

# How to file EPFO-ESIC Common Returns at USSP?

## (Establishment/Establishment Representative)

### Introduction

The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN). The Portal also facilitates reporting of Inspections, and submission of Returns.

The software facilitates on-line preparation and submission of common monthly return for EPFO and ESIC on Shram Suvidha Portal. The Monthly EPFO/ESIC Return module is for Establishment Representative who submits the monthly EPFO/ESIC common return (ECR) for EPFO and ESIC enforcement agencies. The Establishment can file EPFO and ESIC return through a common online 'ECR' form. The web portal has also option to upload the ECR excel file into the Unified Portal.

### 1.1. Roles and Activities in ECR

User Role	Common Name	Activity
Establishment Representative	Establishment	<ul style="list-style-type: none"> <li>• Prepare ECR</li> <li>• Upload ECR excel file</li> <li>• Submit ECR</li> <li>• View acknowledgement</li> <li>• Track ECR status</li> </ul>

### 1.2. Prerequisites for filing ECR

There are certain required prior conditions need to be fulfilled by the establishment representative before filing establishment/employer ECR activities:

- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at [portal](#).
- The establishment representative must represent the LIN verified establishments at USSP. The user may search LIN through '[know your LIN](#)' option provided at Portal main page.
  - If establishments LIN already exists user need to link the LIN with establishment by choosing 'Link Establishment' option at left side menu after login.

- If no LIN exists, user must create owned/represented establishments and request LIN from them through 'Establishment' option at left side menu after login.

### 1.3. How to login?

To get started using the Shram Suvidha Portal right away, just type the following address into your web browser or click on the link below.

<https://shramsuvudha.gov.in>

Below screen will be displayed, here enter login details (user id, password and verification code). Click on the submit button to view the landing page.

## 2. Monthly ECR Activity by Establishment Representative

Here you will learn how to submit monthly EPFO/ESIC common return at USSP as an employer/establishment representative. This section describes the steps you need to follow to file ECR.

### 2.1. File ECR

It allows you to perform ECR return submission process. Post submission portal sends the submitted return to respective EPFO/ESIC agencies. The steps are as under-

At the main menu of portal, the Monthly EPFO/ESIC Return component will be displayed as under. Select Monthly EPFO/ESIC Returns option from left hand side menu.



You can also directly submit EPFO and ESIC monthly return on their respective portals also. Choose 'click Here To Go' link, highlighted below. The system navigates you to agency portal.



Select '**Please Click Here to Proceed in Common Return**', ECR dashboard appears.



### 2.1.1. Select Establishment

The **ECR Dashboard** shows the list of establishments represented by you for return submission. To proceed for monthly return submission click on establishment name.

**ESIC/EPFO Common Return**

List Search ECR List Submission Status

Establishment List for SOPNANND tght

S.No.	Establishment Name	Identifier
1	<a href="#">2 Testing Ltd</a> ,, Bengaluru, Karnataka	LIN 1 - 9507 - 4428 - 4 PAN FYPEX9165S EPFO THTHA0205041000 ESIC 34000291851100200
2	<a href="#">Addya Automotive Components Pvt Ltd</a> Cot Bi 2401 At Khupari Tal Wade ,Thane, Maharashtra	LIN 1 - 5484 - 5558 - 4 PAN EPFO THTHA0099033000 ESIC 24000474370001001
3	<a href="#">B K Constructions</a> 101, 1st Floor,shivam Dhanya,Bhandar,near Indofil Co.,azad Nagar, Thane, Maharashtra	LIN 1 - 6206 - 8623 - 4 PAN ABFPY0309J EPFO THTHA0204482000 ESIC 11001165630000401
4	<a href="#">B.m.labour Contractors,</a> Ramchandra Nagar,e.s.i.hospital Rd.,Eastern Express Highway,, Thane, Maharashtra	LIN 1 - 1817 - 0810 - 1 PAN ACEPS9328M EPFO THTHA0095722000 ESIC 51001150030000002
5	<a href="#">Btesting Wale Pvt Ltd</a> 1300,Chandni Chowk, South Delhi, Delhi	LIN 1 - 8040 - 7315 - 4 PAN

### 2.1.2. Search Establishment

If you are unable to find an establishment at ECR dashboard, search the establishment. Choose the search option from ECR menu placed at the top. You will see the establishment search form, fill the details and click the search button. You will see establishment name with other details.

