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EMPLOYEES' PROVIDENT FUND ORGANISATION

[Ministry of Labour, Govt. of India]
REGIONAL OFFICE : MUMBAI - I
Bhavishya Nidhi Bhavan, 341, Bandra (East), Mumbai - 400 051

No.MH/PF/BAN/MH/20/4

Date : 23/09/2009

To,

The Manager,
ESTRELLA BATTERIES LTD,
PLOT NO.1 DHARAVI ROAD,
MATUNGA,MUMBAI-400019

Sub : 100% Data Entry of Form 5/9 and Form 2 - Reg.

Sir,

This office has constantly endeavoured to ensure customer satisfaction by ensuring speedy settlement of claims and timely issuance of annual account statements. It will be appreciated that achievement of this noble objective is dependent upon the availability of the member details through submission of basic forms like Form-9(R), Form-2(R), Form-3(PS),Form-1(IF).

Though the various returns like Form-9, Form-2(R) etc. have been submitted by you in past, there are critical gaps in the data. In an effort to fill these gaps and have an error free and complete database, this office has embarked upon an exercise to capture the details in respect of all the subscribers of your establishment.

To facilitate the submission of necessary data, Head Office has provided the data structure so that data can be furnished in soft copy. The data in soft copy is to be provided in the form of CSV(Comma Separated Value) files in the text [(ASCII) format]. The data structure for obtaining the data in soft copy with relevant instructions is available at EPF website - www.epfindia.nic.in in the Circular / Order section Sr.No.31 and for software

click in our homepage where written as "Attention Employers : Software for submission of employee details to E.P.F.O. - Download Software."

It is requested that the required data in soft copy should be forwarded to this office within 15 days of successful completion of this exercise of critical and supreme importance.

Yours faithfully

Sd/-

[P. K. TIWARI]

Regional Provident Fund Commissioner (II)

MEMBERS DETAILS (FORM-9 FORM-3 FORM-10) A-1

Field	Field Name	Type	Width	Field Description	Remarks
1	EST_CODE	Numeric		6: Estt. Code	Mandatory
2	EST_EXTN	Character		1: Estt. Extn	If Estt. is avl. Then this field should not be blank
3	EMP_NO	Numeric		6: Employee No	Mandatory
4	EMP_NAME	Character		40: Employee Name	Mandatory
5	SEX	Character		1: Sex (M-Male, F-Female)	Mandatory
6	DOB	Date		8: Date of Birth (DDMMYYYY)	Mandatory
7	AGE	Numeric		3: In case DOB is not available in DDMMYYYY format then age should be entered	Mandatory
8	JAGE_YR	Numeric		4: In case AGE entered, then base year for Age should be provided	If DOB is blank then this field should not be blank
9	MARITAL_S	Character		1: Marital Status (M-Married, B-Bachelor, S-Spinner, W-Widow/Widower)	If DOB is blank then this field should not be blank
10	NATIONALITY	Character		10: Nationality of the Member eg. Indian	Mandatory
11	F_NAME	Character		40: Father/husband's Name	Mandatory
12	P_ADDR1	Character		20: Permanent Address1	Mandatory
13	P_ADDR2	Character		20: Permanent Address2	Mandatory
14	P_CITY	Character		15: Permanent city	Mandatory
15	P_DIST	Character		15: Permanent District	Mandatory
16	P_STATE	Character		2: State Code (List Attached)	Mandatory
17	P_PIN	Numeric		6: Permanent Pin	Mandatory
18	T_ADDR1	Character		20: Present Address1	Mandatory
19	T_ADDR2	Character		20: Present Address2	Mandatory
20	T_CITY	Character		15: Present City	Mandatory
21	T_DIST	Character		15: Present District	Mandatory
22	T_STATE	Character		2: State Code (List Attached)	Mandatory
23	T_PIN	Numeric		6: Present Pin	Mandatory
24	RELIGION	Character		20: Religion H-Hindu, M-Muslim	Mandatory
25	DOJ_EPF	Date		8: Date of Joining in EPF (DDMMYYYY)	Mandatory
26	DOJ_FPS	Date		8: Date of Joining in FPS/71 (DDMMYYYY)	Mandatory
27	DOJ_EPS	Date		8: Date of Joining in EPS/95 (DDMMYYYY)	Mandatory
28	DT_EXIT	Date		8: Date of Exit (DDMMYYYY)	Mandatory
29	REASON_X	Character		1: Reason for Exit (S-Superannuation, R-Retirement, C-Cessation, D-Death, P-Disablement)	In case of Exit member this information if Mandatory
30	STD_CODE	Character		5: STD code	In case of Exit member this information if Mandatory
31	TELEPHONE	Character		15: Telephone Number	
32	MOBILE	Numeric		15: Mobile Number	
33	EMAILID	Character		50: E-Mail ID	
34	BANK_ACNO	Character		20: Bank Account No	
35	BANK_NAME	Character		25: Name of the Bank	
36	BRANCH_CODE	Character		20: Branch Code	

