



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)  
राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTER

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No. NDC/APPDEV/2017/E-Form9/3509

Dated: 26.11.2019

To  
All ACCs, Zonal Offices  
All RPFs-Incharge of Regional Offices

**Sub: Various functionalities related to Form9 in EPFO application – Reg.**

Ref: (i) HO office circular no. WSU/10(1)2011/Changes in MAP dated 18-09-2017 on "Discontinuation of Form-9 in physical form"  
(ii) IS division circular no. NDC/APPDEV/2017/e-Form9/13901 dated 15-11-2017 (placed at sl.no.470 on office order/circulars for 2017-18)  
(iii) HO letter no. WSU/10(1)2011/Changes in MAP dated 19 Jan 2018 (placed at sl.no.608 on office order/circulars for 2017-18)

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Madam/Sir,

As we are aware that EPFO is in the process of digitisation of records. One of its steps towards this objective is scanning of form 9 records, its upload on the system, approval of the meta data and use of the images for display as and when required by a user. Two pilot centres namely RO-Hyderabad and RO-Delhi East, were identified by Head office and work related to upload of scanned form9 documents through vendor, is underway. To facilitate all Field Offices, various changes have been made in EPFO application and are summarized below:

**Marking form9 availability and its estimation**

The functionality Establishment>>Transaction>>"Estimation of Volume of Form9 Pages" is available in the EPFO application to capture details like number of pages available in the physical form9. DA-Accounts are required to enter details to ascertain exact workload. This functionality has been enhanced to capture **status of availability of form9** as well. If there is no physical form9 available, DA may provide details "No" against form9-Availability. DA-Accounts has the option to change the form9 availability status from 'No' to 'Yes' and system keeps tracks of all changes for audit purpose.



No of establishments where form9 availability has been shown as 'No', will be deducted from the workload in Form9 Dashboard.

#### Form9 Scanned Copy Upload

To facilitate Field offices to upload scanned form9 documents both in MPLS and in internet line, Scanned Form9 upload provision **has been shifted from EPFO application to MIS2 Dashboard. Upload facility is now available in MIS2 Dashboard on 24x7 basis.** Both Single and part file upload provision has been given. System captures meta data on the basis of file names attached to the scanned form9 zip folder of an establishment. System also captures flag related to whether scanning is done by vendor or EPFO.

The system checks the uploaded zip file. The Checks includes:

- Zip folder containing all files should be in PDF format
- Files names (Zip/PDF) should start with "Est-id"
- Zip file name format should be as <<est\_id>>.zip e.g. DLCPM00001234000.zip
- Files in Zip folder should be as under:
  - <est\_id>\_<From Number>\_<To Number>.pdf e.g. DLCPM00001234000\_0000001\_0000015.pdf
  - 'From number' should be less than or equal to the 'To number'
  - 'From number' or 'To number' should not to be zero
  - 'From number' and 'To number' of a page (two numbers) should not exists in any other file name.
- Only one form9.zip file is accepted for one Establishment

IS Division has already issued a letter No.ID-16(3)2019/HW/HC1/462 dated 20-09-2019, regarding requirement of High speed internet connection, for smooth upload of files.

#### Scanned Form9 for Approval/View

The functionality Establishment>>Master>>Scanned Form9 For Approval/View, enables EPFO office to approve the scanned form9 uploaded in the system. In its two level functionality, DA-Accounts submits the task to AO-Accounts, after thorough verification of scanned documents uploaded in the system. Once AO-Accounts, approves the scanned Form9, scanned pages would be available for view on the basis of approved meta data captured.

All scanned physical form9 documents uploaded in the system have been listed at DA-Accounts as tasks. Provision to view **file list** and download scanned form9 zip has also been given in the Application Software. Checks have been envisaged at the time of submission for approval of form9 documents scanned by EPFO office earlier with improper file names



(with incorrect meta data) and system will give message to DA/AO for rejection, in case filenames not in order.

#### **Approved Scanned Form 9-Metaddata Check**

A functionality Establishment>>Master>>Approved scanned Form9-Meta data check, has been given at DA-Accounts, for already approved scanned form9 records, to check and capture meta data details. In case filename *is* not in order, system will throw message to reject the file so that scanned file with correct filenames can again be uploaded and approved.

#### **Member Details/Scanned PDF/View**

A functionality MEMBER>>MEMBR DETAILS/Scanned pdf/View", has been given in EPFO application to view member detail along with **approved scanned form9** . It gives complete details available in the application data, on providing member id as input i.e. Member name, father name, date of birth, UAN number, aadhaar number, International worker status, gender, date of joining epf, date of joining eps, date of exit of epf, date of exist of eps etc.

