

1. How to validate a text file through the Validation tool? In some cases when a file is validated, it gives an error message that the number of required fields is less than the required fields.

Answer: The Validation Tool can validate the correctness of structure of text files of four types of Returns namely Form 5, Form 10, Form 12A and Form 3A. For the text files to be successfully uploaded in the EPFO new application software the structures of the files have been uploaded on the website and files can also be generated through the e-return software.

For validating a file, please select the file to be validated, using the Browse Button. Please also select the type of return you want to validate. Then press Validate Button. The results will be displayed.

For the four return forms the number of fields is as follows:

- a. Form 5: 23
- b. Form 10: 9
- c. Form 12A: Header row – 7 and data row – 29. There is only one data row.
- d. Form 3A: Header row 10 and each data row 28, number of data rows is 12 for each member and validation tool also checks whether the total number of lines for the data is 12 times the number of members mentioned in the header row.

Thus if after validation of Form 5 text file one error shown is ‘number of fields 23 is less than the number of fields required (29)’, it means that you have selected a form 5 but in the software you have selected the radio button for form 12A.

After the validation tool finds that the number of fields matches, then it checks the validity of the data in each field. This means that it checks whether the data is within maximum length allowed, whether it is having any special character in the field that is not permitted, whether the date format is correct. The software only checks the validity of the data for upload and not the correctness of the data. For example, if the date entered is 04/05/2010, it will allow it taking the date as 4th May 2011, even

if the correct date was 5th April, 2011. But in case you enter 04/15/2011 for 15th April, 2011, it will show it as error.

2. Can I validate the DBF file of Form 3A from the validation tool?

Answer: NO. The validation tool can validate only the text files of the four Returns namely Form 5, 10, 12A and 3A either generated directly or through the e-return software.

3. How to upload data in the e-return software?

Answer: In the e-return software, data entry and upload of data both are possible. In case of upload, CSV file is to be used. Sample CSV files for the upload of Employee data, Exit details and Monthly data have been uploaded on the website. You can download the files and use the sample file by adding your data and then upload it in the software.

Care has to be taken that the CSV file has no “,” (COMMA) in any data field since the comma will create a new field and upload will fail.

The software requires one time entry/upload of the employee data and thereafter every month the data of the new members can be added through upload or data entry. The monthly wage details are to be uploaded every month and in case the current month's data is same as previous month's data, the same may be forwarded in the software itself. For slight changes the update button may be used after importing the previous month's data.

4. I have downloaded the e-return software and installed. After adding the establishment, error message comes that Error is there while opening the data base or ret.<<estt id>>.mdi file not found.

Answer: This error comes when you have reinstalled the software and at the time of re-installation you have selected a different folder in the program files.

When the software is installed and an establishment is added then a ret.<<estt id>>.mdi file is created in the folder where the software is installed under E-return setup>>Apps_code. This stores all the data for that establishment. Once the software is installed, the ret file is not deleted.

Thus if the reinstallation of the software is done in a new folder the error is reported since the software does not find the ret file in the new location. Solution is that search for the ret.<<estt id>.mdb file and copy the same after search and then paste it under the E-return setup>>Apps_code folder. Note: <<estt id> mentioned here means the estt id such as HRKNL00032561000 (for establishment under SRO, Karnal with code number HR/32561 and without extension).

5. I am not able to enter the VPF amount in the software. How to enter it?

Answer: The VPF amount field is there in the E-return software under Menu >> Transaction>.Monthly Data Upload/Data Entry. The VPF amount in the EE share should be inclusive of the statutory rate of EE share due.

For example, if the contribution rate for establishment is 12%, and employee's wages are 6000/-the due is 720/-. In such case if the employee wants to contribute 900/-, then please enter 900/- in the VPF column and not the difference amount of 180/-. Once entered and when update button is clicked, the EE share will become Rs 900/- for the month.

6. How to enter VPF if a member wants to contribute at a rate above 12% (or 10% wherever applicable)?

Answer: The e-return software allows entry or upload of the VPF amount. The calculation is not possible through any % rate. Actually the data in the software is to be entered/uploaded after the wage file is ready and the at that time the VPF amount is known to the employer/pay disbursing officer even if the employee want a certain percentage (above statutory rate) of the wages as his share. Therefore while doing the data entry the EE share deducted from the wages has to be entered. In case of upload the total EE share deducted (including the additional amount as VPF) should be entered in the EE Share column of the CSV file for upload. The software allows an amount higher than the statutory rate for EE Share but does not allow any amount less than the statutory amount and at the time of upload it replaces the entered amount with the statutory due amount. For example if the EE Share due is 600/- and the EE share entered is 400/- the system

will replace 400/- by 600/- at the time of upload and error log will show the amount inserted. However if Rs 1000/- is entered in the EE Share column, system will insert 1000/- taking the extra amount as VPF.

