

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.



The screenshot displays the website for the Employees' Provident Fund Organisation, India, Ministry of Labour & Employment, Government of India. The page features a navigation bar with the EPFO logo and the text 'Employees' Provident Fund Organisation, India'. Below the navigation bar is a large banner image showing silhouettes of workers and professionals. The main content area is divided into several sections: 'Instructions' (with three numbered points), 'Establishment Sign In' (with fields for Username and Enter password, and buttons for Sign In and Reset), 'Welcome Employers !!' (with a message 'No recent alerts to view.'), 'Important Links' (with links to Common Registration Under (EPFO & ESIC), Common ECR (EPFO & ESIC), Employees' Provident Fund Organisation, India, and Pradhan Mantri Rojgar Protsahan Yojana (PMRPY)), and 'What's New' (with text about EPFO services being available on the UMANG app and the ECR format being revised).

For a Principal Employer

Adding a Contractor

- ❖ Use the Menu **Establishment>>Contractor**

The screenshot shows the EPFO India website interface. The top navigation bar includes 'Home', 'Member', 'Establishment', 'Payments', 'Dashboards', 'User', 'Admin', and 'Online Services'. The 'Establishment' menu is open, displaying a list of options: VIEW PROFILE, EXEMPTED RETURNS, CONTACT DETAILS, VIEW ADDRESS, DSC / E-SIGN, FORM-5A, BRANCHES(FORM 2A), DOWNLOAD PDFS, MEMBER LOCATION MAPPING, MODIFY ESTABLISHMENT DETAILS, E-INSPECTION NOTICE, PMGKY BANK ACCOUNT REGISTRATION, PRINCIPAL EMPLOYERS, and **CONTRACTOR**. A red arrow points to the 'CONTRACTOR' option. The right sidebar shows the 'Employer Profile' for 'ST.MARYS SCHOOL' with fields for Est. Id, LIN, PAN, PF, Pension, EDLI, National Industrial Classification Code (NIC), Address, and PF Office.

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

The screenshot shows the EPFO India website interface with the breadcrumb navigation path: Contractor Details / **Add New Contractor** / Upload Monthly Details Of Contractor Employee / Compliance Dashboard. The 'Add New Contractor' link is highlighted with a red arrow. The page title is 'Contractor Details'.

- ❖ 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.**

The screenshot shows the 'Add Contractor' form in the EPFO portal. The form has the following fields:

- Establishment ID *
- Establishment Name *
- Contract Start Date *
- Contract End Date *
- Work Order *

There is a 'Choose File' button for the Work Order field, which currently shows 'No file chosen'. A 'Submit' button is located at the bottom of the form.

- ❖ 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.

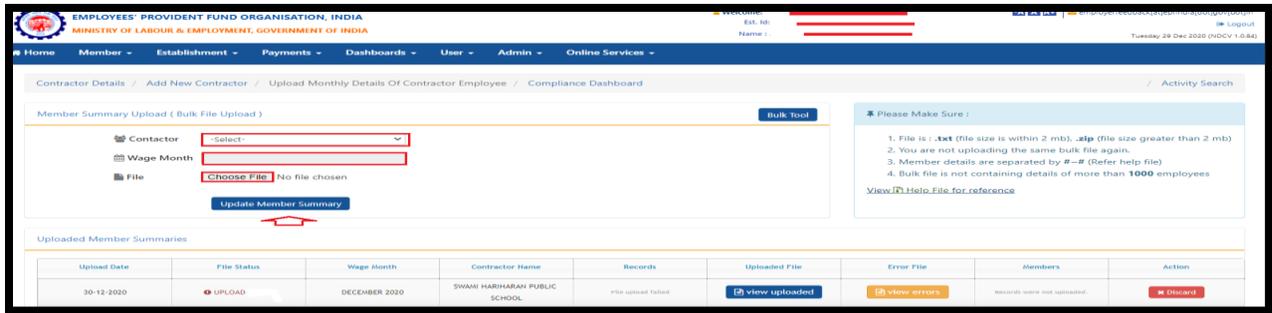
The screenshot shows the 'Contractor Details' page. A green message at the top says 'Contractor added successfully.' Below it is a table with the following data:

Contractor Est. Id	Contractor Name	Application Submission Date	Contract From	Contract Till	Work Order	Status	Contract Rejection Remark	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	ACTIVE	--	[Icons]