A separate link to view full EPF settlement details, EPS settlement details, change profile details (available in the system after migration of data) and approved scanned form9 page, are also provided in this functionality. Manual for operation of above said functionalities is enclosed herewith.

Yours faithfully,

*V. Ranganath*  
4/12/19

(V.Ranganath)

**Addl Central P.F. Commissioner(IS)**



(IS Division)  
Employees' Provident Fund Organisation  
Ministry of Labour  
Govt. Of India

**Instruction Manual for**

**E-Form 9**

**(Revised)**

**September 27th, 2019**





#### DOCUMENT UPDATE HISTORY

S. No	Date of Submission / Change	Description	Document Version No.
1.	05-01-2018	Draft version for review	1.01
2.	27-09-2019	Draft	1.02



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## **Form 9 Scanning, Upload, Approval and Display**

EPFO is in the process of digitisation of records. One of its steps towards this objective is scanning of form 9 records, its upload on the system, approval of the meta data and use of the images for display as and when required by a user. As a pilot project this work was started in two offices and the software was tuned based on the requirement and experience.

### **Step 1 : Form 9 Scanned Copy Upload/Approval of scanned form9**

The form 9 has to be scanned and the images have to be names as per the naming convention as explained in the detailed process flow.

The pdf of scanned Form-9 has to be uploaded using the functionality “Form 9 Upload” available in Dashboard 2.0. Meta data will be checked by the system at the time of form 9 upload.

Field office may provide data regarding number of pages, availability of form9 status using **“Estimation of form9 volume pages:”** functionality.

DA Accounts/AO-Accounts have to approve/reject the uploaded scanned form 9 through the functionality in EPFO application “Scanned Form 9 For Approval/View”.

Once the meta data is approved, the form 9 will be available for view by the users.

### **Step 2 Member profile/Scanned form9 View**

This functionality gives complete details of member data available in the system along with scanned image of form 9 in case the member data details are available in the scanned document.



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## **Function wise details are mentioned below.**

### **Estimation of form9 volume pages:**

This functionality captures estimation of pages involved in physical form9. Provision to capture availability of physical form9 is also available. In case physical form9 is not available, DA-Accounts can select 'No' against form9 availability. Estt. Marked as 'No' Form9 availability, will be deducted from net workload.

### **SCANNING OF FORM 9:**

The form 9 are to be scanned by the office or through the hired agency and the images are to be saved as per the naming convention as follows.

### **FORM9 SCANNED COPY UPLOAD**

The functionality is to upload scanned Form-9. The said functionality is given in **Dashboard 2.0**

### **SCANNED FORM 9 FOR APPROVAL/VIEW**

The scanned form 9 uploaded using Dashboard 2.0 can be approved/rejected using this functionality. (This functionality is in in EPFO Application)

### **APPROVED SCANNED FORM 9–METADATA CHECK**

The said functionality is for checking the correctness of meta data against already approved scanned form 9 uploaded through EPFO application. It will check meta data available in all file names and throws message to reject in case of any error found. (This functionality is in EPFO Application)

### **MEMBER DETAILS/SCANNED PDF/VIEW**

Image of approved scanned Form 9 can be viewed by DA Account, if the Form 9 of that member is has been scanned, uploaded and approved. (This functionality is available in EPFO Application)

### **FORM 9 DASHBOARD**

Dashboard for viewing the current status zone wise/region wise is given in Dashboard 2.0.



## Detailed Process Flow

### PHYSICAL SCANNING OF FORM 9

This is not a functionality but the availability of scanned pages of the form 9 is a pre condition for the upload.

The scanned copy of the form 9 has to be saved as pdf and the naming details are shown below against the upload functionality available through the Form 9 Upload function available through the Dashboard 2.0 Portal.

### Estimation of Volume of Form-9 Pages

Role : DA Account

Function : Estimation of Volume of Form-9 Pages

This functionality captures estimation of pages involved in physical form9. Provision to capture availability of physical form9 is also available. In case physical form9 is not available, DA-Accounts can select 'No' against form9 availability. Estt. Marked as 'No' Form9 availability, will be deducted from net workload.

- Give Establishment ID and press "Search" button

Office ID : NHP Office Type : RO Help View Signature EPFO Office SignOut EPFOWEB STRAC Version No: V2.0 Release No: 5.00  
User ID : 105263 User Name : A JAY KUMAR  
Role : DA ACCOUNT Last Login Date & Time : Sep 27, 2019 12:15 PM

ESTABLISHMENT >> Transaction > ESTIMATION OF VOLUME OF FORM-9 PAGES

(ESTIMATION OF VOLUME OF FORM-9 PAGES)

EST ID DS NHP [ ] [ ] [ ]

Search Clear

- Select Physical Form-9 Availability and give details.