MEMBERS DETAILS (FORM-9 FORM-5 FORM-10) A-1

Field	Field Name	Type	Width	Field Description	Remarks
1	EST_CODE	Numeric	6	Est. Code	Mandatory
2	EST_EXTN	Character	1	Est. Extn	If Estn is avl. Then this field should not be blank
3	EMP_NO	Numeric	6	Employee No	Mandatory
4	EMP_NAME	Character	40	Employee Name	Mandatory
5	SEX	Character	1	Sex (M-Male, F-Female)	Mandatory
6	DOB	Date	8	Date of Birth (DDMMYYYY)	If DOB is blank then this field should not be blank
7	AGE	Numeric	3	In case DOB is not available in DDMMYYYY format then age should be entered	If DOB is blank then this field should not be blank
8	BIAGE_YR	Numeric	4	In case AGE entered, then base year for Age should be provided	
9	MARITAL_S	Character	1	Marital Status (M-Married, B-Bachelor, S-Spinster, W-Widow/Widower)	Mandatory
10	NATIONALITY	Character	10	Nationality of the Member eg. Indian	Mandatory
11	IF_NAME	Character	40	Father/Husband's Name	Mandatory
12	P_ADDR1	Character	20	Permanent Address1	Mandatory
13	P_ADDR2	Character	20	Permanent Address2	Mandatory
14	P_CITY	Character	15	Permanent City	Mandatory
15	P_DIST	Character	2	State Code (List Attached)	Mandatory
16	P_STATE	Character	6	Permanent Pin	Mandatory
17	P_PIN	Numeric	20	Present Address1	Mandatory
18	T_ADDR1	Character	20	Present Address2	Mandatory
19	T_ADDR2	Character	15	Present City	Mandatory
20	T_CITY	Character	15	Present District	Mandatory
21	T_DIST	Character	2	State Code (List Attached)	Mandatory
22	T_STATE	Character	6	Present Pin	Mandatory
23	T_PIN	Numeric	20	Religion (H-Hindu, M-Muslim)	Mandatory
24	RELIGION	Character	8	Date of Joining in EPF (DDMMYYYY)	Mandatory
25	DOJ_EPF	Date	8	Date of Joining in EP571 (DDMMYYYY)	Mandatory
26	DOJ_FPS	Date	8	Date of Joining in EP595 (DDMMYYYY)	Mandatory
27	DOJ_EPS	Date	8	Date of Exit (DDMMYYYY)	In case of Exit member this information if Mandatory
28	DT_EXIT	Date	6	Reason for Exit (S-Superannuation, R-Retirement, C-Cessation, D-Death, P-Disablement)	In case of Exit member this information if Mandatory
29	REASON_X	Character	1	STD code	
30	STD_CODE	Character	5	Telephone Number	
31	TELEPHONE	Character	15	Mobile Number	
32	MOBILE	Numeric	50	E-Mail ID	
33	EMAILID	Character	20	Bank Account No.	
34	BANK_ACNO	Character	25	Name of the Bank	
35	BANK_NAME	Character	20	Branch Code	
36	BRANCH_CODE	Character	20		

