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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15 YEARS OF CELEBRATING THE MAHATMA

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.

Yours faithfully,

4/2/20

(V. Ranganath)
Addl. CPFC (IS)

Encl: As stated.

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 miscellenious challans

PURPOSE OF THE FUNCTIONALITY

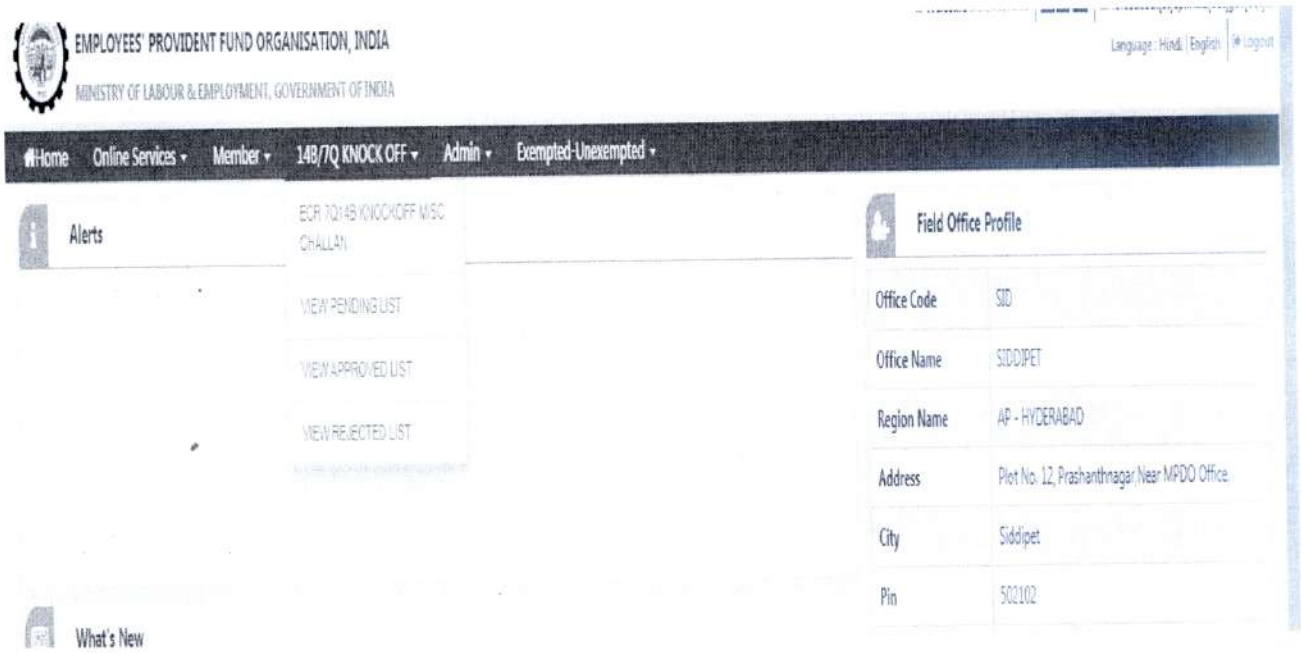
Whenever employer deposits late remittances on Unified Portal, system automatically calculates 14B/7Q against delayed remittances. Employer can generate the challan and make online payment against the auto calculated 14B/7Q. It has been informed by some offices that sometimes, instead of making payment 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:-

