

भारत सरकार/ GOVERNMENT OF INDIA
रेल मंत्रालय/ MINISTRY OF RAILWAYS
(रेलवे बोर्ड)/ (RAILWAY BOARD)

No.2021/E (LL)/AT/EPF/1

New Delhi, Dated: 06. 12.2021

The General Managers, Zonal Railways, Production Units,
Metro Railway/Kolkata,
CORE/Prayagraj, RWP/Bela,WPO/Patna,
The Director General, RDSO, Lucknow,
The Director General, NAIR, Vadodara,
CAO/COFMOW.

**Sub: Introduction of EPFO's Unified Portal for Principal Employers to view
EPF compliances of their Contractors & contract workers. –
Implementation on Railways – reg.**

Please find enclosed herewith a copy of D.O letter No. Vig.II(02)2021/1910 dated 27.10.2021 with attachments from Chief Vigilance Officer, Employees' Provident Fund Organization (Ministry of Labour & Employment, Govt. of India) regarding registration on **EPFO's Unified Portal**. (<https://unifiedportal-emp.epfindia.gov.in/epfo/>) by the Principal Employers to view EPF compliance of their contractors and contract workers registered with EPFO. A write up on the procedure of registration as Principal employer, adding contractor and employee details, compliance view dashboard for employers is also attached with the d.o. letter.

2. The unified EPFO Portal shall bring transparency in the compliance of the provisions of Employees' Provident Fund & Misc Provisions Act, 1952, and replace the previous system of having to depend on the physical copies of ECR from contractors to ascertain compliance made by the contractors, which was susceptible to manipulations and forging. Therefore, use of EPFO's unified Portal will not only ensure that social security benefits are extended to all the eligible contract employees but also act as a preventive vigilance tool to address complaints of malpractices by the contractors.

3. All Zonal Railways, PUs, PSUs and other Railway establishments are advised to implement the EPFO's Unified Portal initiative and report compliance by 24.12.2021.

DA: As above.


(Praveen Kumar)
Director Estt.(L.L.)
Railway Board

Copy for information and necessary action to:-

1. CMDs/MDs/Equivalent : IRCON, RITES, RVNL,DFCCIL, CONCOR, CRIS,IRCTC, IRFC, KRCL, MRVC, RCIL, Burn Standard, Braithwaite, NHRCL, RLDA
2. Directors of All CTIs (IRICEN, IRIEEN, IRIMEE, IRISSET, IRITM.
Zonal Railway Training Institute, Sukadia Circle, Udaipur).
3. PED(Accounts), OSD (Accounts),EDCE(G), ED(EnHM), JS, Director (GA), Railway Board.



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Observance of Vigilance Awareness Week
from 26th October to 1st November 2021
with the theme

"Independent India @ 75: Self Reliance with Integrity:
स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)

D.O. No. Vig.II(02)2021/

Date: 27 OCT 2021

जितेन्द्र खरे, आई.टी.एस.
मुख्य सतर्कता अधिकारी
JITENDRA KHARE, ITS
Chief Vigilance Officer

Sir,

I am writing to you in the context of a recent media news, wherein a company which provides manpower services to several Government Departments and Agencies, including the NWR of Indian Railways, has siphoned off contract workers' dues to the tune of 150 crores. Allegedly the company used to claim a higher bill amount from the Government departments/agencies as dues in the name of contract employees but deposited lesser amount with EPFO by manipulating details of contract employees and their wages.

As you may be aware, the Employees' Provident Fund & Misc Provisions Act, 1952 (the Act for brevity) provides for social security benefits in the form of Provident Fund, Pension to the retired, permanently disabled employees, widow/widower/children/orphan/dependents of deceased employees and life insurance coverage to the employees of the covered establishments.

