MSEB CPF Portal. If access not present, he can send on mail through CGM(HR)/GM(HR). Only one or two HR employees of Head Office will be given this access.
- 2) Rename the original EPS ECR text file which is uploaded and paid to EPFO. The filename should be in the format **Regular\_Salary\_EPS\_ECR\_CC\_MMYYYY.txt**. In the file name, CC stands for company code as 01 – for MSPGCL, 02- MSETCL, 03 – MSEDCL, 04 – MSEB Holding Company. MMYYYY stands for the salary due month. **The text file should be original file as submitted to EPFO.**
- 3) Select the menu '**Upload Regular ECR File**' under '**HR HR Admin Functions**' menu. Click on Browse button and select the EPS ECR text file and click '**Upload File**' button. Wait for the completion of file loading. After file loaded successfully, message will be displayed.
- 4) Click on '**Generate Error Report**' to view if any errors in upload. In the upload process, the corresponding CPF Number and other details fetched as per UAN Number given in the text file. If any UAN number is not linked, the error report will show the error. UAN number should be correctly linked in MSEB CPF portal UAN linking option otherwise EPS amount will be posted against wrong employee.
- 5) Click on '**Generate Statistics**'. This will generate abstract of the EPS file. Check the abstract with the challan copy to tally amounts.
- 6) If there are no errors and the abstract tally with challan, then click on 'Finalise File' button. **This step is newly added from Jan-24 onwards as part of CPF accounting automation.** This option will lock the further uploading of the EPS file. This Amount of EPS uploaded will be considered for calculation by CPF trust for CPF BOT note preparation.
- 7) Send the challan generated to HO cash section for payment. After payment is done and as well as the amount is actually credited to the EPFO, note the dates of payment and actual credit to EPFO.

8) To finalise the EPS ECR file, select Finalise option. Enter Challan number, Admin charges, EDLI Inspection charges, PMRPY benefit amount, Payment date and actual credit dates. Click finalise button. This will create EPS transactions and will reduce board share balance of the employees in monthly process CPF or rerun of the CPF balances.