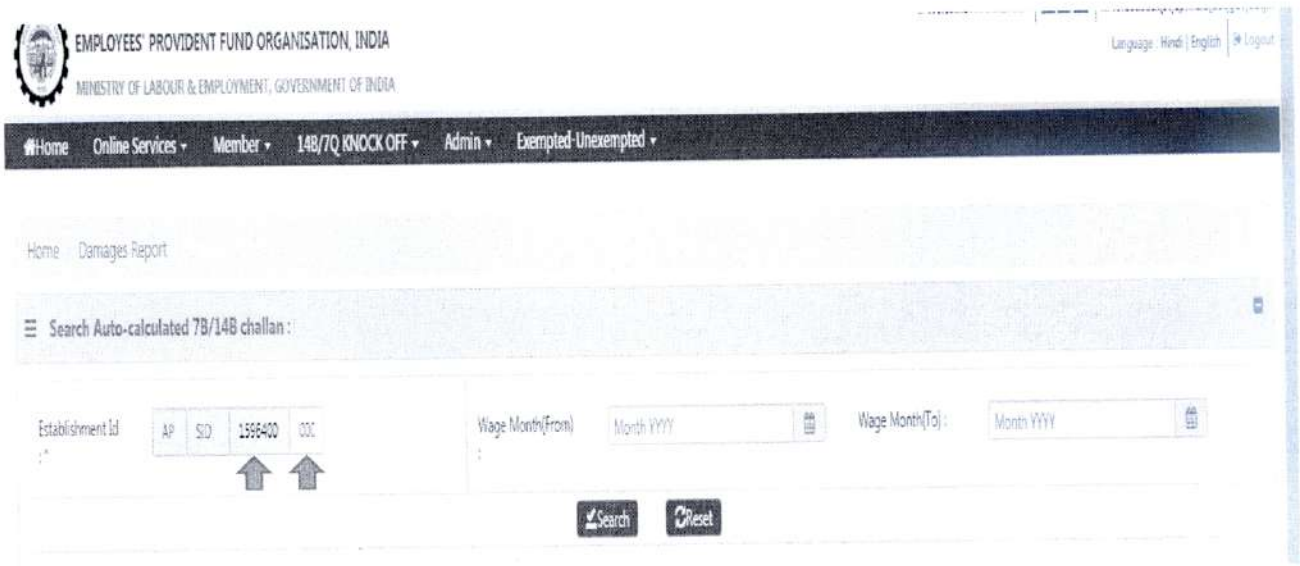
"14B/7Q Knock Off" is two level functionality, DA (Damages) will initiale the case and SS (Damages) will approve the case.

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**".

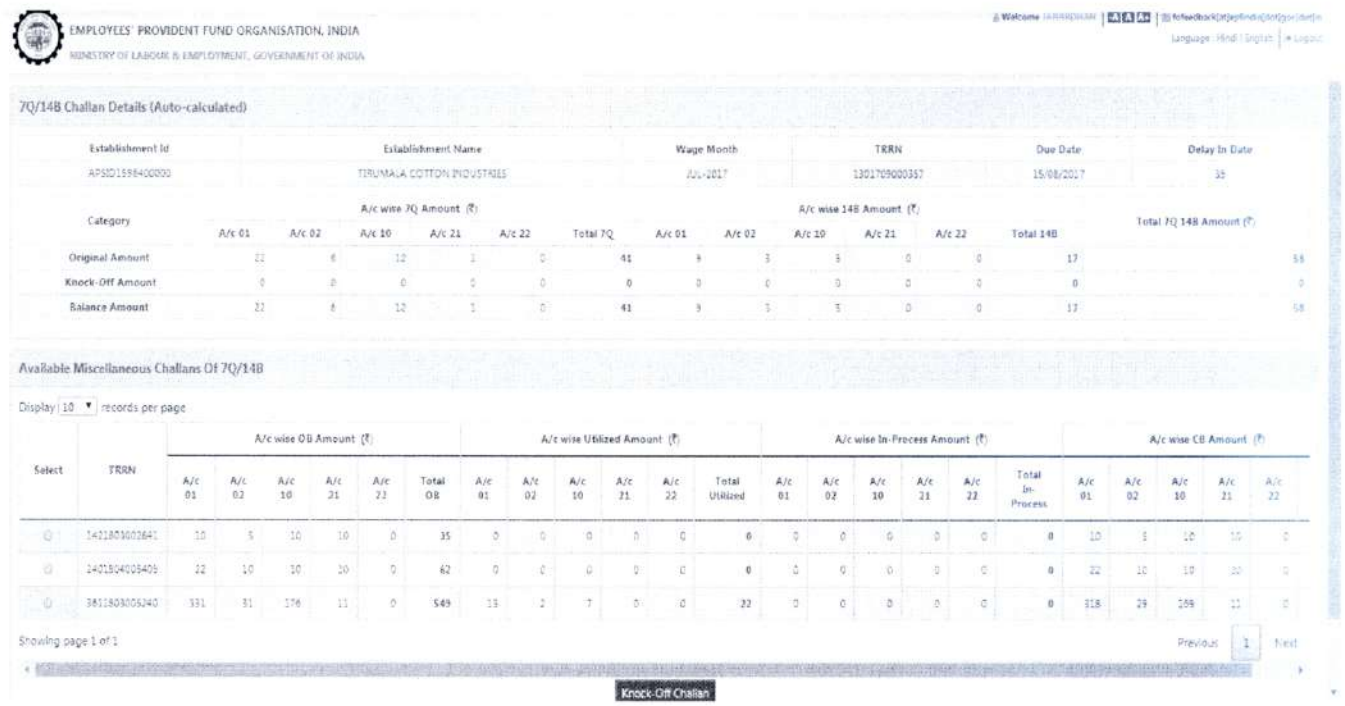


- Enter the Establishment ID and click on search button.

