



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

श्रम एव रोजगार मंत्रालय भारत सरकार

Ministry of Labour & Employment, Govt. Of India

मुख्यकार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066

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Website : epfindia.gov.in

No.IS/Project I-Transfer Claims/

Dated:

04 MAR 2014

To

All Additional CPFCs (Political States),
All RPFC-I (In-Charge of Regions),
All OICs, SROs.

Sub: Online availability of Annexure-K in respect of Exempted establishments.

Sir,

A large number of grievances are received from the exempted establishments on account of non-receipt or late receipt of Annexure-K in respect of their employees who are EPF members and have preferred claims for transfer of their P.F. accumulations on shifting of their jobs from unexempted establishment to exempted establishment.

2. On analysis of the grievance cases, it has been noticed that although the P.F. accumulations are transferred in time from concerned field offices to the exempted Trust through NEFT, the exempted Trust are unable to credit the same to the members' account due to non-receipt or late receipt of corresponding Annexure-K from the field offices.

3. To address the issue, a functionality has been developed whereby the field offices can generate and upload the PDF file of Annexure-K in respect of such members where the P.F. accumulations are transferred from P.F. account maintained with field office to Trust. The user manual for the following activities is placed at the Annexure-I:

- (a) Generation of tarz file in the application software &
- (b) Uploading the same on RO/SRO Admin Portal.

4. **The PDF file of Annexure-K, so uploaded, would be available to the exempted establishment in their log-in under Online Transfer Claim Portal (OTCP).** An option to search the Annexure-K within specified time period (From "date" to "date") on the basis of "Previous Member Id", "Present Member Id" or "Amount" has also been provided. The screenshots for the process at the end of exempted establishments are placed at Annexure-II. It may be noted that

- (a) The log-in credentials will be same as that of ECR portal for establishments.
- (b) Annexure-K PDFs would be available for download only to the exempted establishment in their logins.

5. Further, the PDF files of uploaded Annexure-K are also made available to the transfer-in-offices, which maintain the Pension Account of such members. The transfer-in-offices can download the PDF Files from their log-in in RO/SRO Admin Portal. The screenshots for the process are placed at Annexure-III.

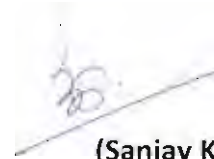
6. The availability of Annexure-K on the portal would mitigate many of the avoidable grievances in advance. It is expected that all the field office would

(i) generate the above mentioned files on the server and upload them on the portal immediately at the first instance and on weekly basis thereafter as explained in Annexure-I,

(ii) download Annexure-K PDF files uploaded by other offices as explained in Annexure-III and

(iii) familiarize the exempted establishments/ Trusts on the new feature provided to them to download Annexure-K PDF files using their OTCP logins as explained in Annexure-II.

Yours faithfully,



(Sanjay Kumar)

Additional Central P.F. Commissioner (IS)