Office ID : NHP Office Type : RO Help View Signature EPFO Office SignOut EPFOWEB STRAC Version No: V2.0 Release No: 5.00  
User ID : 105263 User Name : A JAY KUMAR  
Role : DA ACCOUNT Last Login Date & Time : Sep 27, 2019 12:15 PM

ESTABLISHMENT >> Transaction > ESTIMATION OF VOLUME OF FORM-9 PAGES

(ESTIMATION OF VOLUME OF FORM-9 PAGES)

EST ID DS NHP [0008824] [000]

Search Clear

PHYSICAL FORM-9 AVAILABILITY YES

(ESTIMATION OF VOLUME OF FORM-9 PAGES)

EST ID	DSNHP0008824000	EST NAME	MACAWBER BEEKAY LTD
COVERAGE DATE	12/02/1997	NO. OF MEMBER	0
Total No of pages to be scanned	0	Total no. of pages scanned and uploaded	0
Total no of Scanned pages approved	0	Total no of Scanned Pages rejected	0
Total no. of remaining pages to be approved	0	size A2	0
size A3	0	size A4	0
size A5	0	status	

Submit Clear





## FORM 9 SCANNED COPY UPLOAD

The upload facility to upload the e-Form9 is provided in Dashboard 2.0 on internet. The URL for the same is given below.

[https://epfoportals.epfindia.gov.in/MIS2\\_0/](https://epfoportals.epfindia.gov.in/MIS2_0/)

**Login** – Use your HR Software user id.

- For the first time login reset password and record password of your choice. The password policy is displayed there.
  - Press the generate OTP button to receive OTP
  - Enter the OTP received and press “Sign In” button
- Go to Finance >> Form-9 Upload

### 1. SINGLE FILE FORM-9 UPLOAD

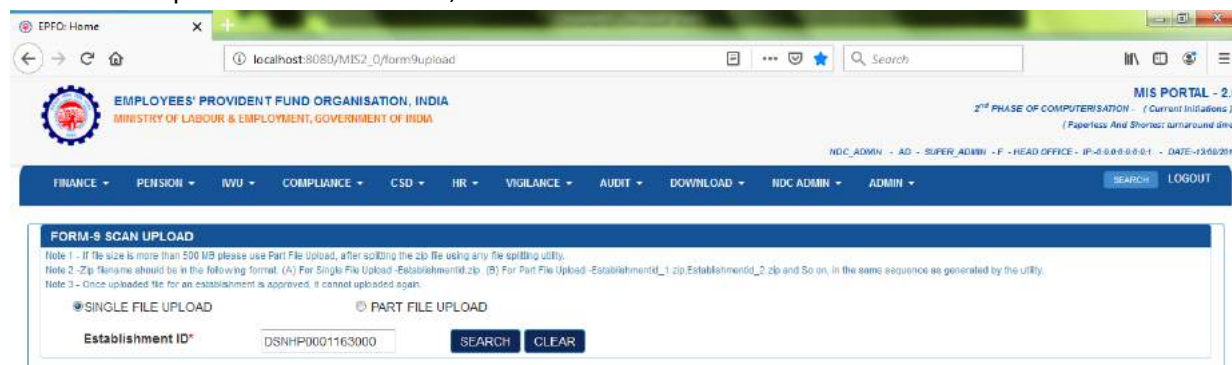


Select “SINGLE FILE UPLOAD”

- The upload instruction is provided on screen to help user



- Enter full establishment ID (15 character) for which e-Form 9 is to be uploaded  
(Note : Establishment ID should be - <Region\_Code> + <Office\_code> + <10 digit est-id>)
- Then press “SEARCH” button, it will show the establishment name.





- Press “SCANNED BY” drop down button to select office or vendor accordingly. (Choose Office, if the scanning has not been done by the Agency hired for this).

EPFO Home  
localhost:8080/MIS2\_0/form9upload

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MIS PORTAL - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shorter turnaround time)

NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-6.6.6.6.1 - DATE-19/08/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOADS - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - EstablishmentId.zip (B) For Part File Upload - EstablishmentId\_1.zip, EstablishmentId\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

**SINGLE FILE UPLOAD** **PART FILE UPLOAD**

Establishment ID\* DSNHP0001156000 SEARCH CLEAR ANAND AUTOMOBILES

SCANNED BY\*  
---Select---  
VENDOR  
OFFICE  
VENDOR

PARTS WISE FILE\* Browse... No file selected. UPLOAD

- Browse the zip folder having scanned pdf file for the said establishment.