7. How are the dues in the software calculated?

Answer: The Employee and Employer Shares in the e-return software are calculated on the basis of four flags as follows:

- a. EE share: Calculation is as per the rate of Contribution in the Contribution Master, 12% or 10% and the flags for Higher Wages PF, depending on the Flag for International Worker, Disabled Worker or otherwise. In case of International Worker, there is no wage limit, in case of disabled worker if joined on or after 01.04.2008, the ceiling is 25000/- and in all other cases the ceiling is 6500/-. Thus if the PF Higher wage flag is 'NO', then the contributions are restricted to wage ceiling of 6500/-, 25000/- or no limit in cases of other workers, disabled workers and international workers respectively. The administrative charges are also calculated accordingly. If the higher wage flag is 'Yes' then the calculation of EE share and Administrative charges are on the wages actually entered in the software irrespective of the wage limits. This has been explained in the User Manual also. In case the amount of EE Share entered or uploaded is less than the statutory amount (say 780/- in case of wages 6500/-, and amount entered is say 500/-, then the amount of 500/- is replaced by 780/- and dues are calculated accordingly. This is also reflected in the log file which appears after each upload.
- b. Employer Share is also calculated as per the flags and the difference of the calculated Employer Share and the EPS contribution is reflected here.
- c. EPS Contribution: This is at the rate of 8.33 % of wages and is dependent on the Flag for EPS Higher wages. In case of International Worker the wage limit is ignored from 10.09.2010 as per the recent notification. In case of a member having completed 58 years age, the EPS share is diverted to the Employer share field from the following month after attaining the 58 years age. It is therefore important that the correct date of birth is entered in the employee data.

- d. EDLI: In all cases the amount of Contribution and Adm Charges or Inspection charges is restricted to wages of 6500/- for each member.

The four flags mentioned above are not mandatory and in case they are kept blank while uploading member data, in all four cases it takes the value as “NO”.

8. Can the arrear details uploaded in the monthly wage date entry/upload function?

Answer: Yes. The sample CSV file uploaded on the website will show that there are fields for Wage Arrears, EE Arrear, ER Arrear and EPS Arrear and if data is entered here the arrear details are uploaded.

9. How the dues against the arrears are calculated in the software?

Answer: The Provident Fund and Pension Fund dues against the arrears are to be entered by the employer and the dues are not calculated since the monthly details are not known and the arrears can be of multiple months. However the EDLI charges and the two admin charges under the Account number 2 and 22 are calculated on the arrears.

10. The employer wants to contribute PF on wages above the wage ceiling, but wants to restrict the Pension Contribution on the ceiling of Rs 6500/-. How to do this?

Answer: The amounts under the Employee Share, Employer Share and Pension Fund are calculated by the software on the basis of following logic: There are two Flags in the function, MASTER>>EMPLOYEE MASTER. They are Whether Contributing on more than wage ceiling EPF, and EPS.

Case 1 If the flags are N (by default they are 'N'), the employer share is restricted to 12% (or 10% as the case may be) of wages, maximum 6500/- and in such case whatever the wages are entered, the EPS will be restricted to max Rs 541/- and the remaining amount will be reflected under employer share. The administrative charges for EPF will also be on max 6500/-.

Case 2: In case the EPF Flag is made Y by editing in the Employee master or at the time of upload it is made Y, the ER share will be calculated on the wages entered in the given field and will not consider the wage ceiling of 6500/-. However here the Pension Fund will be restricted to 541/- and remaining amount will come under ER share.

Case 3: In case the Flags for both EPF and EPS is made Y, all contributions will be on the wages entered irrespective of the wage ceiling.

In both the case 2 and 3, EPF Administrative charges will be on the higher wages and will not be restricted to wages of 6500/-.

In case of the Employee Share, the system calculates the due based on the wages and the EPF Flag, and if the amount uploaded is less than the due, it replaces the uploaded amount with the due amount. That is to say that the software does not allow entry or upload of Employee Share less than the due amount. The other shares are calculated by the system and are not to be entered.

Note: 1. In case of a Disabled Worker (in case the date of joining is on or after 01.04.2008), the wage ceiling is 25000/- in place of 6500/.

2. In case of an International Worker, there is no wage ceiling from 01.10.2008. Here the Pension wage ceiling is 6500/- till 10.09.2010, but from 11.09.2010, there is no wage ceiling for Pension Fund also. The rules in this regard may be seen from the EPF Scheme 1952, and relevant Notifications.

11. While uploading the employee data through the csv file, bank account number becomes 2200E+1 and import is not allowed. How to upload?

Answer: Bank account number may contain more than 10 digits. So, in that case Excel will treat the number as exponent. Hence, we are providing you the steps to convert the exponent into number form.

