ELECTRONIC CHALLAN CUM RETURN (ECR) FILE FORMAT
(FOR EMPLOYERS)

The Electronic Challan cum Return (ECR) will be an electronic return in plain text format and will consist of DETAILED lines (one line for each member). The separator between fields should be #~# (**hash tilda hash).**

Sl. No	Column Name	Column Width	Whether mandatory	Remarks
1.	Member ID	Number (7)	**Yes**	Only account number (maximum 7 digits) Value should be >0 **Two lines with same member id will not be accepted in a single ECR text file**
2.	Member Name	Character (85)	**Yes**	No special characters other than '.' are allowed
3.	EPF Wages	Number (10)	No	Numbers only, no special character and not in decimals
4.	EPS Wages	Number (10)	No	Numbers only, no special character and not in decimals **Wages on which Pension contribution is due. In case of the member over 58 years age, the wages should be '0' even in case there are PF wages. Also in case of employer contributing over the wage ceiling, the pension wages should be maximum 6500/- if Pension contribution is restricted to Rs 541/-.**
5.	EPF Contribution (EE Share) due	Number (10)	No	Numbers only, no special character and not in decimals, should be equal to or more than EPF Contribution (EE Share) being remitted. **Employee share deducted and due for remittance**
6.	EPF Contribution (EE Share) being remitted	Number (10)	No	Numbers only, no special character, not in decimals: **Employee share being remitted through this ECR**
7.	EPS Contribution due	Number (10)	No	Numbers only, no special character and not in decimals, should be equal to or more than EPS Contribution being remitted
8.	EPS Contribution being remitted	Number (10)	No	Numbers only, no special character, not in decimals
9.	Diff EPF and EPS Contribution (ER Share) due	Number (10)	No	Numbers only, no special character and not in decimals, should be equal to or more than Diff EPF and EPS Contribution (ER Share) being remitted
10.	Diff EPF and EPS Contribution (ER Share) being remitted	Number (10)	No	Numbers only, no special character, not in decimals,
11.	NCP Days	Number (2)	No	Numbers only, no special character, not in decimals. **Number of days in the month for which wages are not due.**
12.	Refund of Advances	Number (10)	No	Numbers only, no special character and not in decimals
13.	Arrear EPF Wages	Number (10)	No	Numbers only, no special character and not in decimals
14.	Arrear EPF EE Share	Number (10)	No	Numbers only, no special character and not in decimals
15.	Arrear EPF ER Share	Number (10)	No	Numbers only, no special character and not in decimals
16.	Arrear EPS	Number (10)	No	Numbers only, no special character and not in decimals

	Share			
17.	Father's/Husband's Name	Character (85)	No	No special characters are allowed. **Please provide only if the member has joined in the wage month. (for new member only)**
18.	Relationship with the Member	Character (1)	No	Relationship of the member with column 17 above. Value should be F(for father) or S (for Husband). Please provide only if the member has joined in the wage month. **(for new member only)**
19.	Date of Birth	Date (10)	No	Valid date in dd/mm/yyyy format. Please provide only if the member has joined in the wage month. **(for new member only)**
20.	Gender	Character (1)	No	M(Male) , F(Female) or T (Transgender). Please provide only if the member has joined in the wage month. **(for new member only)**
21.	Date of Joining EPF	Date (10)	No	Valid date in dd/mm/yyyy format, not later than the month of ECR. Please provide only if the member has joined in the wage month. **(for new member only)**
22.	Date of Joining EPS	Date (10)	No	Valid date in dd/mm/yyyy format, not later than the month of ECR. Please provide only if the member has joined in the wage month. **(for new member only)**
23.	Date of Exit from EPF	Date (10)	No	Valid date in dd/mm/yyyy format, cannot be prior to date of joining. Please provide only if the member has left in the wage month. **(for exiting member only)**
24.	Date of Exit from EPS	Date (10)	No	Valid date in dd/mm/yyyy format, cannot be prior to date of joining. Please provide only if the member has left in the wage month. **(for exiting member only)**
25.	Reason for leaving	Character (1)	No	C (Cessation) , S (Superannuation) , R (Retirement), D (Death in Service), or P (Permanent Disablement). Please provide only if the member has left in the wage month. **(for exiting member only).** Mandatory, if "Date of Exit from EPF" is not blank.

Sample ECR text file with three members for the month of March 2012 paid in April 2012 for establishment id DLCPM0001234000 is as follows for reference:

12#~#SANJAY#~#7000#~#6500#~#840#~#840#~#541#~#541#~#299#~#299#~#0#~#0#~#10000#~#1500#~#1000#~#500#~##~##~##~##~##~##~#20/03/2012#~#20/03/2012#~#S
13#~#BIRENDRA#~#6000#~#6000#~#720#~#720#~#500#~#500#~#220#~#220#~#8#~#0#~#0#~#0#~#0#~#0#~##~##~##~##~##~##~##~##~#
16#~#SHEELA#~#5000#~#5000#~#600#~#600#~#417#~#417#~#183#~#183#~#4#~#0#~#0#~#0#~#0#~#0#~#VINEET#~#F#~#05/03/1990#~#F#~#05/03/2012#~#05/03/2012#~##~##~#

How to Generate ECR Text file:

Step 1: Use any Spreadsheet (OpenOffice, Excel, Lotus etc,) for creating the member details as per the prescribed format and save the file in CSV format.

Step 2: Open the CSV file in any text editor (notepad, editplus, etc.,) and replace all **","** with **"#~#"** . Save the file.