EPFO Home  
localhost:8080/MIS2\_0/form9upload

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FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOADS - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - EstablishmentId.zip (B) For Part File Upload - EstablishmentId\_1.zip, EstablishmentId\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

**SINGLE FILE UPLOAD** **PART FILE UPLOAD**

Establishment ID\* DSNHP0001163000 SEARCH CLEAR

SCANNED BY\* OFFICE

SINGLE PART FILE\* Browse... No file selected. UPLOAD

- Press “VERIFY FILE” button

EPFO Home  
localhost:8080/MIS2\_0/form9upload

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NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-6.6.6.6.1 - DATE-19/08/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOADS - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If your Internet Speed is Slow then create small files for upload.  
Note 2 - Zip filename should be in the following format:  
(A) For Single File Upload - Create a folder naming with Establishment Id, copy all the scanned PDF files in it and create zip for upload.  
(B) For Part File Upload - EstablishmentId\_1.zip, EstablishmentId\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.  
Note 4 - For better performance Use Mozilla Firefox browser only for upload.

**SINGLE FILE UPLOAD** **PART FILE UPLOAD**

Establishment ID\* DSNHP0029053000 SEARCH CLEAR

SCANNED BY\* OFFICE

SINGLE PART FILE\* Browse... DSNHP0029053000\_1.zip VERIFY FILE



The system will check the uploaded zip file. The Checks to avoid error are listed below:

- Zip folder containing all files should be in PDF format
- Files names (Zip/PDF) should start with “Est-id”
- Zip file name format should be as <<est\_id>>.zip e.g. DLCPM00001234000.zip
- Files in Zip folder should be as under:
- <est\_id>\_<From Number>\_<To Number>.pdf e.g. DLCPM00001234000\_0000001\_0000015.pdf
- ‘From number’ should be less than or equal to the ‘To number’
- ‘From number’ or ‘To number’ should not to be zero
- ‘From number’ and ‘To number’ of a page (two numbers) should not exists in any other file name.
- Only one form9.zip file is accepted for one Establishment

➤ Once data is uploaded successfully. The message “Data Inserted Successfully” will appear.

EPFO: Home

localhost:8080/MIS2\_0/form9upload

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NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-0.0.0.0:0.1 - DATE-13/06/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOAD - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload -EstablishmentId.zip (B) For Part File Upload -EstablishmentId\_1.zip, EstablishmentId\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

☒ SINGLE FILE UPLOAD ☒ PART FILE UPLOAD

Establishment ID\* DSNHP0001163000 SEARCH CLEAR THE DAILY DAVAT

SCANNED BY\* OFFICE

SINGLE PART FILE\* Browse... DSNHP0001163000.zip UPLOAD

DATA INSERTED SUCCESSFULLY!

## 2. PART FILE WISE FORM- 9 UPLOAD

➤ Select the “PART FILE UPLOAD” radio button

EPFO: Home

localhost:8080/MIS2\_0/form9upload

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NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-0.0.0.0:0.1 - DATE-13/06/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOAD - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload -EstablishmentId.zip (B) For Part File Upload -EstablishmentId\_1.zip, EstablishmentId\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

☐ SINGLE FILE UPLOAD ☒ PART FILE UPLOAD

Establishment ID\* SEARCH CLEAR





- Give full establishment id with region code and office code as given below.

EPFO: Home  
localhost:8080/MIS2\_0/form9upload

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MIS PORTAL - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shorero: sumarsund time)

NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-4.0.0.0.0.1 - DATE-13/08/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOAD - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - Establishmentid.zip; (B) For Part File Upload - Establishmentid\_1.zip, Establishmentid\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

☐ SINGLE FILE UPLOAD ☒ PART FILE UPLOAD

Establishment ID\* DSNHP0001156000 SEARCH CLEAR

- Select "SCANNED BY" – OFFICE or VENDOR

EPFO: Home  
localhost:8080/MIS2\_0/form9upload

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MIS PORTAL - 2.0  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiatives)  
(Paperless And Shorero: sumarsund time)

NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-4.0.0.0.0.1 - DATE-13/08/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOAD - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - Establishmentid.zip; (B) For Part File Upload - Establishmentid\_1.zip, Establishmentid\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

☐ SINGLE FILE UPLOAD ☒ PART FILE UPLOAD

Establishment ID\* DSNHP0001156000 SEARCH CLEAR

SCANNED BY\*   
VENDOR  
--Select--  
OFFICE  
VENDOR

PARTS WISE FILE\* Browse... No file selected. UPLOAD

- Browse the part files serially and press upload button

EPFO: Home  
localhost:8080/MIS2\_0/form9upload

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(Paperless And Shorero: sumarsund time)

NDC\_ADMIN - AD - SUPER\_ADMIN - F - HEAD OFFICE - IP-4.0.0.0.0.1 - DATE-13/08/2019

FINANCE - PENSION - IVU - COMPLIANCE - CSD - HR - VIGILANCE - AUDIT - DOWNLOAD - NDC ADMIN - ADMIN - SEARCH - LOGOUT

**FORM-9 SCAN UPLOAD**

Note 1 - If file size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - Establishmentid.zip; (B) For Part File Upload - Establishmentid\_1.zip, Establishmentid\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