It is understood that the Railways and its undertakings/subordinate offices, as principal employer, are engaging workers through contractors for various office work including watch & ward, housekeeping/cleaning & maintenance etc. In all such instances, employer's liability due under the Act (13% of wages of contract employees) is being paid to the contractor concerned and the contractors are required to report EPF compliance in r/o Universal Account Number (UAN) of their workers through Electronic-Challan-cum-Return (ECR). The EPF Scheme, 1952 has legally codified the responsibilities of principal employer in Para 30(3) of Scheme which states, "It shall be the responsibility of the principal employer to pay both the contribution payable by himself in respect of employees directly employed by him and also in respect of employees employed by or through a contractor and also administrative charges".

Till now, the Principal Employer had to depend on the physical copies of ECR from the contractors to ascertain compliance made by the contractors which was susceptible to the manipulations and forgery.

From 04.03.2021, electronic facility is deployed on EPFO's Unified Portal - <https://unifiedportal-emp.epfindia.gov.in/epfo/> for Principal Employers to view EPF compliance of their contractors and contract workers registered with EPFO. Even the Principal Employers like departments and undertakings under Ministry of Railways which are not covered with EPFO can register on above Portal with their Income Tax TAN to use the facility. On adding contractors & UANs of contract workers, the contract employee (UAN) wise remittance made by contractors through ECR for any wage month during tenure of contract can be viewed through login of the Principal Employer.

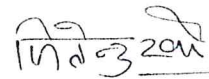


A write up on the procedure of registration as principal employer, adding contractor and employee details, compliance view dashboard for employers is attached as Annexure-A.

I would therefore request you to impress upon all the divisions, subordinate/ attached offices and undertakings/corporations under Ministry of Railways to make use of the Principal employer facility. This will not only ensure that the social security benefits are extended to all the eligible contract employees but also act as a preventive vigilance tool to address such malpractices by the contractors.

Regards,

Yours sincerely,



[Jitendra Khare]

27-10-2022

Encl: As above.

To

Shri Ramesh Kumar Jha
Principal Executive Director Vigilance
Room No. 529, Rail Bhawan
New Delhi 110001





कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भिकाजी कामा प्लेस, नई दिल्ली-110 066.
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

No. C-I/011(16)2020-21/ABRY/1179

Date: 01.02.2021

To,

All Addl. CPFCs in charge of Zones
All RPFCs in charge of Regional Offices
All OICs in charge of District Offices

Sub: Deployment of electronic facility at Employer Interface of EPFO's Unified Portal for Principal Employers to view EPF compliances of their Contractors & contract workers.

Sir,

The EPF & MP Act, 1952 defines employee u/s 2 (f) as any person who is employed for wages in any kind of work, manual or otherwise, in or in connection with the work of an establishment, and who gets his wages directly or indirectly from the employer and includes any person employed by or through a contractor in or in connection with the work of the establishment.

Many employers outsource business processes of their establishment to contractors and also engage workers in or in connection with the work of the establishment by or through contractors and in such cases employer's liability under EPF & MP Act, 1952 is payable by the Principal employers. The contractors are registered independently as establishment with EPFO and they are required to report EPF compliance in r/o workers provided to their Principal Employers through ECRs. The UANs of the workers and the attendance / wage payment records are verified by the Principal employers to settle the claims.

Now with deployment of aforesaid facility,

1. EPFO registered employers engaging employees by or through contractor(s) can add the details of contractor(s), contract amount, tenure & UANs of contract employees at Employer Interface of EPFO's Unified Portal: <https://unifiedportal-emp.epfindia.gov.in/epfo/>

Principal Employers not registered with EPFO can register on above Portal with Income Tax TAN to receive Login/password for adding details of their contractors & contract workers.

2. On adding contractor's & employees details, principal employer can view through their login the employee wise remittance made by contractors through ECR for any wage month during tenure of contract.
3. Principal employer can view whether the employer's share of EPF contributions (13% of contract worker's wages) paid by the principal employer has been remitted by the contractor in r/o all contract workers or not.