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MEMBERS DETAILS A-II

Field	Field Name	Type	Width	Field Description	Remarks
1	EST_CODE	Numeric	6	Est. Code	Mandatory
2	EST_EXTN	Character	1	Est. Extn	If Extn is avl. Then this field should not be blank
3	EMP_NO	Numeric	6	Employee No	Mandatory
4	EMP_NAME	Character	40	Employee Name	Mandatory
5	P_ADDR1	Character	20	Permanent Address1	Mandatory
6	P_ADDR2	Character	20	Permanent Address2	Mandatory
7	P_CITY	Character	15	Permanent city	Mandatory
8	P_DIST	Character	15	Permanent District	Mandatory
9	P_STATE	Character	2	State Code (List Attached)	Mandatory
10	P_PIN	Numeric	6	Permanent Pin	Mandatory
11	T_ADDR1	Character	20	Present Address1	
12	T_ADDR2	Character	20	Present Address2	
13	T_CITY	Character	15	Present City	
14	T_DIST	Character	15	Present District	
15	T_STATE	Character	2	State Code (List Attached)	
16	T_PIN	Numeric	6	Present Pin	
17	RELIGION	Character	20	Religion	
18	STD_CODE	Character	5	STD code	
19	TELEPHONE	Character	15	Telephone Number	
20	MOBILE	Numeric	15	Mobile Number	
21	EMAILID	Character	50	E-Mail ID	
22	BANK_ACNO	Character	20	Bank Account No.	
23	BANK_NAME	Character	25	Name of the Bank	
24	BRANCH_CODE	Character	20	Branch Code	
25	CONTHIGHERWAGESEPF_FLAG	Character	1	Contribution on higher wages in EPF [Y/N]	
26	CONTHIGHERWAGESEPF_DATE	Date	8	Date of Contribution on higher wages in EPF	
27	CONTHIGHERWAGESEPS_FLAG	Character	1	Contribution on higher wages in EPS [Y/N]	
28	CONTHIGHERWAGESEPS_DATE	Date	8	Date of Contribution on higher wages in EPS	
29	PH_FLAG	Character	1	Physically handicapped [Y/N]	
30	PH_DATE	Date	8	Physically handicapped Date	
31	PH_CERTIFICATE	Character	1	Physically Handicapped Certificate	

MEMBERS DETAILS A-II

Field	Field Name	Type	Width	Field Description	Remarks
1	EST_CODE	Numeric	6	Est. Code	Mandatory If Extn is avl. Then this field should not be blank
2	EST_EXTN	Character	1	Est. Extn	Mandatory
3	EMP_NO	Numeric	6	Employee No	Mandatory
4	EMP_NAME	Character	40	Employee Name	Mandatory
5	P_ADDR1	Character	20	Permanent Address1	Mandatory
6	P_ADDR2	Character	20	Permanent Address2	Mandatory
7	P_CITY	Character	15	Permanent city	Mandatory
8	P_DIST	Character	15	Permanent District	Mandatory
9	P_STATE	Character	2	State Code (List Attached)	Mandatory
10	P_PIN	Numeric	6	Permanent Pin	Mandatory
11	T_ADDR1	Character	20	Present Address1	
12	T_ADDR2	Character	20	Present Address2	
13	T_CITY	Character	15	Present City	
14	T_DIST	Character	15	Present District	
15	T_STATE	Character	2	State Code (List Attached)	
16	T_PIN	Numeric	6	Present Pin	
17	RELIGION	Character	20	Religion	
18	STD_CODE	Character	5	STD code	
19	TELEPHONE	Character	15	Telephone Number	
20	MOBILE	Numeric	15	Mobile Number	
21	EMAILID	Character	50	E-Mail ID	
22	BANK_ACNO	Character	20	Bank Account No.	
23	BANK_NAME	Character	25	Name of the Bank	
24	BRANCH_CODE	Character	20	Branch Code	
25	CONTHIGHERWAGESEPF_FLAG	Character	1	Contribution on higher wages in EPF [Y/N]	
26	CONTHIGHERWAGESEPF_DATE	Date	8	Date of Contribution on higher wages in EPF	
27	CONTHIGHERWAGESEPS_FLAG	Character	1	Contribution on higher wages in EPS [Y/N]	
28	CONTHIGHERWAGESEPS_DATE	Date	8	Date of Contribution on higher wages in EPS	
29	PH_FLAG	Character	1	Physically handicapped [Y/N]	
30	PH_DATE	Date	8	Physically handicapped Date	
31	PH_CERTIFICATE	Character	1	Physically Handicapped Certificate	