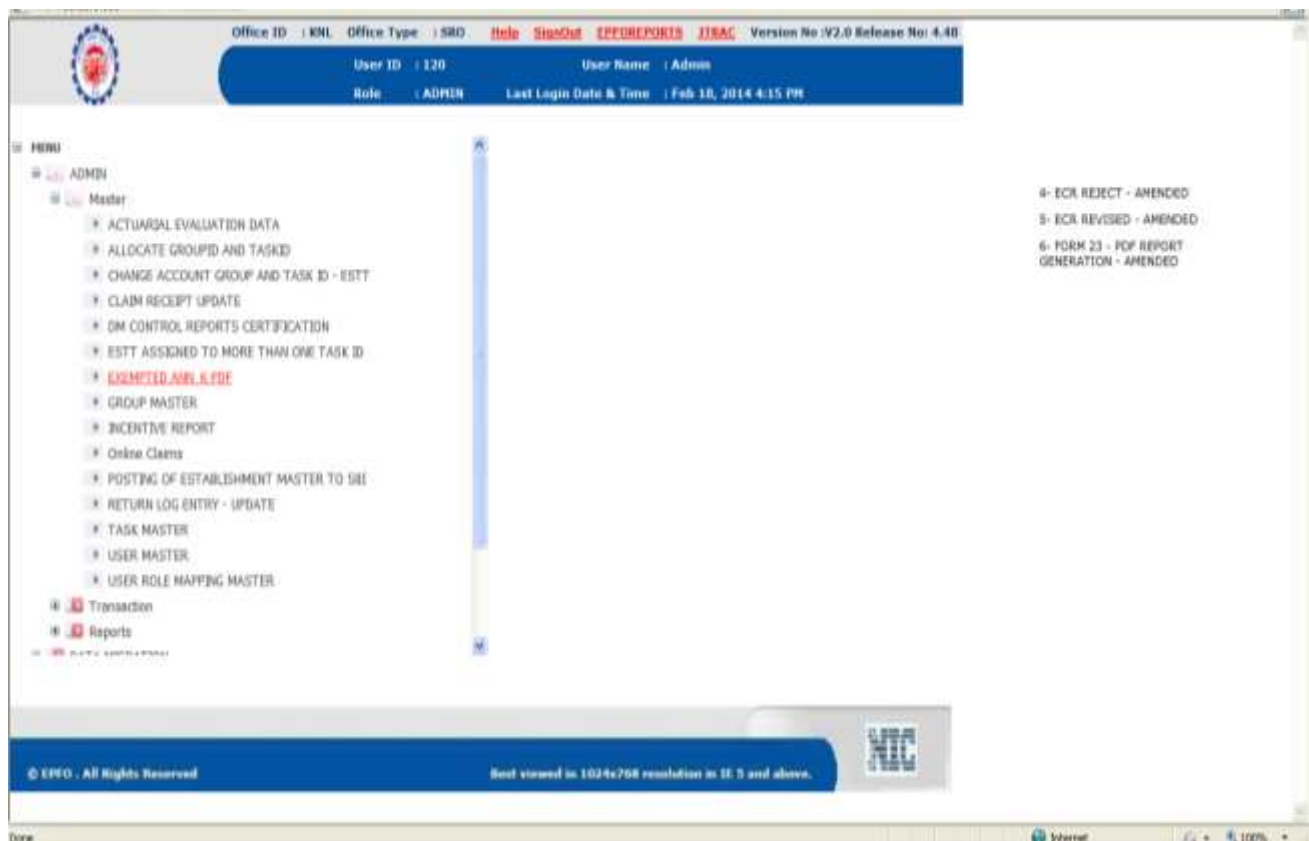
- Copy to:-**
1. FA & CAO/ Chief Vigilance Officer
 2. All Additional CPFCs, Head Office, EPFO
 3. PS to CPFC
 4. Director (Audit)