☐ SINGLE FILE UPLOAD ☒ PART FILE UPLOAD

Establishment ID\* DSNHP0001156000 SEARCH CLEAR

SCANNED BY\* VENDOR

PARTS WISE FILE\* Browse... No file selected. UPLOAD

**File Upload**

merge

Name	Date modified	Type
DSNHP0001156000	13-Aug-19 10:39 A...	File folder
New folder	10-Aug-19 5:04 PM	File folder
DSNHP0001156000.zip	13-Aug-19 10:39 A...	WinRAR ZIP archi
DSNHP0001156000_1.zip	13-Aug-19 10:40 A...	WinRAR ZIP archi
DSNHP0001156000_2.zip	13-Aug-19 10:40 A...	WinRAR ZIP archi
DSNHP0001156000_3.zip	13-Aug-19 10:40 A...	WinRAR ZIP archi
DSNHP0001156000_4.zip	13-Aug-19 10:40 A...	WinRAR ZIP archi
DSNHP0001163000.zip	13-Aug-19 10:32 A...	WinRAR ZIP archi
DSNHP0001169000.zip	10-Aug-19 6:00 PM	WinRAR ZIP archi
DSNHP0001194000.zip	10-Aug-19 6:00 PM	WinRAR ZIP archi
DSNHP0001257000.zip	10-Aug-19 5:54 PM	WinRAR ZIP archi
DSNHP0001259000.zip	10-Aug-19 5:58 PM	WinRAR ZIP archi

File name: DSNHP0001156000\_1.zip All Files (\*.\*)  
Open Cancel





- All the uploaded part files will be listed.

**FORM-9 SCAN UPLOAD**

Note 1 - If the size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - Establishment\_id.zip (B) For Part File Upload - Establishment\_id\_1.zip Establishment\_id\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

**SINGLE FILE UPLOAD** **PART FILE UPLOAD**

Establishment ID\* DSNHP0001156000 **SEARCH** **CLEAR** **ANAND AUTOMOBILES**

PARTS WISE FILE\* **Browse...** DSNHP0001156000\_4.zip **UPLOAD**

**MERGE**

**PART WISE ZIP FILE**

S.N.	EST ID	CREATED BY	UPLOAD DATE	FILE NAME
1	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_1.zip
2	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_2.zip
3	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_3.zip
4	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_4.zip

- Press merge button to merge and upload all the part files
- System will flash the message – “DATA INSERTED SUCCESSFULLY” on successfully merge & upload

**FORM-9 SCAN UPLOAD**

Note 1 - If the size is more than 500 MB please use Part File Upload, after splitting the zip file using any file splitting utility.  
Note 2 - Zip filename should be in the following format: (A) For Single File Upload - Establishment\_id.zip (B) For Part File Upload - Establishment\_id\_1.zip Establishment\_id\_2.zip and So on, in the same sequence as generated by the utility.  
Note 3 - Once uploaded file for an establishment is approved, it cannot be uploaded again.

**SINGLE FILE UPLOAD** **PART FILE UPLOAD**

Establishment ID\* DSNHP0001156000 **SEARCH** **CLEAR** **ANAND AUTOMOBILES**

PARTS WISE FILE\* **Browse...** DSNHP0001156000\_4.zip **UPLOAD**

**MERGE**

**DATA INSERTED SUCCESSFULLY!**

**PART WISE ZIP FILE**

S.N.	EST ID	CREATED BY	UPLOAD DATE	FILE NAME
1	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_1.zip
2	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_2.zip
3	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_3.zip
4	DSNHP0001156000	NDC_ADMIN	13/06/2019	DSNHP0001156000_4.zip

System checks file names (as communicated ie. EST\_ID\_From\_num\_To\_num.pdf-meta data), file format etc and in case of any inconsistency in file naming, system will through error message.



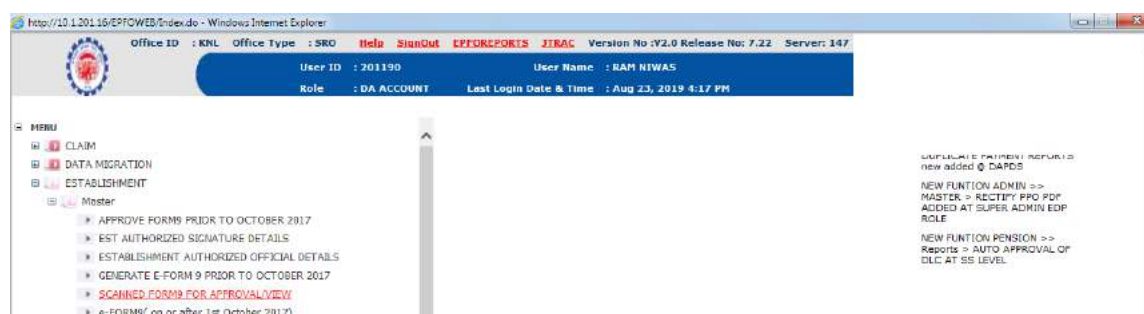
## SCANNED FORM9 FOR APPROVAL/VIEW

Uploaded scanned form9 can be approved/rejected in EPFO application using the functionality “SCANNED FORM 9 FOR APPROVAL/VIEW”.