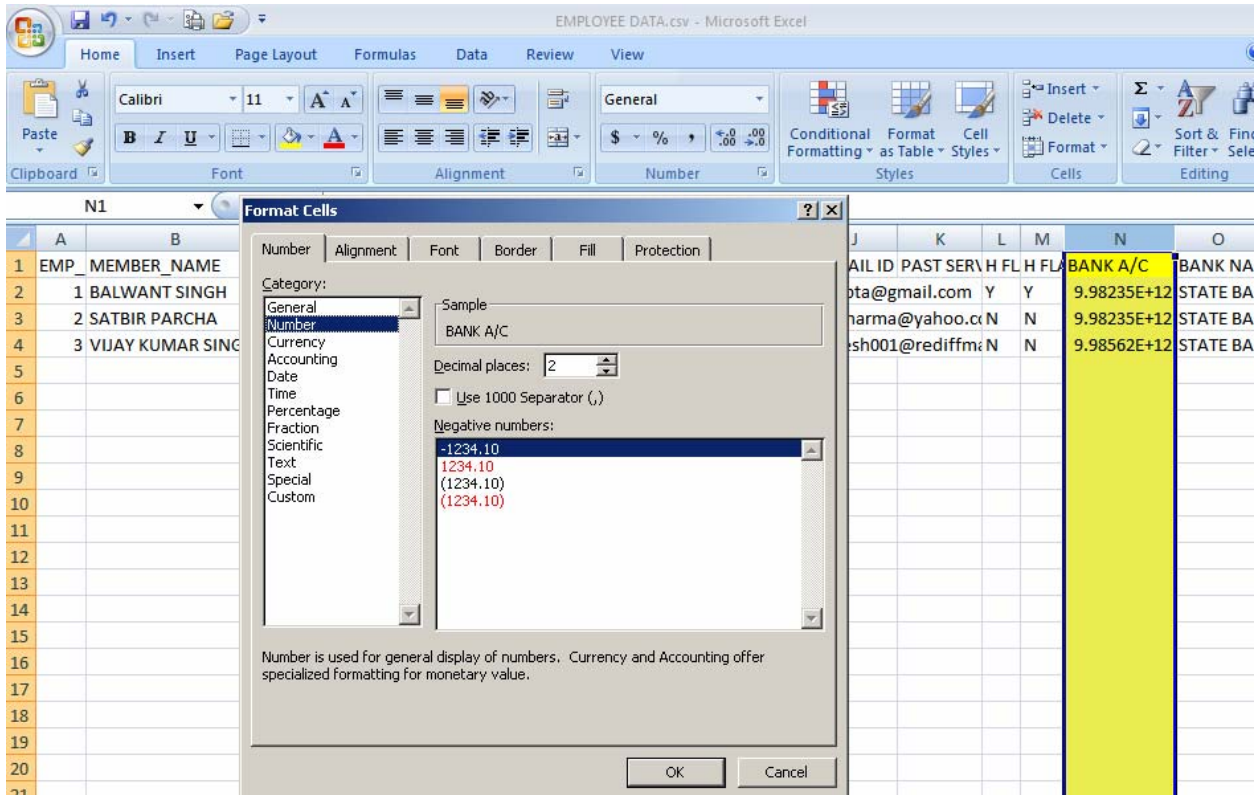
- a. The Bank account number is highlighted as it is taking number in exponent form. We are taking it in a different colour only for the purpose of description.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	EMP_	MEMBER_NAME	GENDE	FATHER'S	DISABI	INTL W	DOB	DOJ	MOBILE	E-MAIL ID	PAST SERV	H FL	H FL	BANK A/C	BANK NA
2	1	BALWANT SINGH	M	FATHER	N	N	01-01-1952	04-11-2008	9868101345	sgupta@gmail.com	Y	Y		9.98235E+12	STATE BA
3	2	SATBIR PARCHA	F	FATHER	N	N	11-04-1952	05-11-2008	9868101346	sc.sharma@yahoo.co	N	N		9.98235E+12	STATE BA
4	3	VIJAY KUMAR SINGH	M	FATHER	N	N	15-04-1952	06-11-2008	9868101347	suresh001@rediffm	N	N		9.98562E+12	STATE BA