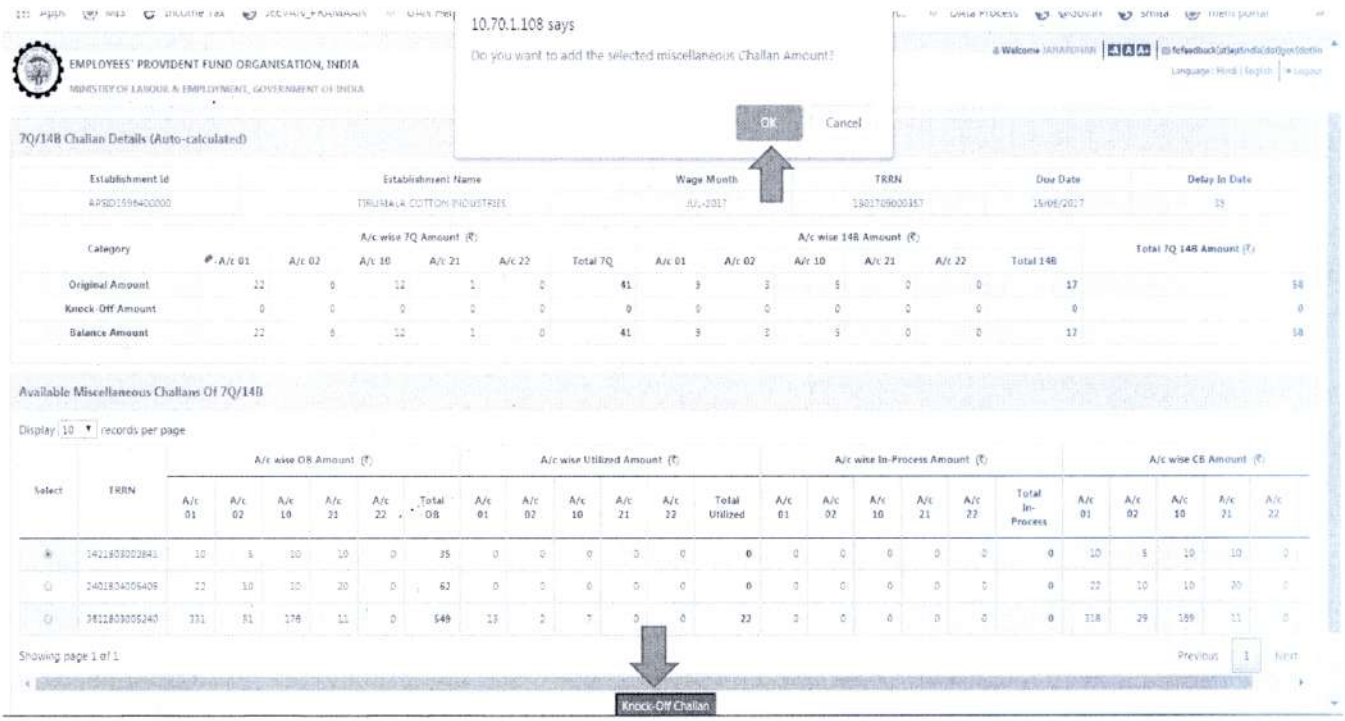


- All 7Q and 14B auto-calculated challans which are pending at Employer login will be appeared in the below screen.

