

Instructions for Instant payment of EPS ECR dated 07.02.2024


In CPF Portal, provision present for EPS entry and verification for EPS amount in case salary was paid and CPF deducted but EPS was not paid to EPFO. Preparation of EPS ECR batches is a tedious task in CPF portal and to be done from back end with help of IT section. Also preparation of manual EPS ECR file is tedious task.

Hence provision is made in CPF portal to enable HO HR admin user to generate EPS ECR for an entry present in EPS Entry screen. With this provision, HO HR admin user can update EPS ECR sent date of today and generate text file for any urgent EPS to be paid due to pending Final/Pension/EDLI cases. The file generated can be directly uploaded to EPFO system and challan can be generated and set to HO cashier for payment. After payment confirmation, challan details to be entered and final submitted. Based on when payment confirmation is done in CPF portal, the EPS amount will be considered for accounting by CPF trust in CPF Subscription receivable to CPF Trust from company.

Following are the steps for Instant EPS ECR payment.

1. Go to menu HO HR Admin Functions → Instant Eps ECR menu. This menu is available to user who have role 'HO HR Admin User'.
2. Search Skipped EPS entry by Cpf Number or UAN like shown in screenshot.

[Home](#) > Instant EPS ECR

| Instant EPS ECR | | | | | | | | | | | | | | |
|--|------------|------------------|------------|---------|-------------|-----------|----------------|----------|-------------------|------------------|---------------|--------------|---------------|-------------------|
| Search by CPF Number <input type="text" value="2817560"/> | | | | | | | | | | | | | | |
| Search by UAN <input type="text"/>  | | | | | | | | | | | | | | |
| Skip EPS List | | | | | | | | | | | | | | |
| Sl No | CPF Number | Salary Due Month | Basic Paid | DA Paid | Total Wages | EPS Wages | EPS Calculated | NCP Days | Salary Paid Month | Salary Paid Type | Location Code | Company Code | Finalise Date | Eps Ecr sent Date |
| 3 | 2817560 | Apr-2023 | 0 | 0 | 0 | 0 | 0 | 30 | Apr-2023 | Y | | 3 | 14-Sep-2023 | |
| 4 | 2817560 | May-2023 | 0 | 0 | 0 | 0 | 0 | 31 | May-2023 | Y | | 3 | 14-Sep-2023 | |
| 5 | 2817560 | Nov-2022 | 0 | 0 | 0 | 0 | 0 | 30 | Nov-2022 | Y | | 3 | 14-Sep-2023 | |
| 6 | 2817560 | Oct-2022 | 0 | 0 | 0 | 0 | 0 | 31 | Oct-2022 | Y | | 3 | 14-Sep-2023 | |
| 7 | 2817560 | Jul-2023 | 0 | 0 | 0 | 0 | 0 | 31 | Jul-2023 | Y | | 3 | 14-Sep-2023 | |
| 8 | 2817560 | Jun-2023 | 0 | 0 | 0 | 0 | 0 | 30 | Jun-2023 | Y | | 3 | 14-Sep-2023 | |
| 9 | 2817560 | Mar-2023 | 0 | 0 | 0 | 0 | 0 | 31 | Mar-2023 | Y | | 3 | 14-Sep-2023 | |
| 10 | 2817560 | Feb-2023 | 0 | 0 | 0 | 0 | 0 | 28 | Feb-2023 | Y | | 3 | 14-Sep-2023 | |
| 11 | 2817560 | Jan-2023 | 0 | 0 | 0 | 0 | 0 | 31 | Jan-2023 | Y | | 3 | 14-Sep-2023 | |

3. Click on 'Instant ECR File' button to generate ECR text file.
EPS ECR Sent Date is updated as current date when ECR file is generated first time. Please note that EPS ECR Sent Date will not be updated as 1st and 15th day of month. These dates are reserved for bulk EPS ECR batch preparation. Select specific days preferably Monday to generate EPS ECR for any urgent EPS ECR. This is required to enable normal batches preparation from back end which are of less priority.
4. Ensure to upload the EPS ECR file to EPFO system and payment is confirmed as soon as possible. Update payment confirmation details as soon as possible against the EPS entry.

- Once file is generated Eps Ecr Sent Date is updated and 'Confirm Payment' button is enabled to finalise challan.

