



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 CENTRE

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R-I / P-20/UAN/2014/VOL-II/61

Date: 04.02.2020

To

All ACC, HQ/ACC, Zonal Office.
All Officer-in-Charge.

Sub: Provision of knock off auto calculated 14B/7Q challans through miscellaneous challans- regarding.

Sir,

With context to the subject above, it is noted that in the instance of an employer depositing delayed remittances on Unified Portal, the system automatically calculates 14B/7Q with regard to the delayed remittances. The Employer can generate the challan and make online payment against the auto calculated 14B/7Q amount. However, it has been informed by some offices that in some cases, instead of making payment against the auto calculated 14B/7Q, the employer deposits 14B/7Q amount through miscellaneous challans. In such cases, the auto calculated 14B/7Q entries remain in the system as open entries and are shown as pending against Employer and EPFO Field Offices.

2. To overcome this issue, a provision to knock off the auto calculated 14B/7Q with miscellaneous challan has been provided at FOINTEFACE. The process flow of this function is enclosed herewith for reference.

Encl: As stated.

Yours faithfully,

(V. Ranganath)
Addl. CPFC (IS)

Copy to:

1. PS to CPFC for information please.
2. PS to FA & CAO for information.
3. PS to ACC (HQ) Compliance for information.



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

**Instruction Manual for
Adjustment of auto calculated 7Q & 14B with
miscellaneous challans**

PURPOSE OF THE FUNCTIONALITY

Whenever employer deposits late remittances on Unified Portal, system automatically calculates 14B/7Q against delayed remittances. Employer can generate the challan and make online payment against the auto calculated 14B/7Q. It has been informed by some offices that sometimes, instead of making payment against auto calculated 14B/7Q, employer deposited the 14B/7Q through miscellaneous challans. In such scenarios auto calculated 14B/7Q entries remain in the system as open entries and shown on pending to Employer and EPFO field offices. To overcome this issue, a provision to knock off the auto calculated 14B/7Q with miscellaneous challan has been provided at FOINTEFACE.


Under this functionality, Dealing Assistant (Damages) can select the auto calculated 14B/7Q entry and adjust the amount with available miscellaneous challans. This is a two level function. After submission by the Dealing Hand, Task will move to Section Supervisor (Damages) for approval. After approval, auto calculated entry will be removed from the pending list at Employer Portal. Following is the step-by-step process:-

"14B/7Q Knock Off" is two level functionality, DA (Damages) will initiale the case and SS (Damages) will approve the case.

Role : DA (Damages)

Function : 14B/7Q Knock Off >> ECR 7Q14B Knockoff Misc Challans

- ❖ DA will login in FOINTERFACE and open the functionality "14B/7Q Knock Off >> ECR7Q14B Knockoff Misc Challans".



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Home Online Services Member 14B/7Q KNOCK OFF Admin Exempted-Unexempted

Alerts

ECR 7Q14B KNOCKOFF MISC CHALLAN

VIEW PENDING LIST

VIEW APPROVED LIST

VIEW REJECTED LIST

What's New

Field Office Profile

Office Code	SID
Office Name	SIDDI PET
Region Name	AP - HYDERABAD
Address	Plot No. 12, Prashanthnagar/Near MPDO Office
City	Siddipet
Pin	502102

- On click of “Adjust Damages”, all the miscellaneous challans paid by the employer at Employer interface will be shown under the grid “Available Miscellaneous Challans of 7Q/14B”.