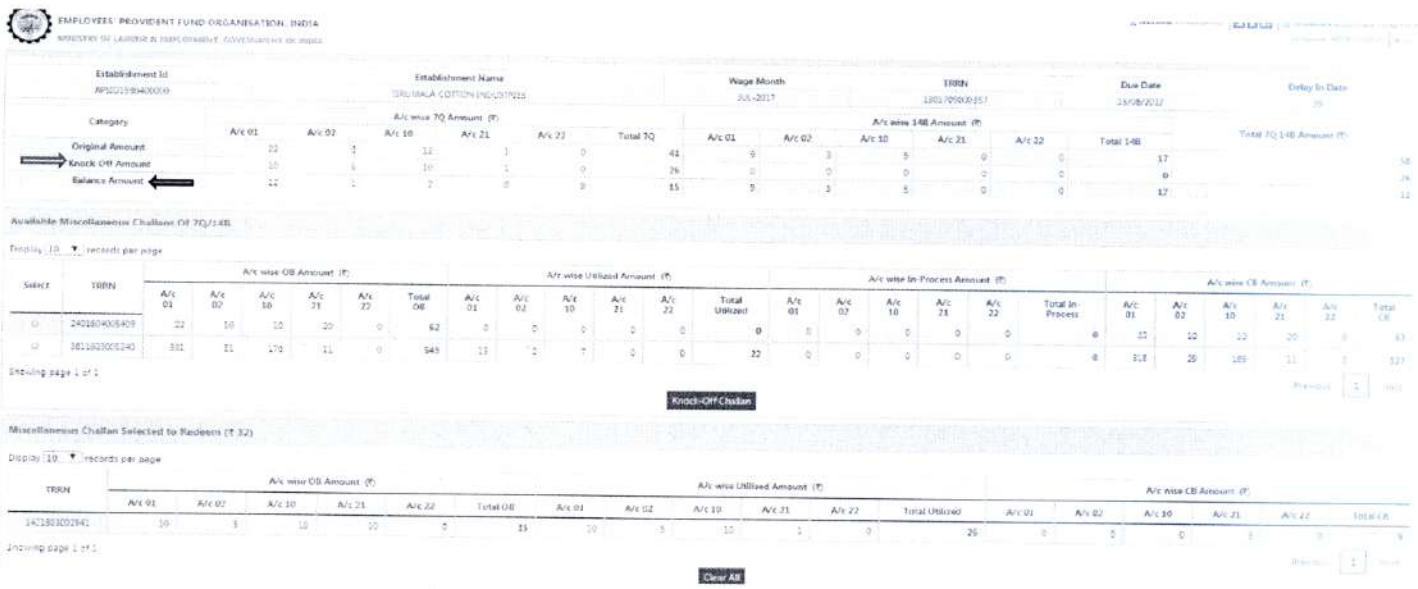
- On click of "Adjust Damages", all the miscellaneous challans paid by the employer at Employer interface will be shown under the grid "Available Miscellaneous Challans of 7Q/14B".



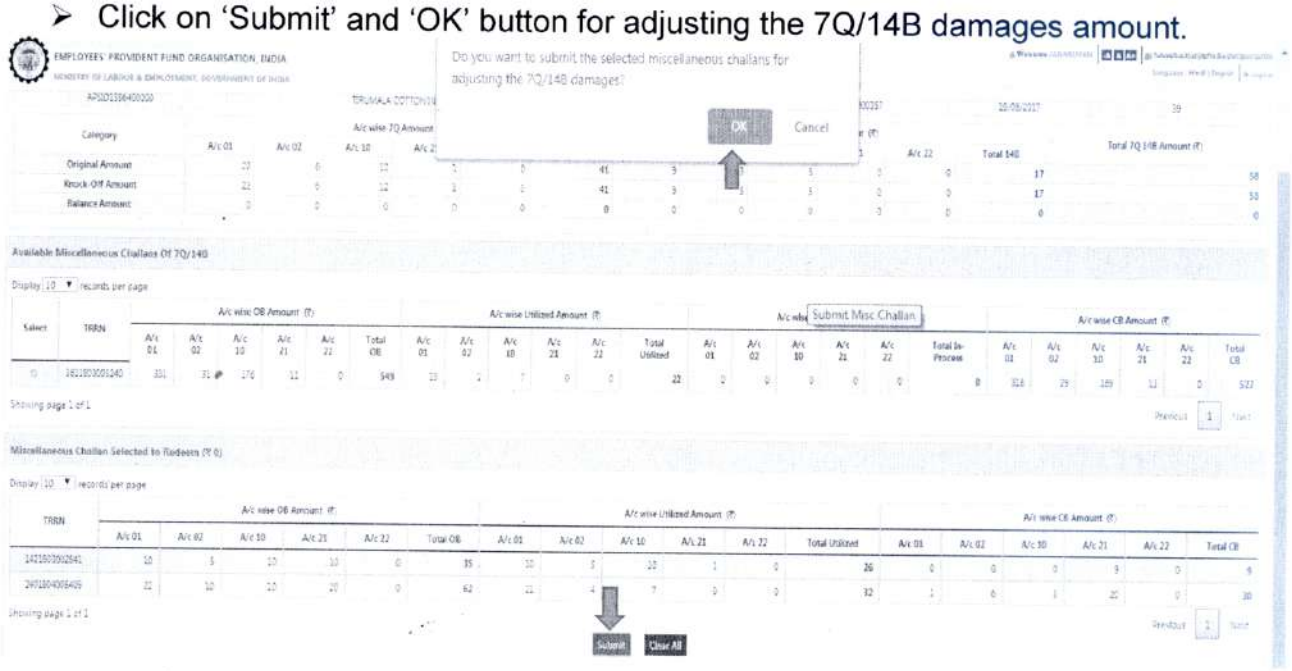
- Select the TRRN available in the grid of "Available Miscellaneous Challan of 7Q/14B".
- Click on "Knock Off Challan" and "OK" button.