Annexure-I

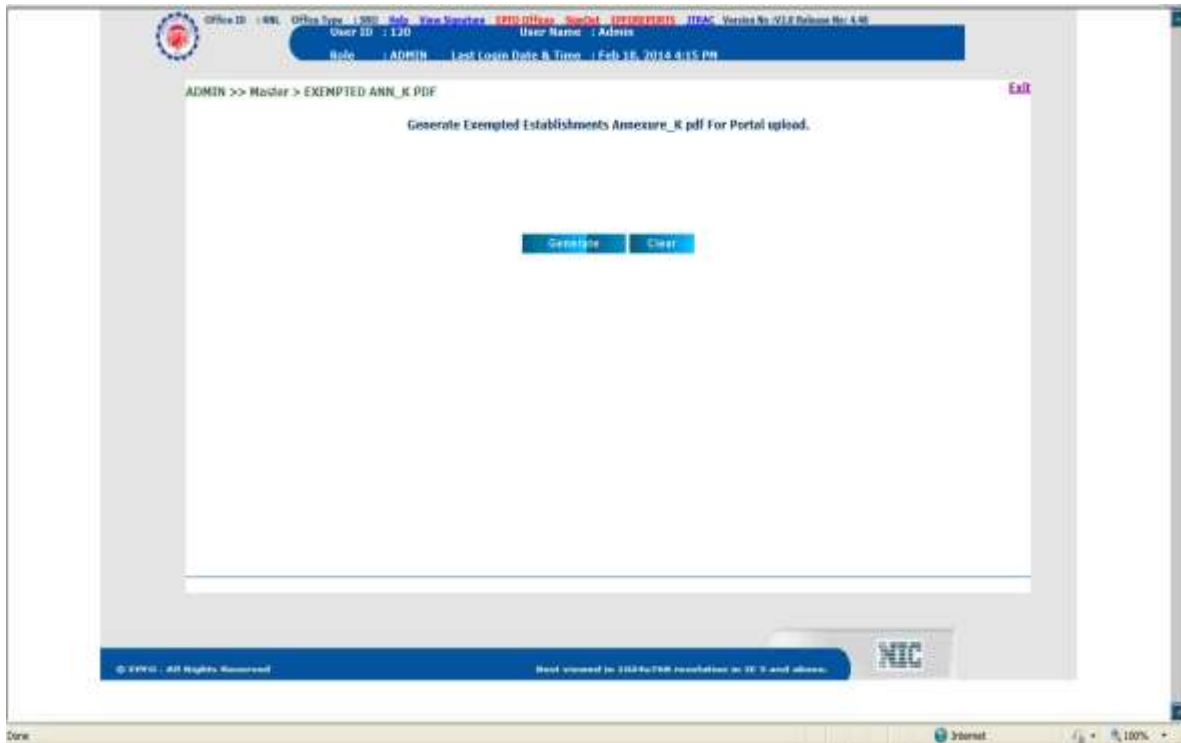
USER MANUAL

(a) Generation of file containing Annexure-K PDF in EPFO Software Application.

Step-1: Log-in to ADMIN Role and then follow **ADMIN>MASTER>EXEMPTED ANN_K PDF**



Step-2: On clicking the **EXEMPTED ANN_K PDF**, the following screen would appear. Click on “Generate” button.



Step-3: The “Tar” file generated will be stored in the following Path (**/image/ExemptedAnnKPdfs/201_18021014_ak.tarz**).

The Tar File naming convention is '**officeld_CurrentDate_ak.tarz**' (e.g **201_18021014_ak.tarz**).



At the first instance, the said file will have all the PDF files of annexure-K generated in the EPFO software application for exempted establishments from the date of operation of EPFO application software to the generated date. The following Tar files, generated thereafter, would have the PDF files of annexure-K created in the EPFO software application since the generation of last “Tar” file. This “Tar” file is to be generated and uploaded on the portal on weekly basis.

(b) Upload of Annexure-K by ROs/SROs on Portal

The upload of Annexure-K can be done by ROs/SROs can be done in two ways:

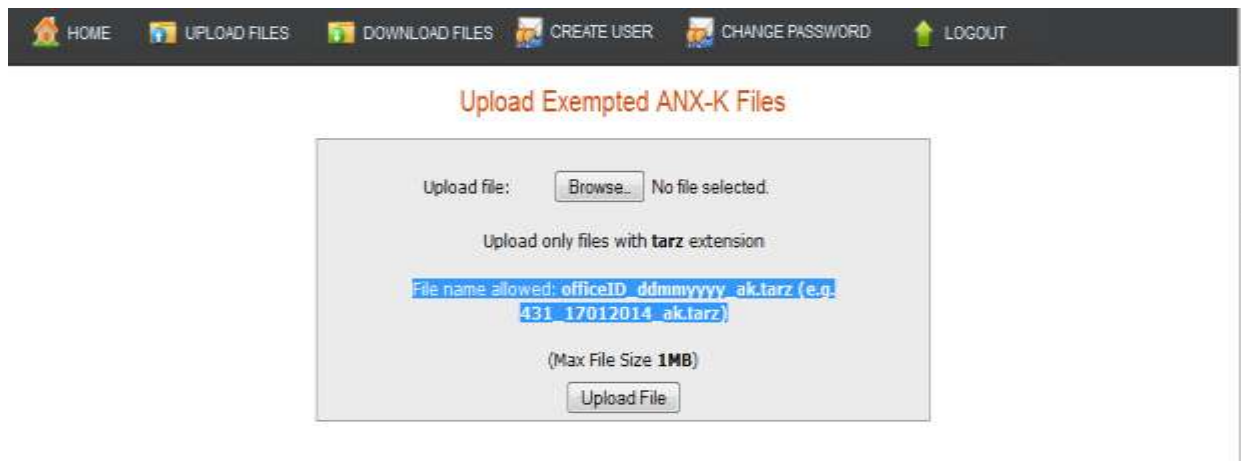
(i) Through RO/ SRO Admin (ECR) Login

Step-1: Log-in to RO/SRO admin and click on the 'ANX-K UL'.