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Welcome JARARSHAN | 10.70.1.108 | 10.70.1.108 says
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7Q/14B Challan Details (Auto-calculated)

Establishment Id	Establishment Name	Wage Month	TRRN	Due Date	Delay In Date
APSD1598400000	TRINAMALA COTTON INDUSTRIES	JUL-2017	1301709000357	15/08/2017	35

Category	A/c wise 7Q Amount (₹)						A/c wise 14B Amount (₹)						Total 7Q 14B Amount (₹)
	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total 7Q	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total 14B	
Original Amount	22	6	12	1	0	41	9	3	5	0	0	17	58
Knock-Off Amount	0	0	0	0	0	0	0	0	0	0	0	0	0
Balance Amount	22	6	12	1	0	41	9	3	5	0	0	17	58

Available Miscellaneous Challans Of 7Q/14B

Display: 10 records per page

Select	TRRN	A/c wise OR Amount (₹)						A/c wise Utilized Amount (₹)						A/c wise In-Process Amount (₹)						A/c wise CB Amount (₹)					
		A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total OR	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total Utilized	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total In-Process	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	
<input type="checkbox"/>	1421803002841	10	5	10	10	0	35	0	0	0	0	0	0	0	0	0	0	0	0	0	10	5	10	10	0
<input type="checkbox"/>	1401804005409	22	10	10	20	0	62	0	0	0	0	0	0	0	0	0	0	0	0	22	10	10	20	0	
<input type="checkbox"/>	3811803005240	331	31	178	11	0	549	13	2	7	0	0	22	0	0	0	0	0	0	118	29	189	11	0	

Showing page 1 of 1

Previous 1 Next

Knock-Off Challan

- Select the TRRN available in the grid of “Available Miscellaneous Challan of 7Q/14B”.
- Click on “Knock Off Challan” and “OK” button.

10.70.1.108 says
Do you want to add the selected miscellaneous Challan Amount?

OK Cancel

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7Q/14B Challan Details (Auto-calculated)

Establishment Id	Establishment Name	Wage Month	TRRN	Due Date	Delay In Date
APSD1598400000	TRINAMALA COTTON INDUSTRIES	JUL-2017	1301709000357	15/08/2017	35

Category	A/c wise 7Q Amount (₹)						A/c wise 14B Amount (₹)						Total 7Q 14B Amount (₹)
	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total 7Q	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total 14B	
Original Amount	22	6	12	1	0	41	9	3	5	0	0	17	58
Knock-Off Amount	0	0	0	0	0	0	0	0	0	0	0	0	0
Balance Amount	22	6	12	1	0	41	9	3	5	0	0	17	58

Available Miscellaneous Challans Of 7Q/14B

Display: 10 records per page

Select	TRRN	A/c wise OR Amount (₹)						A/c wise Utilized Amount (₹)						A/c wise In-Process Amount (₹)						A/c wise CB Amount (₹)					
		A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total OR	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total Utilized	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total In-Process	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	
<input type="checkbox"/>	1421803002841	10	5	10	10	0	35	0	0	0	0	0	0	0	0	0	0	0	0	10	5	10	10	0	
<input type="checkbox"/>	1401804005409	22	10	10	20	0	62	0	0	0	0	0	0	0	0	0	0	0	0	22	10	10	20	0	
<input type="checkbox"/>	3811803005240	331	31	178	11	0	549	13	2	7	0	0	22	0	0	0	0	0	0	118	29	189	11	0	

Showing page 1 of 1

Previous 1 Next

Knock-Off Challan

- After that the Miscellaneous Challan amount will display against “Knock Off Amount” row in the grid of “7Q/14B Challan Details (Auto-Calculated)”.
- If amount of miscellaneous challan is less than the auto-calculated entry, balance amount will be shown against the row “Balance Amount”. Until Knock off amount is equal to “Original Amount”, Dealing Hand to select another miscellaneous challan for adjustment of auto calculated entry.

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Establishment Id: AP00159400000
Establishment Name: TRIMULA COTTON INDUSTRIES
Wage Month: JUL-2017
TRRN: 130170000057
Due Date: 25/08/2017
Delay In Date: 39

Category: A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total 7Q A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total 14B Total 7Q 14B Amount (₹)

Original Amount: 22 0 12 1 0 0 41 9 3 9 0 0 17 58
Knock Off Amount: 10 0 10 1 0 0 26 0 0 0 0 0 17 34
Balance Amount: 12 0 2 0 0 0 15 9 3 5 0 0 0 12