- 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.



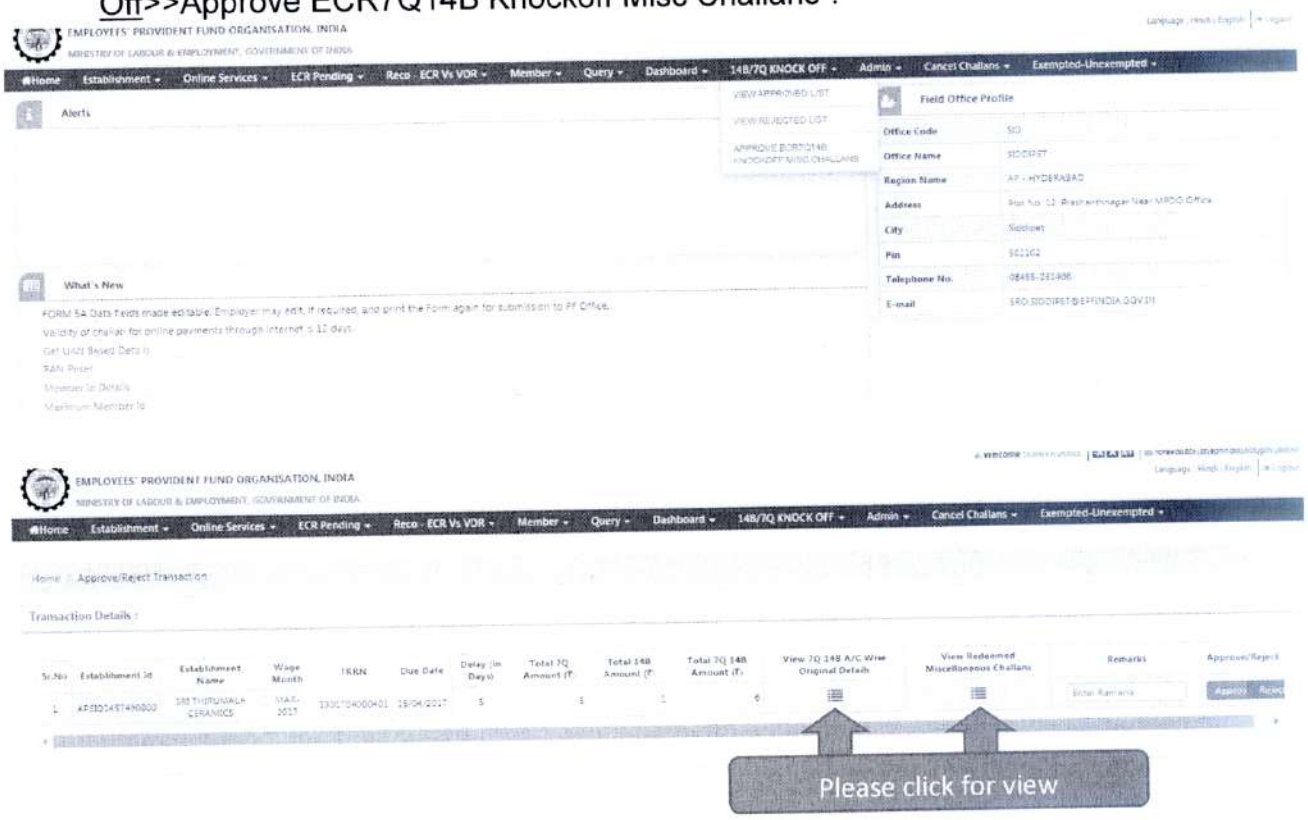
- Click on 'Submit' and 'OK' button for adjusting the 7Q/14B damages amount.