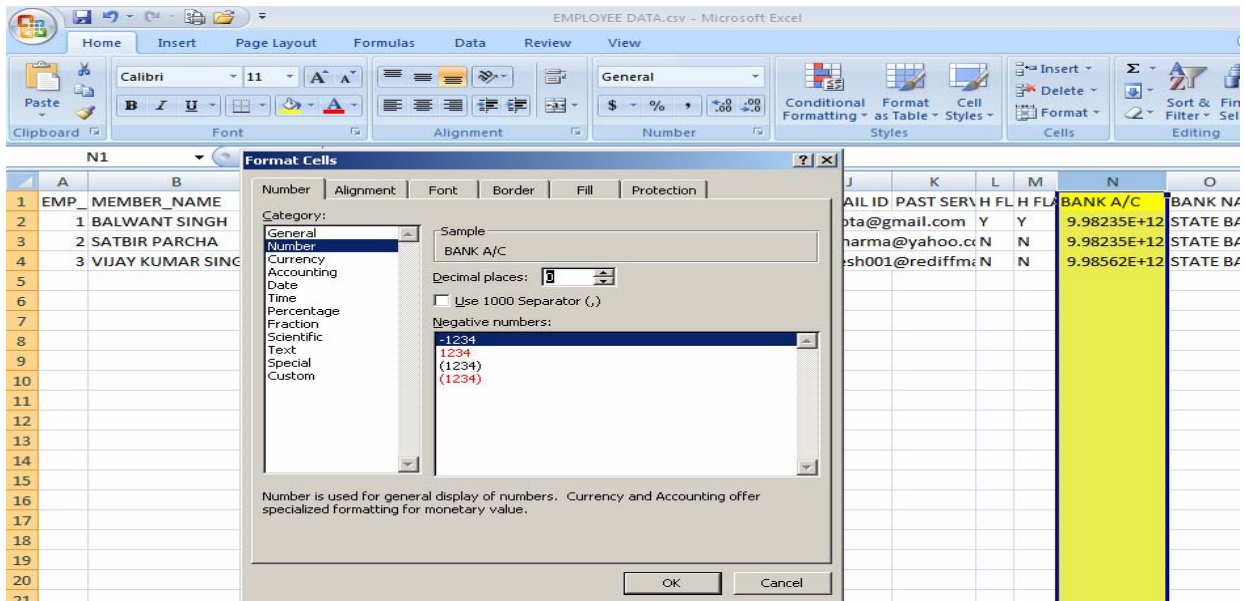
b. Right click on the column heading and select Format Cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	EMP_	MEMBER_NAME	GENDE	FATHER'S	DISABI	INTL W	DOB	DOJ	MOBILE	E-MAIL ID	PAST SERV	H FL	H FL	BANK A/C	BANK NA
2	1	BALWANT SINGH	M	FATHER	N	N	01-01-1952	04-11-2008	9868101345	sgupta@gmail.com	Y	Y		9.98235E+12	STATE BA
3	2	SATBIR PARCHA	F	FATHER	N	N	11-04-1952	05-11-2008	9868101346	sc.sharma@yahoo.co	N	N		9.98235E+12	STATE BA
4	3	VIJAY KUMAR SINGH	M	FATHER	N	N	15-04-1952	06-11-2008	9868101347	suresh001@rediffm	N	N		9.98562E+12	STATE BA

c. Select Number field. Under the category again select Number.



d. Change the decimal places from 2 to 0.



- e. Now the exponential part is removed from the data. Now the file can be saved in csv format. This file can be uploaded now.

EMP	MEMBER_NAME	GENDER	FATHER'S	DISAB	INTL W	DOB	DOJ	MOBILE	E-MAIL ID	PAST SERV	H FL	H FLA	BANK A/C	BANK I
1	BALWANT SINGH	M	FATHER	N	N	01-01-1952	04-11-2008	9868101345	sgupta@gmail.com	Y	Y	9982347623568	STATE	
2	SATBIR PARCHA	F	FATHER	N	N	11-04-1952	05-11-2008	9868101346	sc.sharma@yahoo.co	N	N	9982347627636	STATE	
3	VIJAY KUMAR SINGH	M	FATHER	N	N	15-04-1952	06-11-2008	9868101347	suresh001@rediffm	N	N	9985623476238	STATE	

12.I have installed the version 3.0 and retained data base, but the EDLI amount is not being calculated correctly. How to correct the same?

Answer:The version 3.0 of the E-return software was uploaded on the website on 29.07.2011.

A major change effected in this software was that now the EDLI Contribution payable under A/c number 21 is being rounded for each employee (on his wages, subject to max 6500/- wages) and then the sum (total dues for a month) is being arrived at.

Earlier the dues were calculated on the sum of wages of the members (restricting each members' wages to maximum 6500/-).

Thus the EDLI dues under the new version will have some change.

In case you have already imported or entered the wages data before the installation of the version 3.0 and now want to generate 12A return and Challan, the amount of EDLI will not come correctly as the data base had some other figures in the respective table for EDLI amount for any member.

In such case you have to reset the wage data for such month and re-upload the wage data for correct results.

In case of the upload of the wage data after installation of the version 3.0 and generation of 12A and Challan there will not be any problem.

Thus the reset of wage details has to be done only in case the wage data was uploaded in the earlier version of the software and the 12A and challan is to be generated after the installation of version 3.0