Available Miscellaneous Challans Of 7Q/14B

Display: 10 records per page

Select	TRRN	A/c wise OB Amount (₹)	A/c wise Utilized Amount (₹)	A/c wise In-Process Amount (₹)	A/c wise CB Amount (₹)
		A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total OB	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total Utilized	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total In-Process	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total CB
0	2401804005409	22 10 10 20 0 62	0 0 0 0 0 0	0 0 9 0 0 9	0 0 0 0 0 0
1	1811803005240	301 11 170 11 0 549	13 2 7 0 0 22	0 0 0 0 0 0	0 0 0 0 0 0

Showing page 1 of 1

Knock-Off Challan

Miscellaneous Challan Selected to Radeem (₹ 32)

Display: 10 records per page

TRRN	A/c wise OB Amount (₹)	A/c wise Utilized Amount (₹)	A/c wise CB Amount (₹)
	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total OB	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total Utilized	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total CB
1421803002841	10 5 10 10 0 35	10 5 10 1 0 26	0 0 0 0 0 5

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Clear All

- Click on 'Submit' and 'OK' button for adjusting the 7Q/14B damages amount.

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AP00159400000 TRIMULA COTTON INDUSTRIES

Category: A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 A/c 10 A/c 21 A/c 22 Total 14B Total 7Q 14B Amount (₹)

Original Amount: 22 0 12 1 0 0 41 9 3 9 0 0 17 58
Knock Off Amount: 21 0 12 1 0 0 41 9 3 9 0 0 17 50
Balance Amount: 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Available Miscellaneous Challans Of 7Q/14B

Display: 10 records per page

Select	TRRN	A/c wise OB Amount (₹)	A/c wise Utilized Amount (₹)	A/c wise CB Amount (₹)
		A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total OB	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total Utilized	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total CB
0	1811803005240	301 11 170 11 0 549	13 2 7 0 0 22	0 0 0 0 0 0

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Miscellaneous Challan Selected to Radeem (₹ 0)

Display: 10 records per page

TRRN	A/c wise OB Amount (₹)	A/c wise Utilized Amount (₹)	A/c wise CB Amount (₹)
	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total OB	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total Utilized	A/c 01 A/c 02 A/c 10 A/c 21 A/c 22 Total CB
1421803002841	10 5 10 10 0 35	10 5 10 1 0 26	0 0 0 0 0 5
2401804005409	22 10 10 20 0 62	11 4 7 0 0 22	1 0 1 20 0 28

Showing page 1 of 1

Submit OK

Role : SS (Damages)
Function : 14B/7Q Knock Off>>Approve ECR7Q14B Knockoff Misc Challans

- ❖ SS will login in FOINTERFACE and open the functionality "14B/7Q Knock Off>>Approve ECR7Q14B Knockoff Misc Challans".

- SS can view the "7Q14B A/c Wise Original Details" and "Redeemed Miscellaneous Challans".

EMPLOYEES' PROVIDENT FUND ORGANISATION
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Home Establishment Online Services ECR

Home Approve/Reject Transaction

Transaction Details:

Sr.No Establishment Id Establishment Name Wage Month

1 AP00139400000 TIRUMALA COTTON INDUSTRIES JUL-2017 10017090000357 15/08/2017 39

41 17 38

Redeemed a/c wise miscellaneous challan

Sr.No	TRRN	A/c wise DB Amount (₹)					A/c wise Utilized Amount(₹)					A/c wise CB Amount (₹)								
		A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total	A/c 01	A/c 02	A/c 10	A/c 21	A/c 22	Total	
1	140218030007841	10	5	10	10	0	35	10	5	10	10	0	35	0	0	0	0	0	0	0
2	2401804009402	22	10	10	20	0	62	21	4	7	0	0	32	1	6	9	20	0	30	

Close

Remarks Approve/Reject

Save Cancel

➤ After approving the following screen will appear.

Home Establishment Online Services ECR Pending Reco - ECR Vs VDR Member Query Dashboard ECR KNOCKOFF CHALLAN Admin Cancel Challans Exempted-Unexempted

Home Approve/Reject Transaction

Transaction Details:

Transaction has been approved successfully.