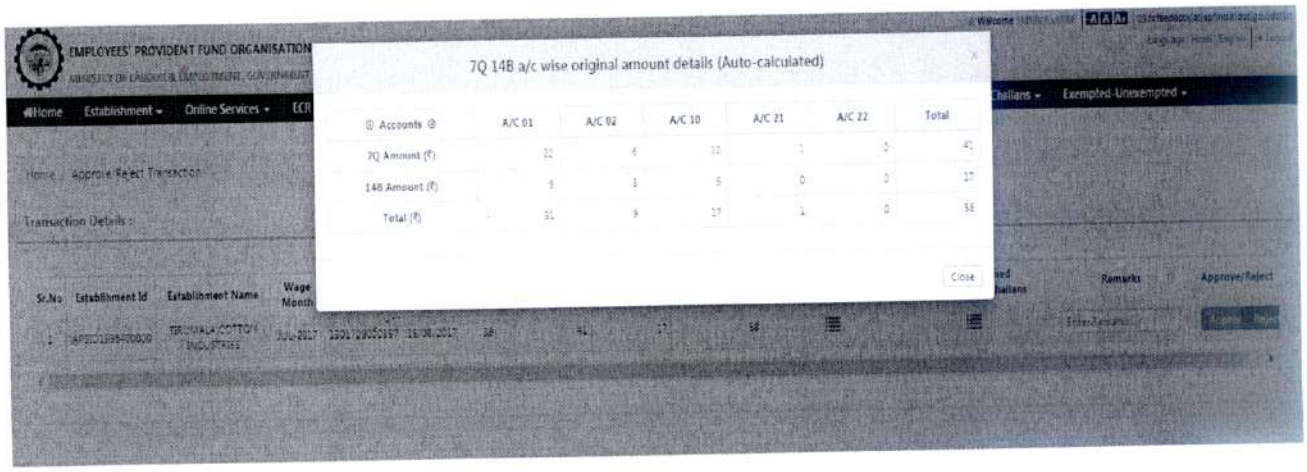
Role : **SS (Damages)**

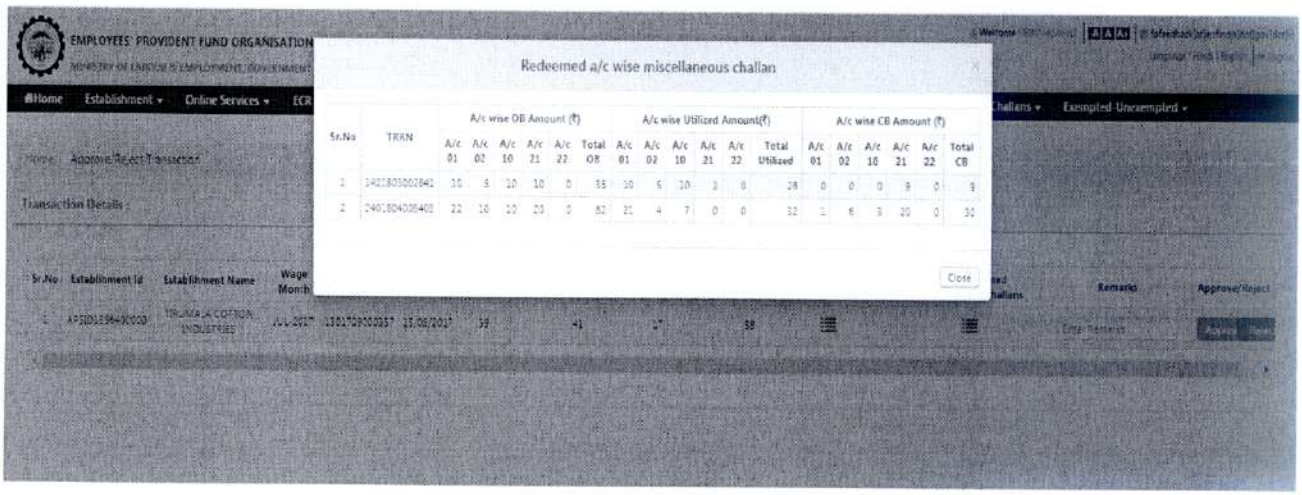
Function : **14B/7Q Knock Off>>Approve ECR7Q14B Knockoff Misc Challans**