Welcome SOPNANND tght (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 24:02:2016-10:44:10 [Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

**ESIC/EPFO Common Return**

List Search ECR List Submission Status

Establishment Query Form

Labour Identification No.

OR

EPFO Registration No.

OR

ESIC Registration No.

### 2.1.3. View ECR List

You can view the establishment ECR details through **ECR List** option at the ECR menu.

**ESIC/EPFO Common Return**

List Search ECR List Submission Status

List of EPFO/ESIC Common Returns for SOPNANND tght for the wage month of January 2016

Establishment	Employees	ESIC Beneficiaries	EPFO Subscribers	Status
1 Coppergate Staffing Services ,Maharashtra,Pune LIN:1200481880	0	0	0	Pending
2 EXCEL FABRICATOR ,Maharashtra,Thane LIN:1792256571	1	1	1	Pending

2 items found, displaying all items.

### 2.1.4. Select Month

Once you have selected establishment name, system displays the **Monthly ECR Dashboard**. To prepare new ECR you need to choose year and month and to prepare pending ECR click on month from list.

**ESIC/EPFO Common Return**

Monthly ECR Status for B K Constructions  
 101, 1st Floor, Shivam Dhanya, Bhandar, near Indofil Co, azad Nagar, Thane, Maharashtra - 400607  
 CIN : 1020680234, EPFO : MHRA0204452000, ESIC : 11001165630000401

Prepare ECR For Year : 2016 Month : Select Month

Month #	Year	ECR No S	Beneficiaries of ESIC	Beneficiaries of EPFO	Status
1	December-2016	130	30	30	Pending
2	December-2015	86	30	30	Pending
3	November-2015	76	23	23	Pending
4	October-2015	93	31	31	Pending
5	June-2016	121	30	30	Pending
6	April-2015	94	0	0	Pending
7	March-2016	120	30	30	Pending
8	February-2015	59	2	2	Pending
9	January-2015	112	1	1	Pending

9 items found, displaying all items.

1 # Click to Prepare ECR (Add Employee Details, Upload Excel, Delete/Edit Employee Data)

\$ Click to submit FINAL ECR. If you already submitted it can be Viewed

Back To ECR Dashboard

### 2.1.5. Prepare ECR

Post month selection, you will see list of establishment employees if it's pending ECR. And if you have selected new month, you will see blank list with options to add employee return details. Click on 'ADD Employee' to add new employee ECR details:

**ESIC/EPFO Common Return**

DATE : 24-02-2016 **EPFO/ESIC Common Return** June - 2016 ECR NO : 121  
**B K Constructions** LIN : 1620686234  
 101, 1st Floor,shivam Dhanya , Bhandar,near Indofil Co,azad Nagar , Thane , Maharashtra - 400607

	S No.	Employee Name	UAN	Aadhar No.	EPFO		ESIC	
					Member ID	Contribution	IP Number	V/Vages
<input type="checkbox"/>	1	ANIL MISHRA			23434	46683	6709355344	1539
<input type="checkbox"/>	2	BALMATI			23434	46683	6712814547	3298
<input type="checkbox"/>	3	DEBNA NATH			23434	46683	6712814516	2198
<input type="checkbox"/>	4	KUMKUM DEVI			23434	46683	6714228316	4177
<input type="checkbox"/>	5	MADHURI			23434	46683	6713018311	4617
<input type="checkbox"/>	6	MOHAN YADAV			23434	46683	6709004238	3737
<input type="checkbox"/>	7	PRADEEP MAHTO			23434	46683	6709355336	4617
<input type="checkbox"/>	8	PUSHKAR			23434	46683	6709004192	4397
<input type="checkbox"/>	9	PREM CHAND			23434	46683	6708561900	4617
<input type="checkbox"/>	10	RAM KISHAN			23434	46683	6708725876	2638
<input type="checkbox"/>	11	REKHA			23434	46683	6713474795	3957
<input type="checkbox"/>	12	SHAKUNTALA			23434	46683	6713532606	3957
<input type="checkbox"/>	13	SANTOSH KUMAR			23434	46683	6714696705	1319
<input type="checkbox"/>	14	BISHWAJIBET KUMAR			23434	46683	6714889516	2638
<input type="checkbox"/>	15	KAMLESH			23434	46683	6714820213	3737