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FAMILY DETAILS A-III

Field	Field Name	Type	Width	Field Description	Remark
1	EST CODE	Numeric	6	Estt Code	Mandatory
2	EST_EXTN	Character	1	Estt Extn	If Extn is avl Then this field should not be blank
3	EMP_NO	Numeric	6	Employee No.	Mandatory
4	SERIAL	Numeric	40	Name of the Family members	Mandatory
5	NAME	Character	8	Date of Birth (DD/MM/YYYY)	If DOB is blank then this field should not be blank
6	DOB	Date	3	In case DOB is not available in DD/MM/YYYY then Age should be entered	If DOB is blank then this field should not be blank
7	AGE	Numeric	4	In case Age entered then base year for Age should be provided	Mandatory
8	AGE_YR	Numeric	1	M-male, F-Female	If Disabled then this field should not be blank
9	Sex	Character	1	Relation with the employee (W-Wife, H-Husband, S-Son, D-Daughter)	
10	RELATION	Character	1	Relation with the employee (W-Wife, H-Husband, S-Son, D-Daughter)	
11	DISABLED	Logical	1	1 Disabled (Y/N)	
12	ADDR1	Character	20	Address1	
13	ADDR2	Character	20	Address2	
14	CITY	Character	15	City	
15	DIST	Character	15	District	
16	STATE	Character	2	State	
17	PIN	Numeric	6	Pincode	

PENSION NOMINEE DETAILS A-IV

Field	Field Name	Type	Width	Field Description	Remark
1	EST_CODE	Numeric	6	Est. Code	Mandatory
2	EST_EXTN	Character	1	Est. Extn	If Extn is avl. Then this field should not be blank
3	EMP_NO	Numeric	6	Employee No	Mandatory
4	NAME	Character	40	Name of the Pension Nominee	Mandatory
5	SEX	Character	1	M-male, F-Female	Mandatory
6	DOB	Date	8	Date of Birth (DDMMYYYY)	If DOB is blank then this field should not be blank
7	AGE_YR	Numeric	3	In case DOB is not available in DDMMYYYY format then age should be entered	If DOB is blank then this field should not be blank
8	RELATION	Character	1	In Case AGE entered then base year for age should be provided	Mandatory
9	RELATION_OTH	Character	15	In Case AGE entered then base year for age should be provided	Mandatory
10	ADDR1	Character	20	Address1	
11	ADDR2	Character	20	Address2	
12	CITY	Character	15	City	
13	DIST	Character	15	District	
14	STATE	Character	2	State Code	
15	PIN	Numeric	6	Pncode	
16	MINOR	Logical	1	Minor (T/F) If True then guardian details should be provided	
17	G_NAME	Character	40	Guardian Name	If Minor then Guardian details should not be blank
18	G_REL	Character	1	Relation with the Pension Nominee (F-father, M-Mother, O-other)	If Minor then Guardian details should not be blank
19	G_ADDR1	Character	20	Guardian Address1	If Minor then Guardian details should not be blank
20	G_ADDR2	Character	20	Guardian Address2	
21	G_CITY	Character	15	Guardian City	
22	G_DIST	Character	15	Guardian Pncode	
23	G_STATE	Character	2	State Code	
24	G_PIN	Numeric	6	Guardian Pncode	
25	DT_NOMINATION	Date	6	Date of Nomination (DDMMYYYY)	