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

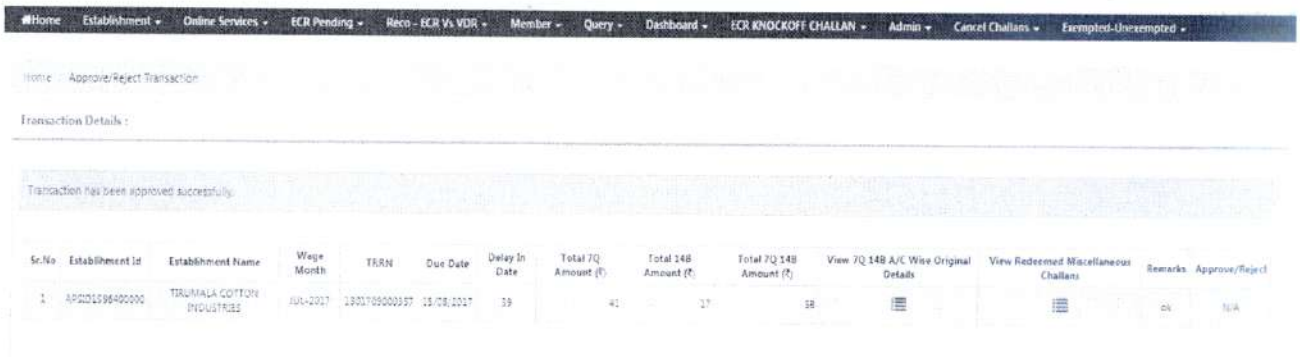


- SS can view the "7Q14B A/c Wise Original Details" and "Redeemed Miscellaneous Challans".