15 items found, displaying all items.

### 2.1.6. Add Employee

Fill the employee form and click on save. Fields marked \* are mandatory.

Welcome SOPNANN D tght (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 24:02:2016-10:58:17 Home User Profile Change Password Log Out

**ESIC/EPFO Common Return**

DATE : 24-02-2016 **EPFO/ESIC Common Return** December - 2015 ECR NO :86  
**B K CONSTRUCTIONS** 101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar Thane Maharashtra  
 LIN : 1620686234 EPFO No.: THTHA0204482000 ESIC No.: 11001165630000401

Employee Name*	Employee Name
Member ID*	Employer Code/ID
New Employee	<input type="radio"/> Yes <input type="radio"/> No
Father/Husband Name*	Father/Husband Name
Relationship*	<input type="radio"/> Father <input type="radio"/> Husband
Date Of Birth*	dd-mm-yyyy
Gender*	Select Gender
Date Of Joining EPF*	dd-MM-yyyy
Date Of Joining EPS*	dd-MM-yyyy
Aadhar Number	544489852356
Mobile Number	9876543210
Email Id	email@email.com
EPFO UAN	123456789012
ESIC IP Number	1548965842

### 2.1.7. Add EPFO Details

To fill EPFO form click 'UAN number' at [Prepare ECR](#) step, you will see EPFO form. Fill the form and choose save option.

Welcome SOPNANND tght (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 24:02:2016-10:59:57 Home User Profile Change Password Log Out

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Server Status

#### ESIC/EPFO Common Return

List
Search
ECR List
Submission Status

**DATE : 24-02-2016**      **EPFO/ESIC Common Return**      December - 2015      **ECR NO :86**

**B K CONSTRUCTIONS**

101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar Thane Maharashtra  
LIN : 1620686234 EPFO No.: THTHA0204482000 ESIC No.: 11001165630000401

Employer Code/ID : 23434	Employee Name : ANIL MISHRA
UAN :	IP Number : 6709355344

**Contribution Details:** Please note that the calculation of contribution will be done at ESIC Portal, for more information on rules to calculate contribution, Please Read Me

Wages*	<input type="text" value="1539"/>	Number of days for which wages paid/payable*	<input type="text" value="7"/>
Last working day	<input type="text" value="DD-MM-YYYY"/>	Reason of ZERO(0) working days*	<input type="text" value="Without Reason"/>

### 2.1.8. Add ESIC Details

To fill ESIC form click 'IP number' at [Prepare ECR](#) step, you will see ESIC form. Fill the form and choose save option. To see the abbreviations for the terms used in form, click 'Please Read Abbreviations & Details' link below save button.

Welcome SOPNANND tght (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 24:02:2016-10:59:12 Home User Profile Change Password Log Out

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Server Status

#### ESIC/EPFO Common Return

List
Search
ECR List
Submission Status

**DATE : 24-02-2016**      **EPFO/ESIC Common Return**      December - 2015      **ECR NO :86**

**B K CONSTRUCTIONS**

101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar Thane Maharashtra  
LIN : 1620686234 EPFO No.: THTHA0204482000 ESIC No.: 11001165630000401

Employee Name	ANIL MISHRA	IP Number	6709355344
Employer Code/ID	23434	UAN	

Wages*	EPF*	EPS*	
	<input type="text" value="10000"/>	<input type="text" value="20000"/>	