Click on 'Click here to upload exempted ANX-K'.



Step-2: The following screen would appear. Click on the "Browse" to browse and select the appropriate file (as generated in EPFO application software explained in the (a) above)



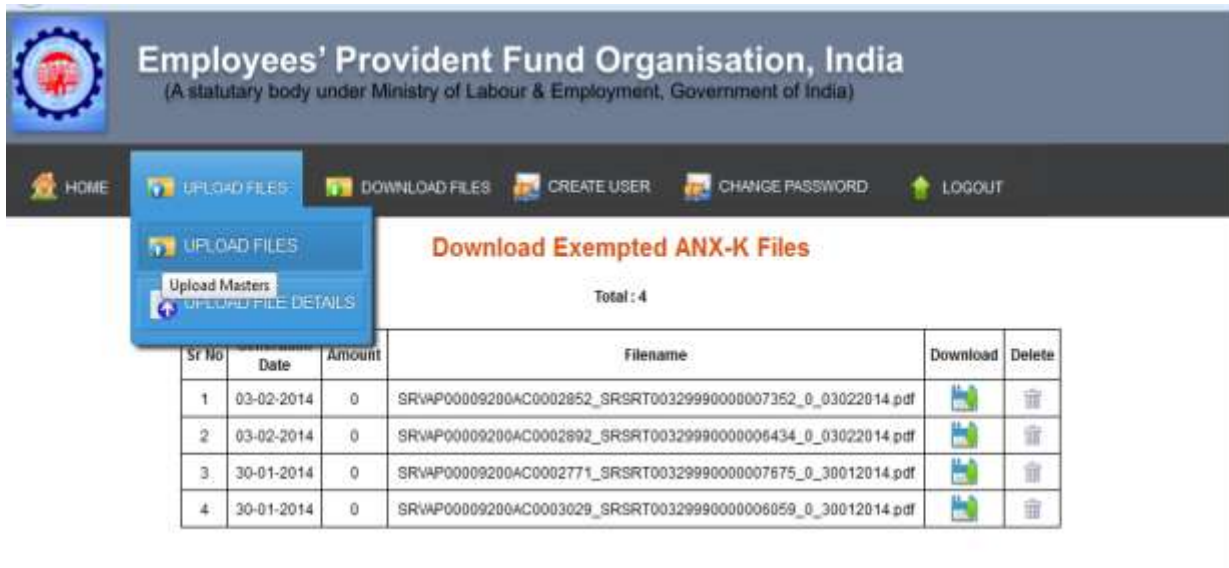
Step-3: After selecting the chosen file, upload the file by clicking on “Upload file”.



The message “File uploaded successfully” would appear.

(ii) Through RO/ SRO Admin (OTCP) Login

Step-1: Log-in to RO/SRO admin (OTCP). The following screen would appear. Click on “UPLOAD FILES”



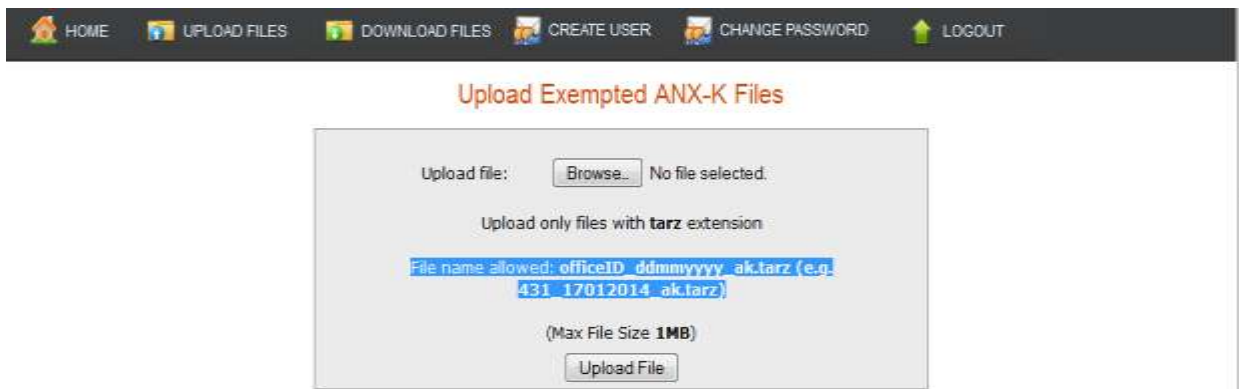
Step-2: The following screen would appear. Click on the “Upload Exempted ANX-K files”



