

UM-12 Webinar: “Provisions of EPF: Part-7”
15th September 2020, Wednesday, 3.00 pm to 4.30 pm.
Urban Management Centre
Administrative Training Institute, West Bengal

The Urban Management Centre (UMC), ATI organized the 7th part of the webinar series on “**Provisions of Employees Provident Fund (EPF)**” on **15th September 2020**, Tuesday from 3.00 pm to 04.30 pm, for the functionaries of ULBs of West Bengal.

The Urban Local Bodies in India employ a sizeable number of contractual and casual employees who had been brought under the ambit of the Employees’ Provident Fund and Miscellaneous Provisions Act, 1952 by the Ministry of Labour & Employment, Govt. of India. This part of the webinar series focused on EPF portal management and hence highlighted some tasks that municipal functionaries commonly faced problems on. Some of the topics of discussion were as follows:

- Responsibilities of employer
- Statutory returns – Form 5A
- How to prepare and submit Electronic Challan & Returns (ECR)
- How to update of KYCs – both from employer and employee
- Name & DOB correction of employees and employers – both online & manual
- How to update the mobile number

There was active participation of **47** participants from **30** ULBs of West Bengal, which comprised of functionaries from accounts and finance departments of ULBs of West Bengal. Some ULBs also participated in a blended format with multiple participants. The overall session after the presentation was quite interactive.

Shri Sanjib Kr. Halder from EPFO, Regional Office, Shillong conducted the session and Shri Kaushik Ghosh, Assistant Professor, Urban Management Centre, ATI moderated the session.

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The screenshot shows a Cisco Webex meeting interface. The main window displays a presentation slide from the EPFO (Employees' Provident Fund Organisation) website. The slide title is "Viewing EPFO RO SHILLON...". The content includes a table with columns for "ECR Quick Links", "ECR", "Actionable ECR Challans", and "View ECRs".

ECR Quick Links	ECR	Actionable ECR Challans	View ECRs
Direct Challan	Challan Entry	Actionable Direct Challans	
Common Links	Search Challans	View Locked Challans	
Damages and Interest	Prepare J2J-148 Challan	View/ Pay J2J-148 Challans	

Below the table, there is a note: "# If you have made payment using SBI Aggregator & payment status is 'Awaiting payment confirmation from bank' and amount is not debited from your bank account, in such scenario for unlocking the PAY Button, kindly select the Payment->ECR/Return Wing->View Locked Challan-> (from the menu) then select the TRRN under the head SBI Aggregator Challan list to unlock. ----- TRRN will be available in this list after 1 hour of initiation of payment attempt."

At the bottom of the slide, there are two sections: "Pending Challans" and "ECR's Pending for Payment:". The "Pending Challans" section shows a table with 96 entries. The "ECR's Pending for Payment:" section shows a table with 2 entries.

The meeting interface also shows a list of participants on the right side, including: ATI- UMC, EPFO RO SHILLONG, Beldanga Muni..., HALISAHAR MU..., Achyuta Homray, ASIF IKBAL, Basirhat Municipality, Bishnupur Municipality, Dum Dum Municipality, and F.O. Chandrakona Municipality.

The screenshot shows a Cisco Webex meeting interface with a grid of participants. The top bar indicates "Speaking: EPFO RO SHILLONG". The grid contains 20 participants, each with a video thumbnail and a name tag. The participants are arranged in a 4x5 grid.

ATI- UMC (Host, me)	Bishnupur Municipality	Dum Dum Municipality	EPFO RO SHILLONG	Haldia Municipality
Hooghly Chinsurah mun...	Kamarhati Municipality ...	katwa municipality	Jhlik Digpati	Ramjibonpur Municipality
krishnagar municipality	PANIHATI MUNICIPALITY...	Shyamalendu Karmakar	Titagarh Municipality	ASIF IKBAL
Basirhat Municipality	F.O. Chandrakona Munic...	gayeshpur municipality	HALISAHAR MUNICIPALI...	IT Coordinator, Buniadp...
ITC Kharagpur	JALPAIGURI MUNICIPALITY	Kalyan Kumar Dey	Kaushik Roychowdhury	MANASH DAS

The meeting interface also shows a list of participants on the right side, including: Kaushik Roychowdhury, krishnagar municipality, MANASH DAS, Naihati Municipality, PANIHATI MUNICIPALITY Guest, Ramjibonpur Municipality, Riya das, Rumpa Halder, Shyamalendu Karmakar, and Titagarh Municipality.