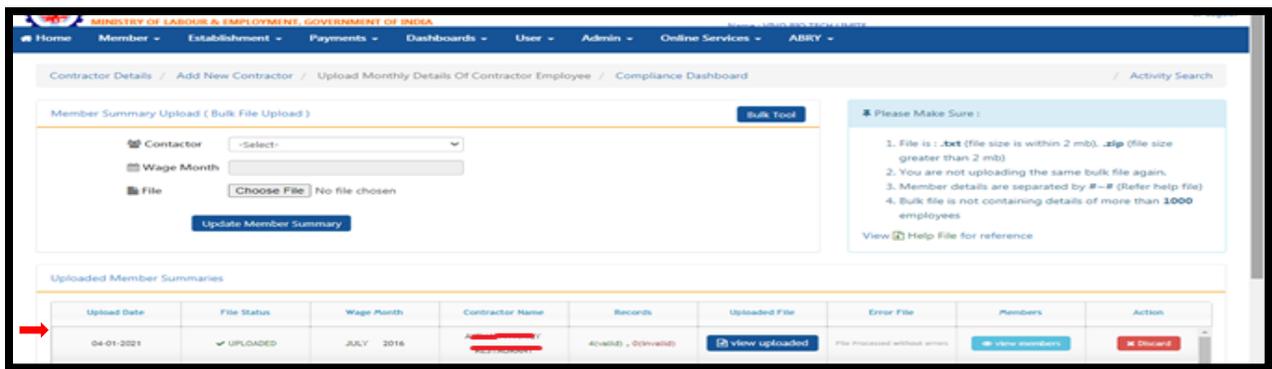
- Once the Principal Employer has added a contractor, he will be able to view the compliance in respect of the contract employees working for it during the contract period through the following process:

➤ **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.

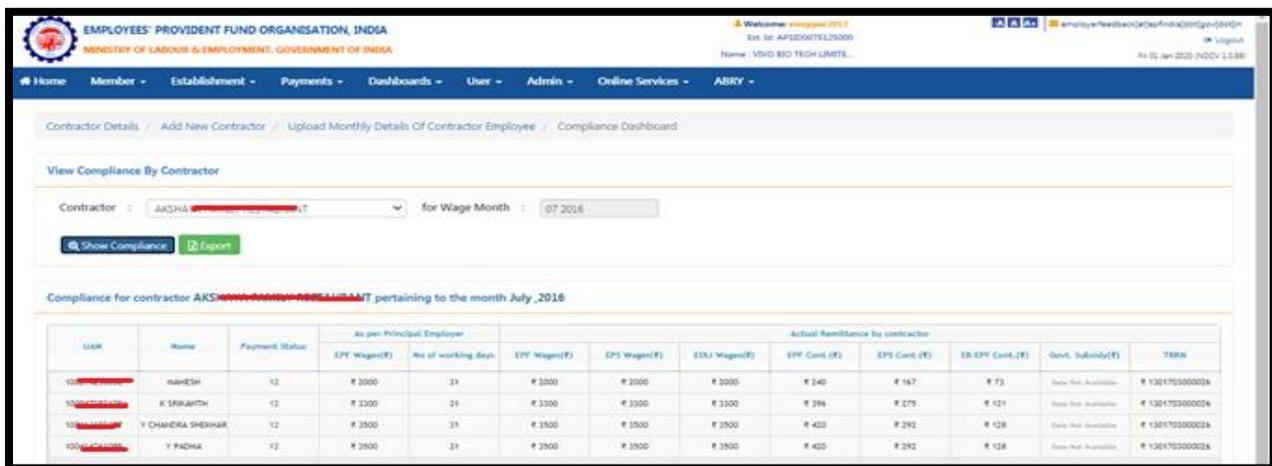


- ❖ After press of 'Update Member Summary', the details will be shown in grid 'Uploaded Member Summaries'.