Sr.No	Establishment Id	Establishment Name	Wage Month	TRRN	Due Date	Delay In Date	Total 7Q Amount (₹)	Total 14B Amount (₹)	Total 7Q 14B Amount (₹)	View 7Q 14B A/C Wise Original Details	View Redeemed Miscellaneous Challans	Remarks	Approve/Reject
1	AP00139400000	TIRUMALA COTTON INDUSTRIES	JUL-2017	10017090000357	15/08/2017	39	41	17	38			OK	N/A

❖ **DA (Damages)/SS (Damages) can also view the list of Pending, Approved and Rejected list of 14B/7Q Knock Off Challan.**



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Home Online Services Member 14B/7Q KNOCK OFF Admin Exempted-Unexempted

Alerts

ECR TO 14B KNOCKOFF MISC CHALLAN

VIEW PENDING LIST

VIEW APPROVED LIST

VIEW REJECTED LIST

Field Office Profile

Office Code SID
Office Name SIDDIKET
Region Name AP - HYDERABAD
Address Plot No. 12, Prashanthnagar Near MPDO Office
City Siddipet
Pin 502102

What's New



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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Welcome JANARDHAN 14/1/20 10:00:00 AM 14/1/20 10:00:00 AM

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Home Online Services Member 14B/7Q KNOCK OFF Admin Exempted-Unexempted

Home Approved list

Approved Transaction Details:

Sr.No	Establishment Name	Wage Month	TRRN	Due Date	Delay (in Days)	Total 7Q Amount (₹)	Total 14B Amount (₹)	Total 7Q 14B Amount (₹)	Remarks/ Old Remarks	Approval Time	Approved By
1	SRI THIRUMALA CERAMICS	MAY-2017	1301708000074	15/06/2017	52	29	12	41	Approved by SS Account	19-01-2020 11:01:57	SRINIVASARAJU
2	TIRUMALA COTTON INDUSTRIES	JUN-2017	1301708000056	15/07/2017	70	74	81	156	approve	17-01-2020 14:01:49	SRINIVASARAJU
3	TIRUMALA COTTON INDUSTRIES	AUG-2017	1301708000058	15/09/2017	11	11	5	16	approve	17-01-2020 09:01:48	SRINIVASARAJU
4	TIRUMALA COTTON INDUSTRIES	JUL-2017	1301708000057	15/08/2017	30	41	17	58	ok	16-01-2020 11:01:55	SRINIVASARAJU
5	TIRUMALA COTTON INDUSTRIES	NOV-2017	1301708000060	15/12/2017	8	13	7	20	ok	15-01-2020 16:01:21	SRINIVASARAJU
6	SATTAGRU COTTON INDUSTRIES	AUG-2018	1301708000430	15/09/2018	278	930	584	1514	ok	19-01-2020 13:01:44	SRINIVASARAJU
7	JANATHA SECURITY SERVICES	MAY-2017	13017100000180	15/06/2017	2	9	2	6	approve	19-01-2020 13:01:58	SRINIVASARAJU

- **Super Admin will assign to the role of DA (Damages) and SS (Damages) using the function "User Management>>User Creation"**



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Home User Management



Al

USER CREATION

ESTABLISHMENT USER LIMIT

GROUPS MANAGEMENT

TASK ESTABLISHMENT
MAPPING

TASK USER MAPPING

DA AND APPROVER FOR
ESTABLISHMENT



W

BULK ESTABLISHMENT IN
TASK

FORM 1 Employer may edit, if required, and print the Form again for submission to PF Office.

Validity of challan for online payments through internet is 12 days.

Get UAN Based Details

PAN Reset



Field Office Profile

Office Code	SID
Office Name	SIDDIPET
Region Name	AP - HYDERABAD
Address	Plot No. 12, Prashanthnagar, Near MPDO Office
City	Siddipet
Pin	502102
Telephone No.	08455-231466
E-mail	SRO.SIDDIPET@EPFINDIA.GOV.IN