Pg. 2

The facility ensures ease of compliance with provisions of Sec 8A of the Act read with Para 30 and 32 of the EPF Scheme, 1952 by Principal employers and compliance to provisions of Para 36-B of the EPF Scheme, 1952 by the contractor establishments and extension of membership of Scheme and remittance of contributions in respect of all contract workers.

A write up on the procedure of registration as principal employer, adding contractor and employee details, compliance dash board for employers is attached for clarity and guidance of the Principal employers and contractor establishments.

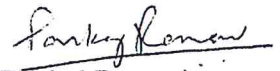
The Zonal Offices and Regional Offices shall conduct webinars with major establishments engaging services of contract employees and major manpower suppliers to disseminate information for ease of compliance and enrollment of all contract workers as members of Schemes and timely remittance of their contributions. A Power point presentation on the facility is attached for use in the webinars.

Any doubts or queries regarding the facility may be addressed to the DD (IS) at NDC through email on harsh.kaushik@epfindia.gov.in.

(This issues with the approval of the Central Provident Fund Commissioner)

Encl: As above

Yours faithfully



(Pankaj Raman)

Addl. CPFC (Compliance)

Facility for Principal Employer to view compliances of their employees engaged by or through Contractors

A new facility has been added in the login of all employers to declare their Contractors (registered with EPFO) and the period of contract so that they as Principal employers may through their login view & monitor the compliance in respect of their contract employees reported in ECR by their contractors.

Under the EPF & MP Act, 1952 the definition of employee in section 2 (f) includes a person employed indirectly by or through a contractor.

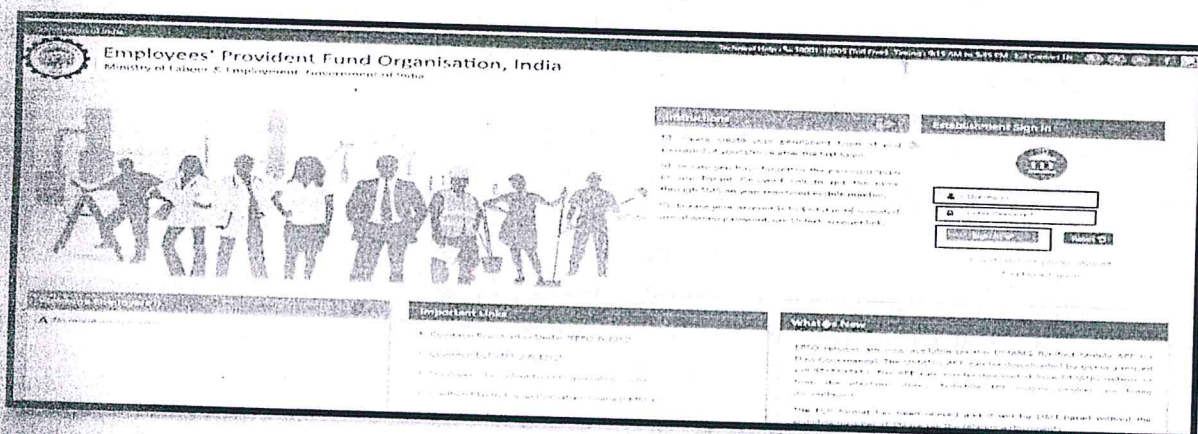
With this facility, Principal Employers can view the amount of wages on which the EPF dues have been remitted by the contractor as compared to the wages and EPF employer's share paid to contractor under the contract.

Benefit schemes of PMRPY & ABRY are being operated by the Central Government under which contractor as independently registered estts claim the Employee's and Employer's Share of EPF contributions from Central Government.

Now Principal Employers through this facility can view such benefits claimed from Central Govt. by their contractors in respect of their contract employees & regulate their payments to contractor accordingly.