Contribution	Employer		Employee	
	ER Share Due*	ER Share Remitted*	EE Share Due*	EE Share Remitted*
EPF Contribution	<input type="text" value="20000"/>	<input type="text" value="2000"/>	<input type="text" value="458"/>	<input type="text" value="355"/>
EPS Contribution	<input type="text" value="3000"/>	<input type="text" value="300"/>		

Arrear	ER Share EPF	EE Share EPF	EPS Contribution
<input type="text" value="785"/>	<input type="text" value="56"/>	<input type="text" value="88"/>	<input type="text" value="99"/>

NCP Days	Refunds (EPF)	Date of Exit EPF	Date of Exit EPS	Reason for exit
<input type="text" value="6"/>	<input type="text" value="546"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Select Reason"/>

[Please Read Abbreviations & Details](#)

### 2.1.9. Upload ECR File

You can also prepare ECR by uploading Excel file, click Upload ECR button at Prepare ECR step. Template for ECR file can be obtained from download ECR format option in below form:

Welcome SOPNANND tght (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 24:02:2016-11:00:47 Home User Profile Change Password Log Out

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Server Status

### ESIC/EPFO Common Return

List
Search
ECR List
Submission Status

DATE : 24-02-2016
**Upload ECR File For** December - 2015
ECR NO : 86

**B K CONSTRUCTIONS** LIN : 1620686234  
101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar Thane Maharashtra

Excel/CSV File Upload : \* Browse... No file selected.

Note: Excel file can be uploaded. Template for ECR file can be obtained from download data option on ECR form.

Upload
Reset
Back
Download ECRFormat

### 2.1.10. Submit ECR

Once ECR is prepared, you can **submit ECR** by choosing ECR Number from [Monthly ECR Dashboard](#) (Select Month step), you will see prepared ECR summary, choose declaration checkbox and click submit ECR button.

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Server Status

List
Search
ECR List
Submission Status

### EPFO/ESIC Common Return

#### ECR Acknowledgement for the wage month of December - 2016 ECR NO :130

Establishment Details			
B K Constructions		LIN	1 - 6206 - 8623 - 4
101, 1st Floor,shivam Dhanya , Bhandar,near Indofil Co,azad Nagar , Thane , Maharashtra - 400607		EPFO No.	THTHA0204482000
Contact Number	9702683858	ESIC No.	11001165630000401
Establishment Representative Details			
Represented by	sopnannd tght	Address	.. thane , maharashtra -
Mobile	9702683858	Email	kiranconsultancy2008@gmail.com
USSP User id	ecr	Submission Date	
Monthly Return Summary (ESIC)			
Number of Beneficiaries	30	Total wages	91015
Monthly Return Summary (EPFO)			
Number of Subscribers	0	Total EPF Wages	300000
Total EPS Wages	600000		
EPFO Contribution Details			
Contribution Rate : 12 %			
DETAILS	DUE (R6)	BEING REMITTED (R6)	
EPFO: Admin Charges	0	0	
EPFO: EDLI	0	0	
EPFO: EDLI Admin Charges	0	0	

Authorised Signature  
(Sopnannd Tght)  
.. Thane , Maharashtra -  
Mobile No. :9702683858  
Email. :kiranconsultancy2008@gmail.com

I accept that I have viewed the above information and it is correct.

Submit ECR
Back To Monthly ECR Dashboard
Back To ECR Dashboard

### 2.1.11. View ECR Acknowledgement

Once ECR is submitted, you can view/print **ECR Acknowledgement** for the wage month by clicking ECR number from [Monthly ECR Dashboard](#) (Select Month step). You can also resend the ECR by choosing 'resend' option.

**ESIC/EPFO Common Return**

**Unified Shram Suvidha Portal**  
**ECR Acknowledgement for the wage month of November - 2015 ECR NO :62**

ACK NO. :ACK62

Dear Mr/Miss sopnannd tght,

EPFO/ESIC common return with ECR Number on **26-11-2015** has not been submitted for **Addya Automotive Components Pvt Ltd, Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311** due to some technical problem . Please click ReSend button .