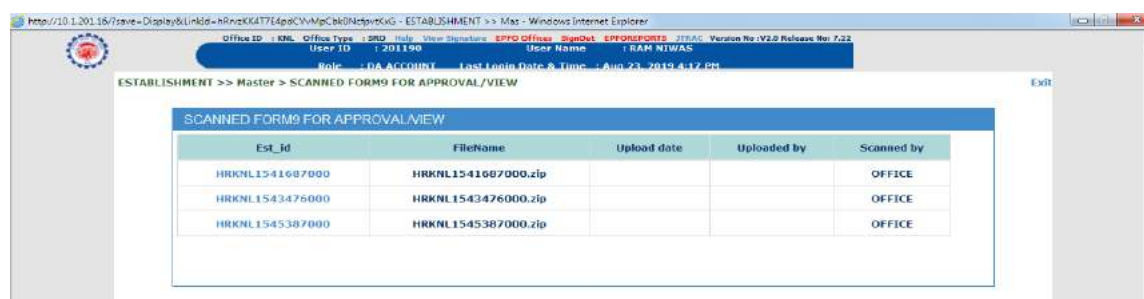
Role : DA Account

Function : Establishment>>Master>>Scanned Form9 For Approval/View

- All Uploaded files will be available for submission at DA Account

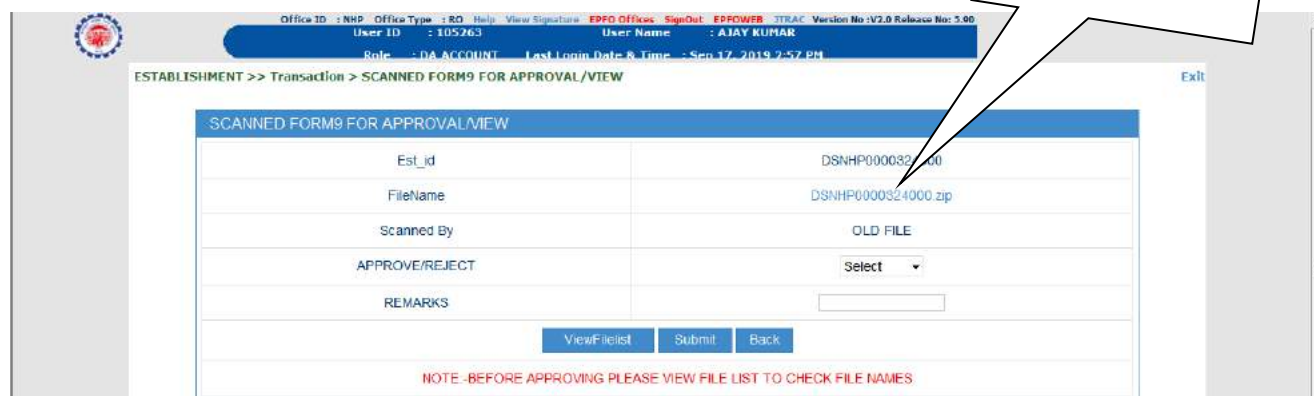


- The system will show all the establishment available for submission



- The click on establishment ID will give all the relevant details –

1. Establishment ID
2. File Name (Having link to download zip file)
3. Scanned By (Office/Vendor)
4. Option to Approve/Reject
5. Remarks





- On clicking the “View File List” button, system will show the list of file names included in zip file.

The screenshot shows the EPFO system interface. The main window displays the 'SCANNED FORM9 FOR APPROVAL/VIEW' screen. The header shows 'Office ID : NHP, Office Type : RO, User ID : 105263, Role : DA ACCOUNT'. The main content area has a table with columns: Est\_id, FileName, Scanned By, APPROVE/REJECT, and REMARKS. Below the table are buttons for 'ViewFilelist', 'Submit', and 'Back'. A red note at the bottom states: 'NOTE:-BEFORE APPROVING PLEASE VIEW FILE LIST TO CHECK FILE NAMES'. An Adobe Reader window is open on the right, showing 'FILE\_METADATA[1].pdf' with the title 'EMPLOYEES' PROVIDENT FUND ORGANISATION SCANNED FORM-9 FILE DETAILS'. The reader displays a list of 17 files with their names and file numbers.