PROCESS FLOW FOR PRINCIPAL EMPLOYER (who are registered as establishment with EPFO) AND CONTRACTOR FUNCTIONALITIES

- ❖ URL: Enter the URL in URL Bar <https://unifiedportal-emp.epfindia.gov.in/epfo/>.
- ❖ The link for both Principal Employer and Contractor are inside the login of each establishment covered under EPF & MP Act.



For a Principal Employer

Adding a Contractor

❖ Use the Menu Establishment>>Contractor

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

Home Member Payments Dashboards User Admin Online Services

Alert's
A. You have alerts in your account. Click here
B. You have alerts in your account. Click here
C. You have alerts in your account. Click here
D. You have alerts in your account. Click here

VIEW PROFILE
EMPLOYER PROFILE
ST. MARV'S SCHOOL
Ext. Id
EPI
PAN
PF
Pension
EDLI
National Industrial Classification Code (NIC)
Address
PF Office

What's New
CONTRACTOR

❖ Here Principal Employer can add new contractor through 'Add New Contractor' Link. Click on the link.

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What's New
ADD NEW CONTRACTOR

- ❖ After clicking on the **add new contractor** link. A new page will be displayed. Now Enter 'Establishment ID' of Contractor and click the search link. (Click of this search is necessary to display the name of contractor establishment else Submit Button will give error message).
- ❖ Name of the contractor establishment will be displayed. In case the name displayed shows that a wrong id was entered, enter the correct id and search to display.
- ❖ Enter 'Contract start date' (mandatory), 'Contract end date' (if available), and Upload 'Work order' file (pdf file upto 2 MB only) then click on the 'Submit' button. **Of the work order relevant or first page that shows the name of contractor and period of contract is sufficient to upload.**

EMPLOYEES' PROVIDENT FUND ORGANISATION INDIA
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Home Member Establishment Payments Dashboard User Admin Online Services ASRY

Contractor Details Add New Contractor Upload Monthly Details of Contractor Employees Compliance Dashboard

Add Contractor

Establishment ID *

Establishment Name *

Contract Start Date *

Contract End Date *

Work Order *

Choose File (Max Size: 100KB)

Submit

- ❖ After a new contractor is added, contractor details page will be displayed. Here principal employer can see the details of all added contractors in the grid. However if the Principal Employer finds that he has added a wrong establishment he can delete the added contractor establishment.
- ❖ The fact of adding a contractor by a Principal Employer will be immediately displayed in the login of the Contractor with the name and code number of the Principal Employer.

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

Home Member Establishment Payments Dashboard User Admin Online Services ASRY

Contractor Details Add New Contractor Upload Monthly Details of Contractor Employees Compliance Dashboard

Contractor selected was: **ABC**

Upload Monthly Details of Contract Employee

Contractor	Wage month	File	Status
ABC	Jan 2023	File	ACTIVE

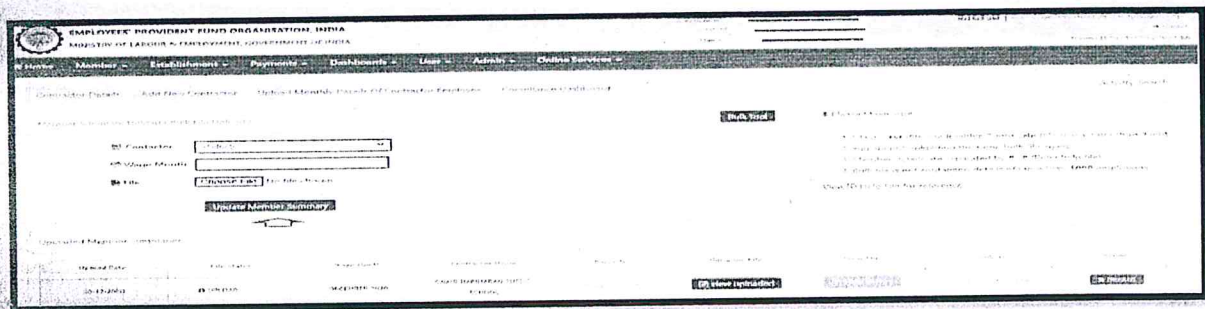
View Help file for reference

- Once the Principal Employer has added a contractor, he will be able to view the compliance in respect of the contract employees working for it during the contract period through the following process:

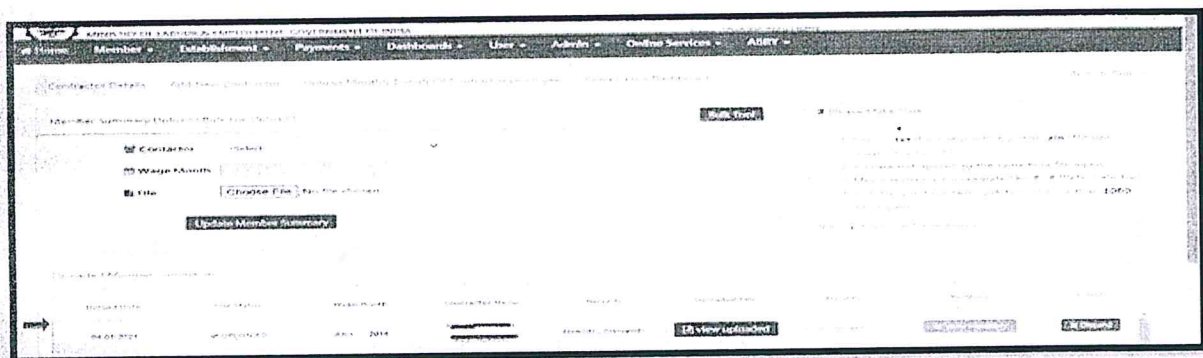


Upload Monthly Details of Contract Employee

- ❖ Through 'Upload Monthly Details of Contract Employee' link, principal employer can upload the following details:
- ❖ Select the 'Contractor' from list, select 'Wage month' and 'File' from 'Choose File' button (File should contain UAN, Name of contract employee, his wages on which payment made to the contractor and number of working days. Details of wages and number of working days is not mandatory. For knowing the format of the upload file click on button 'View Help file for reference').
- ❖ Upload of the wages will help the Principal Employer to compare the wages on which the contractor has actually paid the PF dues.
- ❖ Only those months can be selected which fall under the period of contract.



- ❖ After press of 'Update Member Summary', the details will be shown in grid 'Uploaded Member Summaries'.



View the compliance by the Contractor

- ❖ 'Compliance Dashboard' is available for principal employer to check payment status of contractor employees.

The screenshot shows the 'Compliance Dashboard' for the contractor 'ABC Contractor'. The dashboard displays the following data:

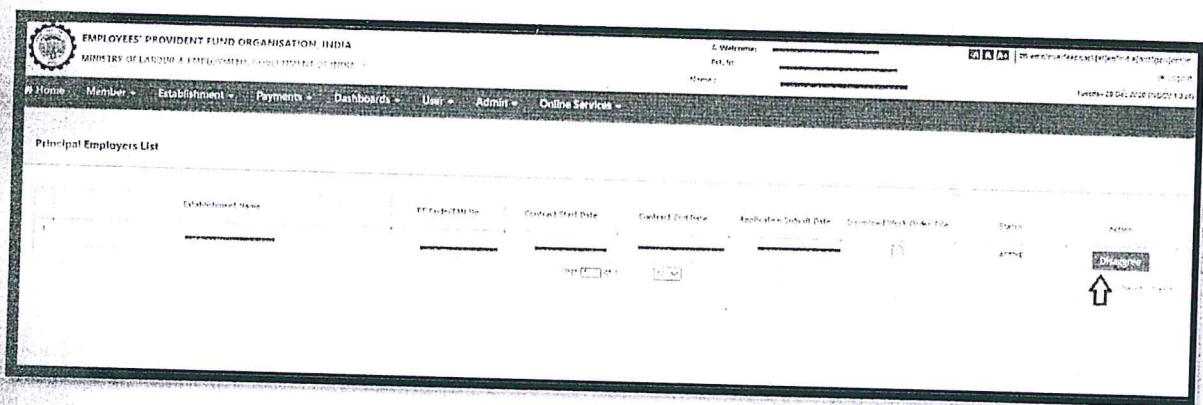
Contractor Name	Contractor Address	Contractor Phone	Wage Amount	Wage Frequency	Wage Date	Compliance Status
ABC Contractor	123 Main St, New Delhi	98765 43210	10000	Monthly	01/07/2019	Compliant