Upload / Download Files

Upload Establishment Master
Upload Member Master
Upload Exempted ANX-K Files

Step-3: The following screen would appear. Click on the “Browse” to browse and select the appropriate file (as generated in EPFO application software explained in the (a) above)



Step-4: After selecting the chosen file, upload the file by clicking on “Upload file”.



The message “File uploaded successfully” would appear.

Annexure-II

Download of Annexure-K by Exempted Establishment from Portal

Step-1: The PDF file of Annexure-K, so uploaded, would be available to the exempted establishment in their Log-in under Online Transfer Claim Portal (OTCP). The establishments can log-in to the Portal and click on the Tab given for the purpose.

The screenshot displays the 'Employees' Provident Fund Organisation, India' portal. The header includes the organization's name, logo, and the text '(A statutory body under Ministry of Labour and Employment, Government of India)'. The page title is 'ONLINE TRANSFER CLAIM PORTAL'. A navigation bar contains links for HOME, DIGITAL CERTIFICATE, INDIVIDUAL CLAIMS, E&K CLAIMS, FAQ, CONTACT US, and LOGOUT. The main content area is titled 'Exemption Uploaded File Information'. It features a search section with 'Search By' and fields for 'FROM' (Select Date), 'TO' (Select Date), and a dropdown menu for file type selection. Below the search fields is a pagination control showing '1' as the selected page and 'Total : 55'. A table lists 10 exemption files with columns for 'Sr No', 'Generate Date', 'Filename', 'Download', and 'Delete'. Each row contains a file name with a unique ID and a date, a download icon, and a delete icon.

Sr No	Generate Date	Filename	Download	Delete
1	06-01-2014	3HGAM0004810000000001_HR/KN/000470000000184_54228_06012014.pdf		
2	06-01-2014	0NKT0000896000000010_HR/KN/000470000000264_083_06012014.pdf		
3	03-01-2014	3HJAP0001570000000002_HR/KN/000470000000017_1173_03012014.pdf		
4	08-10-2013	NQAU000064790000000035_HR/KN/000470000000067_095_08102013.pdf		
5	19-03-2013	DLCPM0019626000000003_HR/KN/0015880000000001_3002_19032013.pdf		
6	19-03-2013	DRX000186260000000002_HR/KN/0015880000000004_3974_19032013.pdf		
7	15-03-2013	DLCPM0019626000000002_HR/KN/0015880000000004_4018_15032013.pdf		
8	15-03-2013	HR/KN/001040800000000002_HR/KN/0015880000000004_4348_15032013.pdf		
9	15-03-2013	ORBA000186260000000002_HR/KN/0015880000000004_4184_15032013.pdf		
10	07-09-2012	DLCPM0004860000000486_HR/KN/00085000000000487_79822_07092012.pdf		

Step-2: The establishment can search the Annexure-K within specified time period (From “date “to “date”) on the basis of “Previous Member Id”, “Present Member Id” or “Amount”.