Sl no.	FILE NAME
1	DENHP0000324000_0000001_0000011.pdf
2	DENHP0000324000_0000012_0000022.pdf
3	DENHP0000324000_0000023_0000033.pdf
4	DENHP0000324000_0000034_0000044.pdf
5	DENHP0000324000_0000045_0000055.pdf
6	DENHP0000324000_0000056_0000066.pdf
7	DENHP0000324000_0000067_0000077.pdf
8	DENHP0000324000_0000078_0000088.pdf
9	DENHP0000324000_0000089_0000099.pdf
10	DENHP0000324000_0000101_0000110.pdf
11	DENHP0000324000_0000111_0000121.pdf
12	DENHP0000324000_0000122_0000132.pdf
13	DENHP0000324000_0000133_0000143.pdf
14	DENHP0000324000_0000144_0000154.pdf
15	DENHP0000324000_0000155_0000165.pdf
16	DENHP0000324000_0000166_0000176.pdf
17	DENHP0000324000_0000177_0000187.pdf

- System checks meta data for all old uploaded scanned form 9 files pending for approval. In case of any error in file naming convention and meta data, system throws error and rejects the form 9 file.
- DA can submit the record after verifying all the relevant details. Particularly, DA is required to check whether files names ie, From-number and to-number available in file names (meta data) are correct because system fetch the scanned pdf only on the basis of meta data.
- A page wise list will be generated which can be used to verify the correctness of the meta data by going through the pages of the form 9.

The screenshot shows the EPFO system interface after successful submission. The main window displays the 'SCANNED FORM9 FOR APPROVAL/VIEW' screen. The header shows 'Office ID : KNL, Office Type : SRD, User ID : 201190, User Name : RAM NIWAS, Role : DA ACCOUNT, Last Login Date & Time : Aug 23, 2019 4:17 PM'. The main content area has a table with columns: Est\_id, FileName, Upload date, Uploaded by, and Scanned by. Below the table is a red message: 'RECORD SUBMITTED SUCCESSFULLY'. The footer shows '© EPFO . All Rights Reserved' and 'Best viewed in 1024x768 resolution in IE 5 and above.'.

Est_id	FileName	Upload date	Uploaded by	Scanned by
HRKNL1543476000	HRKNL1543476000.zip			OFFICE
HRKNL1545387000	HRKNL1545387000.zip			OFFICE



Role : AO Account

Function : Establishment>>Master>>Scanned Form9 For Approval/View

- The system will list all the records submitted by DA Account

EstId	FileName	Create Date	Created By	Scanned By
HRKNL1541687000	HRKNL1541687000.zip			OFFICE

- The details can be verified using link in "FileName" and from "ViewFilelist" button.

Est_id	DSNHP0000324000
FileName	DSNHP0000324000.zip
Scanned By	OLD FILE
APPROVE/REJECT	Select
REMARKS	

ViewFilelist Submit Back

NOTE -BEFORE APPROVING PLEASE VIEW FILE LIST TO CHECK FILE NAMES

- System checks meta data for all old uploaded scanned form9 files pending for approval. In case of any error in file naming convention and meta data, system throws error and rejects the form9 file. The file has to be uploaded afresh with the correct naming pattern.
- The record can be approved or rejected after due verification. AO is required to check whether files names ie. From-number and to-number available in file names (meta data) are correct because system fetches the scanned pdf only on the basis of meta data.

RECORD APPROVED SUCCESSFULLY





## Approved Scanned Form 9–Metadata Check

The said functionality has been provided to check meta data for old-uploaded and approved form9 scanned files through EPFO application. In case meta data is not as per the naming convention, system will throw message to reject the approved form9

Role : DA Account

Function : Approved Scanned Form9 – Metadata Check

- DA wise list of cases where the system has found error will be displayed.
- On clicking the task the system will give details of uploaded Form 9 with option to approve or reject.
- In case of an error in metadata system will give “ErrorLog” button and ask the user to reject it.

Office ID : SHD Office Type : SRO Role : View Signature EPFO Offices : SignOut EPFOREPORTS : JTRAT Version No : V2.0 Release No: 7.23

User ID : 104251 User Name : PRATIK KUMAR

Role : DA ACCOUNT Last Login Date & Time : Sep 3, 2019 10:37 AM

MEMBER >> Transaction > APPROVED SCANNED FORM9 - METADATA CHECK

Est_id	FileName	Scanned by	APPROVE/REJECT	REMARKS
DSSH00034131000	DSSH00034131000.zip	OLD FILE	Approved	

Submit Back

ERROR IN FILE FORMAT, PLEASE CHECK ERROR LOG. THE TASK WILL BE REJECTED. ErrorLog

- The error log will list all the error found in said uploaded file.
- The DA should check all the listed cases once so that the erroneous cases are rejected and the images are uploaded with the correct meta data.