It will display the data if the contractor has uploaded or paid the ECR and the wages on which the payment is made. It will also show the amount of Government subsidy under a Scheme.

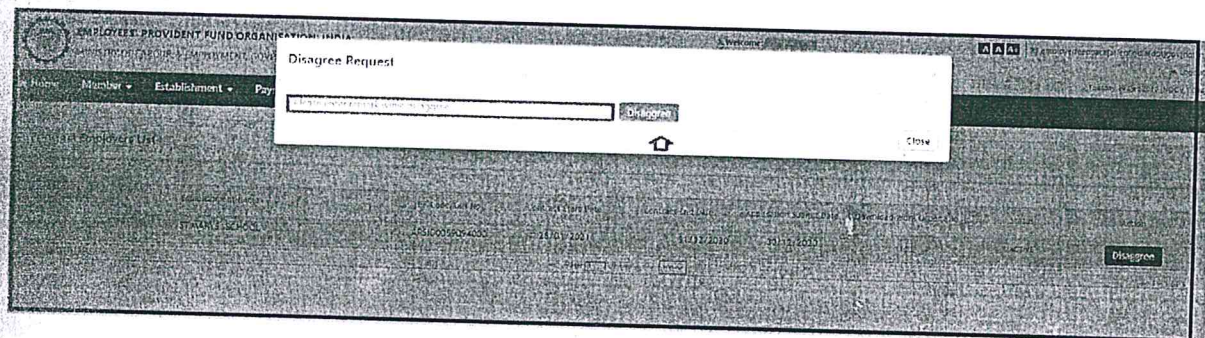
IN THE LOGIN OF A CONTRACTOR ESTABLISHMENT

After login, click on **Establishment** menu & submenu will be displayed. Click on **principal employer** Link.

- ❖ In case any Principal Employer has added the establishment as a contractor, the details will be visible.
- ❖ The contractor can see the period of contract and the copy of the work order.
- ❖ In case he finds that there is some error in the period of contract or that he has never been a contractor for the establishment, he can disagree and record his remarks.



- ❖ Clicking on Disagree Button, a new popup window will display. Enter the disagree content & click on the disagree button.

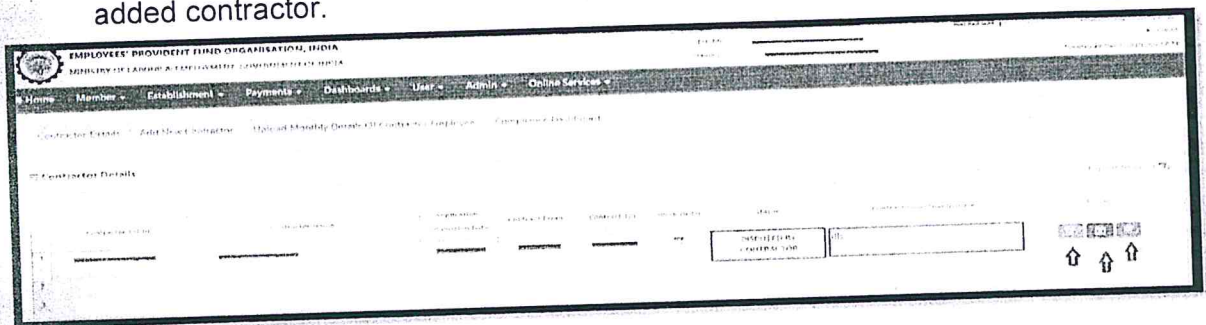


On submit, the fact of disagreement will be immediately displayed in the login of the Principal Employer.