Establishment Details			
Establishment Name and Address	Addya Automotive Components Pvt Ltd Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311 Lin: 1 - 5484 - 5558 - 4		
EPFO No.	THTHA0099033000	ESIC No.	24000474370001001
ESIC Details			
Number of Beneficiaries	0	Total wages	
EPFO Details			
Number of Subscribers	0	Total EPF Wages	
Total EPS Wages			
ESIC Transaction Number	Pending	EPFO Transaction Number	Pending
Epfo Error Message	<input type="text"/>		
Esic Error Message	<input type="text"/>		

### 2.1.12. Track Submission Status

Choose Submission Status option from ECR menu, you will see the establishment ECR Submission details and submission status at respective agencies.

Welcome SOPNANND tght (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 23:02:2016-12:22:05

[Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

**ESIC/EPFO Common Return**

**ECR Submission List for SOPNANND tght**

ECR No., Date	Establishment Name	ESIC Beneficiaries	EPFO Subscribers	EPFO Status	ESIC Status
1 ECR/52 08-12-2015	Addya Automotive Components Pvt Ltd LIN: 1 - 5484 - 5558 - 4	0	0	Pending	Pending
2 ECR/53 26-11-2015	Addya Automotive Components Pvt Ltd LIN: 1 - 5484 - 5558 - 4	0	0	Pending	Pending
3 ECR/55 30-11-2015	Addya Automotive Components Pvt Ltd LIN: 1 - 5484 - 5558 - 4	0	0	Pending	Pending
4 ECR/58 26-11-2015	Addya Automotive Components Pvt Ltd LIN: 1 - 5484 - 5558 - 4	0	0	Pending	Pending
5 ECR/61	Addya Automotive Components Pvt Ltd	0	0	Pending	Pending

## Annexure

### A. Glossary

Terms	Definitions
ECR	EPDO/ESIC Common Returns
Employer/Establishment	A person or an organization that employees people over a place and pays them in exchange of their work
Enforcement Agency (EA)	An agency identified for enforcement of Labour laws.
Enforcement Agency User	Any registered user who is an employee of the Enforcement Agency has been authorised to perform various actions on the portal.
EPFO	Employees Provident Fund Organisation
ESIC	Employees State Insurance Corporation
Establishment Representative	Any registered user who has been authorised by Employer/Establishment to use the portal for various activities on its behalf.
LIN	Labour Identification Number
Regional Head	The EA user authorised to verify the Registration Form filled by Authorised User.
USSP	Unified Shram Suvidha Portal

## B. Send us feedback

Here you can give us your feedback and suggestions which can be used as basis of improvement and help.

1. Once you are logged into your USSP account, at the top most bar you will see the 'Feedback' option.



Feedback Skip to Main Content Screen Reader Access Site Map A- A A+ Select Language ▼

श्रम एवं रोजगार मंत्रालय  
MINISTRY OF LABOUR & EMPLOYMENT  
(Registration of Units for LIN, Reporting Inspection & Return)

Welcome returnTest returnTest returnTest (returnlabour@gmail.com). You have logged in as Establishment Representative. 17:05:2016-17:17:55 Home User Profile Change Password Log Out

**Welcome to Shram Suvidha Portal**

Returntest Returntest Returntest , Welcome Returntest Returntest Returntest , To Shram Suidha Portal

Establishments  
Verify Data  
File Annual Return  
Your Inspection  
Link Establishment

2. Click the feedback option; you will see Feedback & Suggestion form. Fill and submit the form.

**Feedback & Suggestion** ✕

**Feedback Topic\*** --Select Feedback Topic-- ▼

**Name\*** name

**Email Id\*** name@gmail.com

**Mobile** 8245671891

**Landline Number** 011-12345678

**Comment\*** Your Comment

Submit Reset

You can also send your feedback to Shram Suvidha Portal Team at [websupport-mol@nic.in](mailto:websupport-mol@nic.in).