



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Ministry of Labour & Employment, Govt. Of India
(मुख्य कार्यालय)/ Head Office
भविष्य निधि भवन, 14-भीकाएजी कामा प्लेस, नई दिल्ली- 110066.
Bhavishya Nidhi Bhawan,14-Bhikaiji Cama Place, New Delhi-110066

For Web Circulation only

No: Bkg.1(11)10/e-challan/

Date: 19.07.2011

20 जुलाई 2011

To

All Regional P.F. Commissioners, In-Charge of R.O.s
All Regional P.F. Commissioners-II, In-Charge of S.R.O.s

**Subject: Transmission of Establishment Master Data to State bank
of India for roll-out of E-Challan System .**

Sir,

It has been reported by State Bank of India that they have not received the Establishment Master Data from majority of offices of EPFO. They have expressed their inability to roll out e-challan system in the absence of Establishment Master Data to all the offices.

2. The offices which have already transmitted the required data are advised to update the Establishment Master and send the same to the State Bank of India at the earliest.

3. The offices which have not yet transmitted the Establishment Master Data are hereby directed to transmit the same to State Bank of India with update information.

4. This will facilitate the State bank of India to roll-out e-challan system in a phased manner to all the offices of EPFO.

5. The said data may be transmitted to State Bank of India in the following mail addresses :

- edisupport.yes@sbi.co.in
- specialprojects@sbi.co.in
- samir.tandon@sbi.co.in
- rakesh.k.saxena@sbi.co.in
- nitin.panandikar@sbi.co.in

5. You are requested to generate the Establishment Master(CSV file) as per instructions attached and send the above email-ids urgently.

Enclosure: As above

Yours faithfully,



(Rajesh Bansal)
Financial Advisor & Chief Accounts Officer

19/07/2011

Copy to:

- 1) All Additional P.F. Commissioners (Zones) with a request to ensure that the Regions under their jurisdiction shall transmit the Establishment Master Data to State Bank of India urgently.
- 2) ACC(IS) for information.
- 3) Web Administrator for posting the letter on EPFO's website.
- 4) DD (OL) for issuing Hindi version.



(Rajesh Bansal)
Financial Advisor & Chief Accounts Officer

INSTRUCTIONS TO GENERATE THE CSV FILE OF EST MASTER

Login as **ADMIN** role,

Click **ADMIN>>MASTER>>POSTING OF ESTABLISHMENT MASTER TO SBI**

Office ID : KNL Office Type : SRO Help Show Signature ENFO Offices_Summary ESTXREPORTS TRAC Version file (V2.0) Release No: 2.0
User ID : 120 User Name : Admin
Role : ADMIN Last Login Date & Time : May 25, 2011 1:29 PM

ADMIN >> Master > POSTING OF ESTABLISHMENT MASTER TO SBI Exit

Office Code*
From Date*
To Date*
Branch Code*
Delimiter*
 Generate Text/CSV File

- 1) Enter the From Date i.e. Go-Live Date
- 2) Enter the To Date i.e. current date
- 3) Select the branch code (link branch)
- 4) Delimiter is '|' symbol (Pipe)
- 5) Click <<GenerateFile>> button

NOTE: This activity has to be done every week from to_date onwards

Pls send the generated CSV file has to be sent to the email ids:

edisupport.ycs@sbi.co.in, it.specialprojects@sbi.co.in, samir.tandon@sbi.co.in,
rakesh.k.saxena@sbi.co.in, nitin.panandikar@sbi.co.in