Employees' Provident Fund Organisation, India
(A statutory body under Ministry of Labour and Employment, Government of India)

ONLINE TRANSFER CLAIM PORTAL

HOME DIGITAL CERTIFICATE INDIVIDUAL CLAIMS BULK CLAIMS FAQ CONTACT US LOGOUT

WELCOME: MRAGR0043716000
ESTT. ID: MRAGR0043716000

Exemption Uploaded File Information

Search By

FROM TO MRAGR0043716000000009

Previous Member Id
Present Member Id
Amount

Total : 1

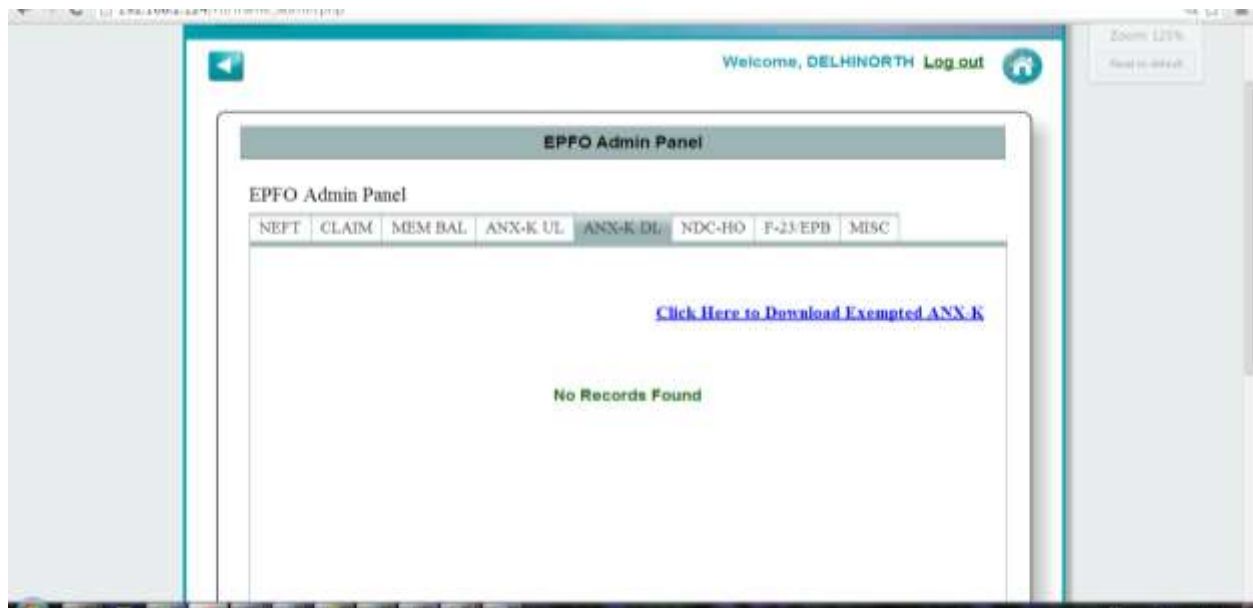
Sr No	Generate Date	Filename	Download	Delete
1	04-03-2011	MRAGR0043716000000009_MRAGR0021516000000135_1570_04032011.pdf		

Download of Annexure-K by ROs/SROs from Portal

The download of Annexure-K can be done by ROs/SROs can be done in two ways:

(i) Through RO/ SRO Admin (ECR) Login

Step-1: Log-in to **RO/SRO admin** and click on the **ANX-K DL**. Click on '**Click Here to Download Exempted ANX-K**'.



Step-2: The Annexure-K file as sent by Transfer-out field office to Exempted Trusts under the jurisdiction of Transfer-In field office would be available.



(ii) Through RO/ SRO Admin (OTCP) Login

Step-1: Log-in to RO/SRO admin (OTCP). The following screen would appear. Click on “DOWNLOAD FILES”. Select “DOWNLOAD EXEMPTED ANX-K FILES”



Step-2: The Annexure-K file as sent by Transfer-out field office to Exempted Trusts under the jurisdiction of Transfer-In field office would be available.



Sr No	Generation Date	Amount	Filename	Download	Delete
1	03-02-2014	0	SRVAP00009200AC0002852_SRSRT00329990000007352_0_03022014.pdf		
2	03-02-2014	0	SRVAP00009200AC0002892_SRSRT00329990000006434_0_03022014.pdf		
3	30-01-2014	0	SRVAP00009200AC0002771_SRSRT00329990000007675_0_30012014.pdf		
4	30-01-2014	0	SRVAP00009200AC0003029_SRSRT00329990000006059_0_30012014.pdf		