View the compliance by the Contractor

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

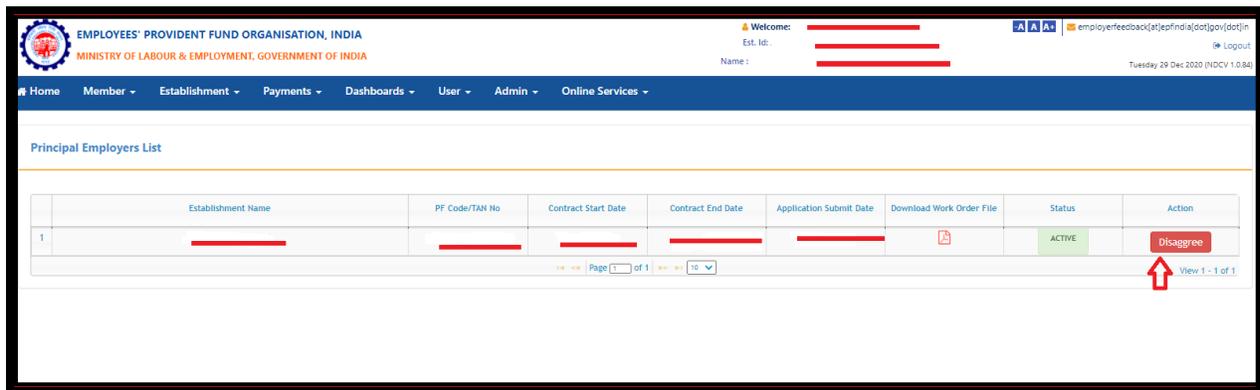


It will display the data if the contractor has uploaded or paid the ECR and the wages on which the payment is made. It will also show the amount of Government subsidy under a Scheme.

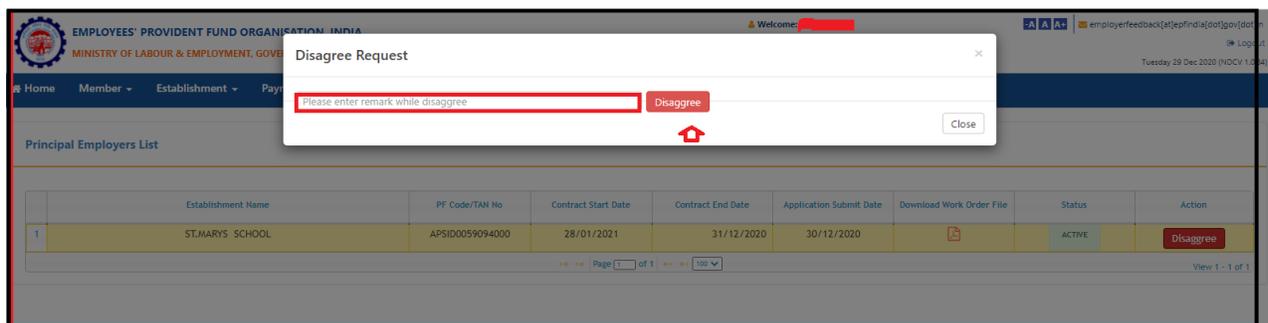
IN THE LOGIN OF A CONTRACTOR ESTABLISHMENT

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

- ❖ 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.

The screenshot shows the 'Contractor Details' page in the EPFO portal. The table below represents the data visible in the interface:

Contractor Est Id	Contractor Name	Application Submission Date	Contract From	Contract Till	Work Order	Status	Contract Rejection Remark	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	DISPUTED BY CONTRACTOR	[Redacted]	Edit Delete Reconfirm
2								Edit Delete Reconfirm
3								Edit Delete Reconfirm

- ❖ **Reconfirm:** If the Principal Employer finds the dispute by the Contractor to be wrng 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.

The screenshot shows the 'Contractor Details' page after the contractor has been reconfirmed. The table below represents the data visible in the interface:

Contractor Est Id	Contractor Name	Application Submission Date	Contract From	Contract Till	Work Order	Status	Contract Rejection Remark	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	ACTIVE/RECONFIRMED	cancel	Edit Delete

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/>

The screenshot shows the homepage of the Employees' Provident Fund Organisation (EPFO) India. The header includes the Government of India logo and the EPFO logo. The main navigation bar has 'Establishment Sign In'. The central content area is divided into 'Instructions' and a sign-in form. The 'Instructions' section provides three key points: creating a permanent login ID and password, using the 'Forgot Password' link for forgotten credentials, and using the 'Unlock account link' for locked accounts. The sign-in form includes fields for 'Username' and 'Enter Password', along with 'Sign In' and 'Reset' buttons. Below the main content, there are three sections: 'Welcome Employers !!' (no alerts), 'Important Links' (listing various services like Common Registration, ECR, PMRPI, Shram Suvidha, and Uncovered Principal Employer Registration), and 'What's New' (announcing EPFO services on the UMANG app and revised ECR format).

Step 2: Important links>>Uncovered Principal Employer Registration

Government of India
 Technical Help : 18001-18005 (Toll Free) - Timing : 9:15 AM to 5:45 PM
 Contact Us

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

Register Uncovered Principal Employer

Home / Register Uncovered Principal Employer

Establishment Details

TAN * Establishment Name *

Address Line 1 * Address Line 2

City * State *

District * Pin Code *

Authorized Person Name * Authorized Person Designation *

Mobile Number * Email *

National Industrial Classification Code (NIC - 2008)

Section * Division *

Group * Class *

Subclass *

Set Password

Password * Confirm Password *

Captcha

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.