OMINEE DETAILS A-V

Field Name	Type	Width	Field Description	Remark
1: EST_CODE	Numeric	6	Est Code	Mandatory
2: EST_EXTN	Character	1	Est Extn	If Estn is ext. Then this field should not be blank
3: EMP_NO	Numeric	6	Employee No.	Mandatory
4: SERIAL	Numeric	1	Serial No. (In case of more than Nominees, Serial Should be 1, 2, 3, ...)	Mandatory
5: NAME	Character	40	Name of the PF Nominee	Mandatory
6: SEX	Character	1	M-Male, F-Female	Mandatory
7: DOB	Date	8	Date of Birth (DDMMYYYY)	If DOB is blank then this field should not be blank
8: AGE	Numeric	3	In case DOB is not available in DDMMYYYY format then Age should be entered	If DOB is blank then this field should not be blank
9: AGE_YR	Numeric	4	In case Age entered then base year for Age should be provided	Mandatory
10: RELATION	Character	1	Relation with the Employee (F-Father, M-Mother, W-Wife, S-Son, D-Daughter, O-Other)	Mandatory
11: RELATION_OTH	Character	15	In case Relation is given as O, i.e. Other, then name of the Relation should be filled in Relation_oth	
12: ADDR1	Character	20	Address1	
13: ADDR2	Character	20	Address2	
14: CITY	Character	15	City	
15: DIST	Character	15	District	
16: STATE	Character	2	State Code	
17: PIN	Numeric	6	Pincode	
18: SHARE	Numeric	3	% of Share	
19: MINOR	Logical	1	Minor (Y/N) If True then guardian details should be provided	If Minor then Guardian details should not be blank
20: G_NAME	Character	40	Guardian Name	If Minor then Guardian details should not be blank
21: G_REL	Character	1	Relation with the Pension Nominee (F-Father, M-Mother, O-other)	If Minor then Guardian details should not be blank
22: G_ADDR1	Character	20	Guardian Address1	
23: G_ADDR2	Character	20	Guardian Address2	
24: G_CITY	Character	15	Guardian City	
25: G_DIST	Character	15	Guardian Pincode	
26: G_STATE	Character	2	State Code	
27: G_PIN	Numeric	6	Guardian Pincode	

STATE CODE LIST A-VI

STATE CODE	STATE NAME
AP	ANDHRA PRADESH
AR	ARUNACHAL PRADESH
AS	ASSAM
BH	BIHAR
CG	CHATTISGARH
CH	CHANDIGARH
DL	DELHI
GA	GOA
GJ	GUJARAT
HP	HIMACHAL PRADESH
HR	HARYANA
JH	JHARKHAND
JK	JAMMU AND KASHMIR
KL	KERALA
KN	KARNATAKA
MG	MEGHALAYA
MH	MAHRASHTRA
MN	MANIPUR
MP	MADHYA PRADESH
MZ	MIZORAM
NL	NAGALAND
OR	ORISSA
PB	PUNJAB
PN	PONDICHERRY
RJ	RAJASTHAN
SK	SIKKIM
TN	TAMILNADU
TR	TRIPURA
UC	UTTARANCHAL
UP	UTTAR PRADESH
WB	WEST BENGAL
AN	ANDMAN & NICOBAR ISLAND
DD	DAMAN & DIU
DN	DADRA & NAGAR HAVELI
LD	LAKSHADWEEP