

Instructions for submitting Manual Supplementary EPS ECR

Company prepares and uploads EPS contribution data/EDLI wages from salaries to EPFO. Payment is done for the EPS amount for all employees. The challan details are sent to CPF section for accounting purpose and MSEDCL IT section for uploading in CPF system for effecting in employee CPF balances.

Till now, the data is sent on mail to CPF section and IT section. Now provision is made in CPF Portal to allow user having HO HR Admin role to upload the Supplementary EPS ECR and check and submit the data. Instructions must be followed to upload Supplementary EPS ECR after payment. Following are the steps to upload the data.

1. User must have the role '**HO HR Admin User**' for uploading Supplementary EPS ECR data. User must be HR user of the Corporate office of respective company.
2. Select menu '**Manual supplementary EPS ECR Submission**'.
3. Existing file will be displayed if file was already uploaded otherwise click on Browse and select file and click 'Upload File'. File name should be in the format SUPPL_ECR_CC_DDMMYYYY.CSV where CC is 2 digits company code. E.g. for MSEDCL, CC is 03. DDMMYYYY is current date.
4. Sample file format link ([Sample_Supplementary_EPS_ECR_Format](#)) is given on the screen. File should be formatted as per sample file and heading should be removed. File extension must be CSV. If no value in any column then enter zero.
5. After uploading file summary will be shown on the screen and status will be 'UPLOADED'. Cross check the summary and if ok then click on 'FINALISE' button to finalise supplementary EPS ECR.
6. Before finalise user can upload file again if any correction, existing file will be replaced.
7. After finalise EPS ECR transactions will be created and will be effected in CPF balances in 'Process CPF monthly Update' process.
8. Such data finalized from 11th of previous month to 10th of current month are accounted in CPF BOT note which is sent to all companies for payment of CPF dues towards CPF trust by adjusting regular eps paid and supplementary eps paid as CPF automation demo.

Screenshot of the screen for uploading Supplementary EPS ECR.

Supplementary ECR Upload

Company Code: *

Supplementary ECR Summary

Web Id	ECR Migration Date	Status	Loaded Date	Loaded Count	EPS Contr. Paid	Admin Charges	EDLI Inspection Charges	PMRPY Amount	
101		LOADED	02-Jan-2025	10	6903	0	415	0	<input type="button" value="Finalise"/>

Upload Supplementary ECR File

File loaded Successfully

No file selected.

Note:
 File name should be SUPPL_ECR_CC_DDMMYYYY.CSV
 CC is 2 digits company code for MSEDCL, CC is 03
 DDMMYYYY is Current Date
 Existing file will be replaced if loaded again.
[Suppl ECR Sample file](#)

Supplementary ECR Upload

Company Code: *

2-MSETCL

Search

Supplementary ECR Summary

Web Id	ECR Migration Date	Status	Loaded Date	Loaded Count	EPS Contr. Paid	Admin Charges	EDLI Inspection Charges	PA
101		LOADED	02-Jan-2025	10	6903	0	415	

Upload Supplementary ECR File

 **File loaded Successfully**

Browse... No file selected.

Upload File

Note:
File name should be SUPPL_ECR_CC_DDMYYYY.CSV
CC is 2 digits company code for MSEDCL, CC is 03

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Finalised Successfully

OK