[Home](#) > Instant EPS ECR

Instant EPS ECR

Search by CPF Number

Search by UAN

Skip EPS List

| Sl No | CPF Number | Salary Due Month | Basic Paid | DA Paid | Total Wages | EPS Wages | EPS Calculated | NCP Days | Salary Paid Month | Salary Paid Type | Location Code | Company Code | Finalise Date | Eps Ecr sent Date | Status | OnHold Reason |
|-------|------------|------------------|------------|---------|-------------|-----------|----------------|----------|-------------------|------------------|---------------|--------------|---------------|-------------------|---------|---------------|
| 3 | 2817560 | Apr-2023 | 0 | 0 | 0 | 0 | 0 | 30 | Apr-2023 | Y | | 3 | 14-Sep-2023 | 07-Feb-2024 | Applied | |
| 4 | 2817560 | May-2023 | 0 | 0 | 0 | 0 | 0 | 31 | May-2023 | Y | | 3 | 14-Sep-2023 | | Applied | |
| 5 | 2817560 | Nov-2022 | 0 | 0 | 0 | 0 | 0 | 30 | Nov-2022 | Y | | 3 | 14-Sep-2023 | | Applied | |
| 6 | 2817560 | Oct-2022 | 0 | 0 | 0 | 0 | 0 | 31 | Oct-2022 | Y | | 3 | 14-Sep-2023 | | Applied | |
| 7 | 2817560 | Jul-2023 | 0 | 0 | 0 | 0 | 0 | 31 | Jul-2023 | Y | | 3 | 14-Sep-2023 | | Applied | |
| 8 | 2817560 | Jun-2023 | 0 | 0 | 0 | 0 | 0 | 30 | Jun-2023 | Y | | 3 | 14-Sep-2023 | | Applied | |
| 9 | 2817560 | Mar-2023 | 0 | 0 | 0 | 0 | 0 | 31 | Mar-2023 | Y | | 3 | 14-Sep-2023 | | Applied | |
| 10 | 2817560 | Feb-2023 | 0 | 0 | 0 | 0 | 0 | 28 | Feb-2023 | Y | | 3 | 14-Sep-2023 | | Applied | |

- After making ECR payment click on Confirm Payment button to save challan details.

[Home](#) > Finalise Instant EPS ECR

Finalise Instant EPS ECR

| | | |
|---|--|---|
| CPF Number: <input style="width: 100%;" type="text" value="2817560"/> | Name : <input style="width: 100%;" type="text" value="Rahul Pralhadrao Auti"/> | Status: <input style="width: 100%;" type="text" value="Applied"/> |
| Recovery Month: <input style="width: 100%;" type="text" value="01-Apr-2023"/> | Salary Due Month: <input style="width: 100%;" type="text" value="01-Apr-2023"/> | NCP Days: <input style="width: 100%;" type="text" value="30"/> |
| Basic Paid: <input style="width: 100%;" type="text" value="0"/> | DA Paid: <input style="width: 100%;" type="text" value="0"/> | Total Wages: <input style="width: 100%;" type="text" value="0"/> |
| EPS Wages: <input style="width: 100%;" type="text" value="0"/> | EDLI Wages: <input style="width: 100%;" type="text" value="0"/> | ECR Sent Date: <input style="width: 100%;" type="text" value="07-Feb-2024"/> |
| EPS Contribution Paid (A/C 10 - Employer's Share): <input style="width: 100%;" type="text" value="0"/> | Salary Paid type: <input style="width: 100%;" type="text" value="Y"/> | OnHold Reason: <input style="width: 100%;" type="text"/> |
| Finalised Date: <input style="width: 100%;" type="text" value="14-Sep-2023"/> | Location Code: <input style="width: 100%;" type="text"/> | Company Code: <input style="width: 100%;" type="text" value="3"/> |

| | | |
|---|--|---|
| Challan Number (13 digit TRRN number): <input style="width: 100%;" type="text"/> | Administration Charges (A/C No 02): <input style="width: 100%;" type="text"/> | PRMRPY Amount: <input style="width: 100%;" type="text"/> |
| EDLI Inspection charges (A/C 21 - Employer's Share): <input style="width: 100%;" type="text"/> | CRN Number <input style="width: 100%;" type="text"/> | Payment Date: <input style="width: 100%;" type="text"/> |

Actual Credit Date:

Upload Supporting documents

- Fill all required fields and finalise. Challan copy and payment confirmation copy are mandatory documents.