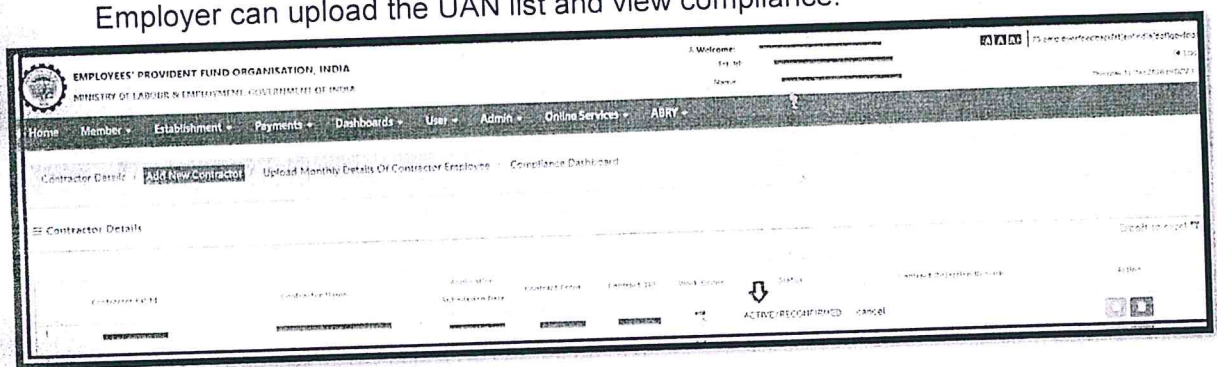
The Principal Employer can agree with the dispute and delete the details if the establishment was not his contractor or edit the period if it was wrongly entered. However, the Principal Employer can also Reconfirm the fact. Then no further dispute can be raised. The fact of reconfirmation means that the Principal Employer is confirming that he has hired the contractor and thus is taking the responsibility for the contract employees through this contractor.

RESOLUTION OF DISAGREEMENT BY PRINCIPAL EMPLOYER AGAINST CONTRACTOR'S OBSERVATION

- ❖ The list of contractors added may be opened through the Establishment>>Contractor link.
- ❖ In case the Contractor Establishment has disputed the fact of adding him as a contractor, the status of contractor in the list will be displayed as Disputed by Contractor and the Remarks made by him will also be displayed.
- ❖ Three option buttons are available under Action. **Edit, Delete and Reconfirm.**
- ❖ **Edit Button:** Through edit button, principal employer can edit contract date and work order file of the contractor.
- ❖ **Delete Button:** Through delete button, principal employer can delete the record of added contractor.