EMPLOYEES' PROVIDENT FUND ORGANISATION					
SCANNED FORM 9 ERROR DETAILS					
ESTABLISHMENT ID: UPLOAD ID		DSSH00034131000 20190903104142301838			
Sr. no.	FILE NAME	ERROR FLAG	ERROR TYPE	CREATED_BY	CREATED_DATE
1	DSSH00034131000_0000001_0000189_PD Y F.pdf	Y	FILE NAME OTHER THAN PDF OR JPG NOT ALLOWED	104251	02/09/2019



## Member Details/Scanned PDF/View

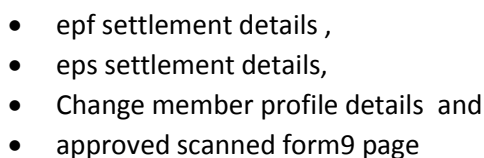
Role : DA Account

Function : Establishment>>Transaction>>Member Details/ScannedPDF/View

- System gives complete details of transaction data available in the system after migration.
- The approved scanned Form 9 can be viewed by DA Account, if member details are available in approved scanned form 9



- Give member ID and press “Search” button
  - The system will list all the relevant details regarding member id. In case a member id that is not available in the application and also in the meta data “No data found” message will be displayed.
  - In case the member id is in the meta data of the scanned pdf, then only the link for view Form 9 will be displayed. No basic details will be displayed as the data will not be in the application.
  - If the details of claim settlement is available in the application, hyperlinks to view the claim settlement details will be enabled for click.
  - In case the member id is available in the application but there is no scanned form 9, the data will be displayed but the hyperlink to view Form 9 will not be enabled. No data found will be displayed.
  - Download link to download the PDF will be available
- Details shown using this functionality are as under:
  - Member name,
  - father name,
  - date of birth,
  - UAN number,
  - aadhaar number,
  - International worker status
  - gender,
  - date of joining epf,
  - date of joining eps,
  - date of exit of epf,
  - date of exist of eps,



Downloaded PDF can viewed



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- 
3. In case the claim was settled in the new application after the scanned form 9 was uploaded and approved, the form 9 image will not display the settlement details while the hyperlinks for claim details will show the details.





## Dashboard form9

- Dashboard for viewing the current status zone wise/region wise , is given in Dashboard 2.0.
- Links to download total establishments, establishments pending for approval and establishments approved in respect of scanned form9, are also given in dashboard 2.0

EPFO: Home x +

epfoportals.epfindia.gov.in/MIS2\_0/form9dashboard

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

**DASHBOARD - 2.0**  
2<sup>nd</sup> PHASE OF COMPUTERISATION - (Current Initiations)  
(Payroll And Shortcut turnaround time)

SHANTHI SHIV RAM - DO(S) - NDC\_ADMIN - E - HEAD OFFICE - IP-43.237.131.43 - DATE-03/05/2019

FINANCE - PENSION - IWU - COMPLIANCE - CSD - AUDIT - DOWNLOADS - NDC ADMIN - SEARCH LOGOUT

### FORM-9 DASHBOARD

SEARCH Detailed Dashboard

Zone Name	Office ID	Office Desc	Total Est	Uploaded Pending	Uploaded Approved	Pending For Scanning upload	Pending Ratio	Total Member Prior To Oct	Approved	Pending	Pending Ratio Sts
ANDHRA PRADESH			44878	6052	2027	41041	93.46	4038190	2012792	2945398	59.40
ANDHRA PRADESH	122	GUNTUR	12894	4518	1960	10934	84.80	1317541	291186	1026355	77.90
ANDHRA PRADESH	121	KADAPA	11643	66	1	11644	99.99	1208641	216118	992523	82.12
ANDHRA PRADESH	124	VISHAKAPATNAM	12403	417	467	11936	96.23	1795183	1487814	307369	17.12
ANDHRA PRADESH	126	RAJAHMUNDRY	7936	1057	509	7427	93.59	616735	17674	619061	97.22
BENGALURU			50654	920	1127	48927	97.75	21697287	5618463	16078824	74.11
BIHAR			46167	126	3100	42677	93.09	3715330	1880650	1834680	40.38
CHENNAI			59708	611	1087	57721	96.67	17556862	7017684	9639178	54.90
		Grand Total	1233867	16247	78114	1155773	93.67	234870429	106701758	128168671	54.57

Export To CSV Page 1 of 1 150 View 1 - 134 of 134

Activate Windows  
Go to Settings to activate Windows.

Information/Dashboards content is highly confidential and is not to be used but for official purposes only.  
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