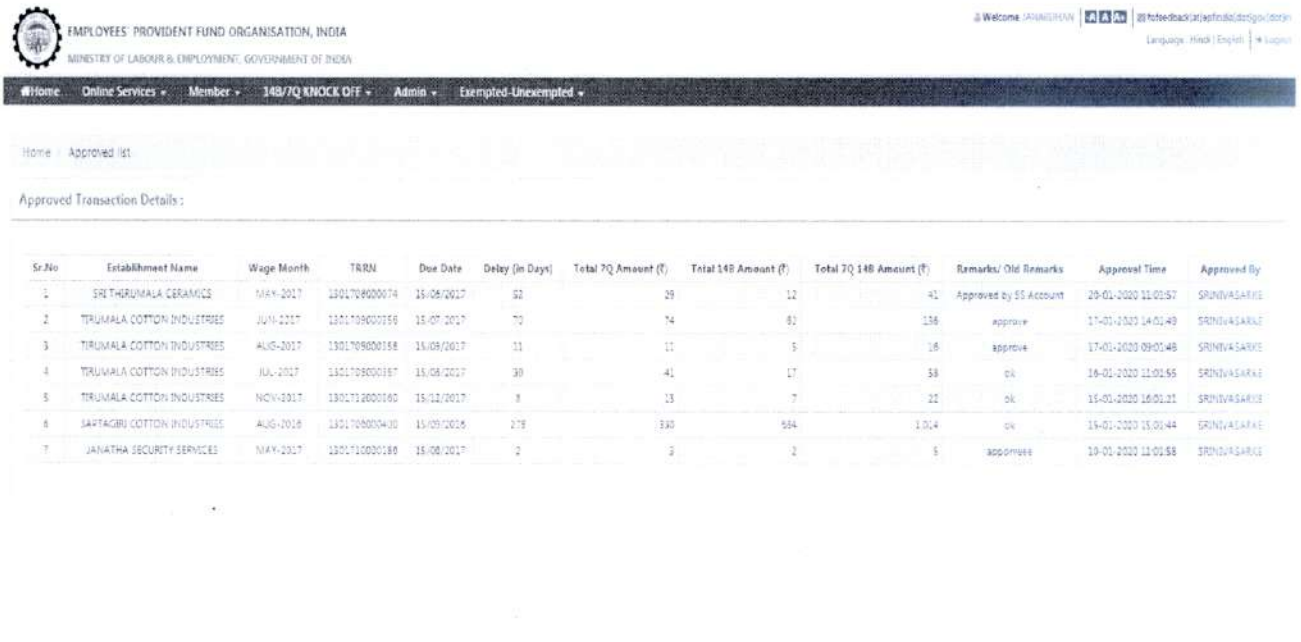


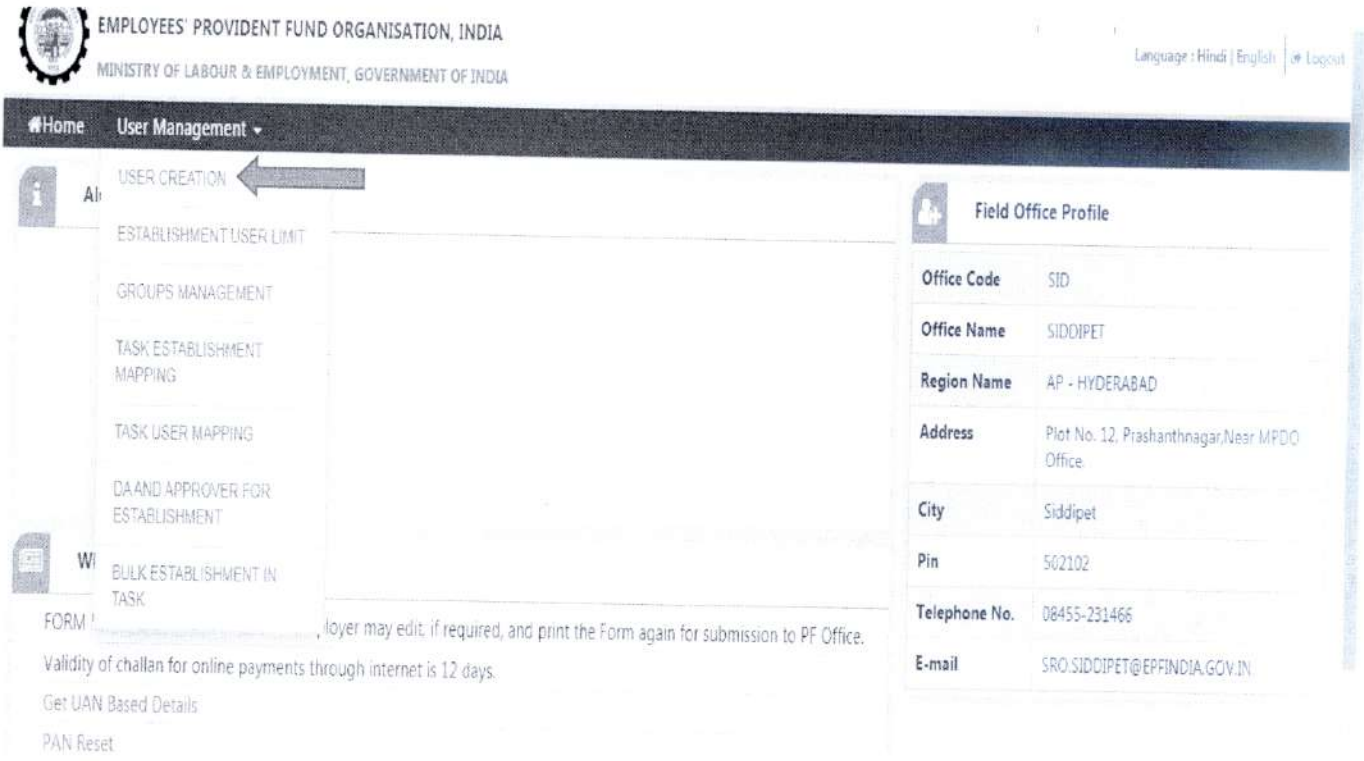


➢ After approving the following screen will appear.



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



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	1301709000074	15/06/2017	62	29	12	41	Approved by SS Account	29-01-2020 11:01:57	SRINIVASARAO
2	TIRUMALA COTTON INDUSTRIES	JUN-2017	1301709000156	15/07/2017	70	74	62	136	approve	17-01-2020 14:01:49	SRINIVASARAO
3	TIRUMALA COTTON INDUSTRIES	AUG-2017	1301709000358	15/09/2017	11	11	5	16	approve	17-01-2020 09:01:48	SRINIVASARAO
4	TIRUMALA COTTON INDUSTRIES	JUL-2017	1301709000357	15/08/2017	30	41	17	58	ok	16-01-2020 11:01:55	SRINIVASARAO
5	TIRUMALA COTTON INDUSTRIES	NOV-2017	1301712000160	15/12/2017	3	13	7	20	ok	15-01-2020 16:01:21	SRINIVASARAO
6	SAPTAGIRI COTTON INDUSTRIES	AUG-2016	1301706000430	15/09/2016	279	330	684	1014	ok	15-01-2020 15:01:44	SRINIVASARAO
7	JANATHA SECURITY SERVICES	MAY-2017	1301710000180	15/08/2017	2	3	2	5	approvee	19-01-2020 11:01:58	SRINIVASARAO

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