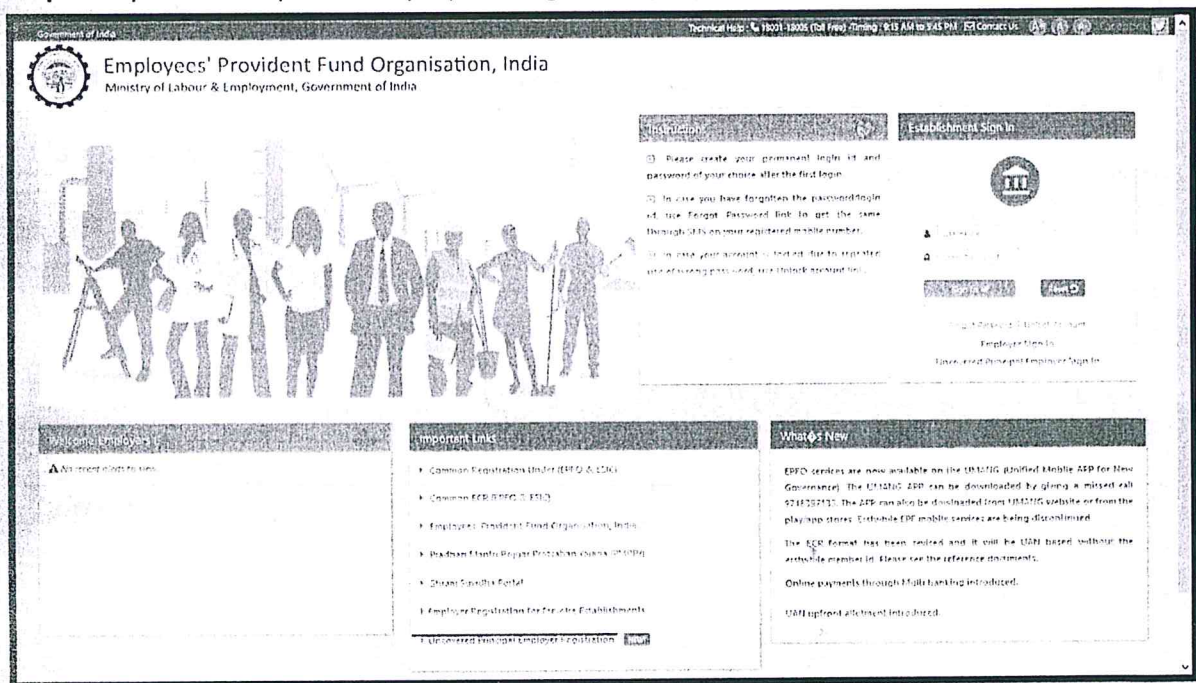
- ❖ **Reconfirm:** If the Principal Employer finds the dispute by the Contractor to be wrong and that he has added correct establishment with correct period, he can Re-confirm and that will make the status of the Contractor Active/Reconfirmed and thereafter no further dispute can be raised by the contractor. The Principal Employer can upload the UAN list and view compliance.



Registration of a principal employer not covered under the EPF and MP Act
1952 & not registered with EPFO

- Such Principal Employers like the Railways, CPWD, Government Departments can also utilize the facility for viewing the compliance by their contractors and can know of the exact amount of subsidy received against their contract workers.
- Such Principal Employers are not required to take a PF Registration Number.
- They can register themselves for this purpose through their TAN.
- This also facilitates bigger Principal Employers to have registrations by each if the DDO who are having the TAN for the Unit to register and add the contractors. So bigger Organisations like Railways will not have any issue since each unit may have a separate TAN.
- No registration number is required since the TAN will be the user id for login post registration.
- Application process is simple and based on TAN and the applicant needs only to know the NIC Classification of its Organisation.

Step1: <https://unifiedportal-emp.epfindia.gov.in/epfo/>



Step 2: Important links>>Uncovered Principal Employer Registration

Employees' Provident Fund Organisation, India
Ministry of Labour & Employment, Government of India

Register/Uncovered Principal Employer

Figure 1: Register/Uncovered Principal Employer

TAN *	Establishment Name *
Address Line 1 *	Address Line 2 *
City *	State *
District *	Pin Code *
Authorized Person Name *	Authorized Person Designation *
Mobile Number *	Email *
For National Industrial Classification Code (NIC - 2008)	
Section *	Division *
Group *	Class *
Subclass *	
First Password *	
Password *	Confirm Password *

Enter Captcha *

After successful registration user id is same as TAN and password is same as set at the time of registration.

Step 3: Log in using user id and password using link uncovered Principal Employer 'Sign In'

Step 4: After login, process flow is same as principal employer covered under the EPF and MP Act.

The authorized person who has applied will have the facility to change the mobile , e-mail id and also the name of the Authorised Person against the registration in case of his transfer.