



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार,  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTER

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No.NDC/13(12)2019/Auto Settlement/ 29

Dated: 17 JAN 2020

To

All ACCs (Zones),  
All RPFCS-I (In-Charge).

Sub: **Auto-settlement (partial) of online Form 31 (Illness) Claims in EPFO Application Software and implementation of pre-validations on certain parameters on all claims (Form 19, 10C, 31, 20, 5 IF)- reg.**

Madam/ Sir,

In compliance to the directions of competent authority, auto-settlement (partial) of Form 31 (Illness) has been introduced as a pilot office at RO-Delhi (South), RO-Delhi (West), RO-Gurgaon, RO-Bandra, RO-Kandivali, RO-Thane, RO, Karnal and RO-Pune in the following manner:

- Step 1: BOT would process the claim from 8.00 PM to 8.00 AM. System would validate all the claims received online (Form 31) and filter for auto processing.*
- Step 2: BOT would login into EPFO Field Office application and process 100 claims or less whichever is earlier for each office. Multiple BOTs would be deployed gradually based upon the workload assessment. User credentials of BOT user of each field office would be available in the Centralised database. Log files of auto processing would also be maintained in Central Database. Dashboard in this regard would also be available in Dashboard 2.0*
- Step 3: The above process would be cyclic/repetitive till the completion of activity/ time whichever is earlier.*
- Step 4: After that such online auto claims would be visible to DA-Account in task /pending list for routine settlement along with BOT Remarks.*

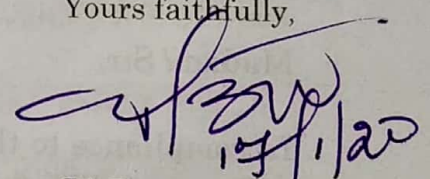
2. Further, the Finance Division and Concurrent Audit Cell have required implementation of certain pre-validations on all claims (Form 19, 10C, 31, 20, 5 IF) in order to facilitate the claims processing and enabling the approving authorities with an insight in relation to a claim and thereby supporting them to take due caution while dealing with such claim based on such observations.

3. Accordingly, the System will pre-validate claims as mentioned above (initially in respect of claims pertaining to RO-Delhi (South), RO-Delhi (West), RO-Gurgaon, RO-Bandra, RO-Kandivali, RO-Thane, RO, Karnal and RO-Pune) pending at DA-Accounts level on daily basis at 6.00 pm and the System validated remarks/errors /warning would be made visible to claim approving authorities in the column of 'DA-Remarks', in case of any observation by the System. The Remarks/Error/Warning list is enclosed for ready reference. **Such claims may be considered for processing after carrying out due caution/ verification and diligence.**

4. The pre-validations would also be implemented in remaining offices in due course after analysing the pilot results.

Encl: As above

Yours faithfully,



(V. Ranganath)

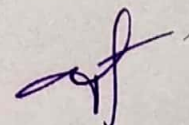
Addl. Central PF Commissioner (IS)

Copy for kind information to:

1. PS to CPFC
2. PS to FA & CAO
3. ACC (HQ), Concurrent Audit, Head Office
4. ACC ( F&A), Head Office
5. ACC, Concurrent Audit Cell, NDC
6. ACC, WSU, Head Office

### LIST OF REMARKS/ERROR/WARNING

SN.	REMARKS/ERROR/WARNING MESSAGE
1.	BOT-520010 MEMBER_ID HAVING NAME CHANGE, CAN NOT BE PROCESSED IN AUTO MODE.
2.	BOT-520011 MEMBER_ID HAVING FATHERS NAME CHANGE, CAN NOT BE PROCESSED IN AUTO MODE.
3.	BOT-520012 MEMBER_ID HAVING SPOUSE NAME CHANGE, CAN NOT BE PROCESSED IN AUTO MODE.
4.	BOT-520060 MEMBER_ID HAVING DOB CHANGE BEYOND ONE YEAR, CAN NOT BE PROCESSED IN AUTO MODE.
5.	BOT-520110 NO CONTRIBUTION/ TRANSACTION IN THE MEMBER'S ACCOUNT, CAN NOT BE PROCESSED IN AUTO MODE.
6.	WARNING-520160 MULTIPLE MEMBERID FOR SAME BANK ACCOUNT, KINDLY VERIFY IN DETAIL BEFORE PROCESSING.
7.	WARNING-520210 MEMBER_ID HAVING NEG BALANCE, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
8.	WARNING-520260 MEMBER_ID HAVING APPENDIX-E, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
9.	WARNING-520310 MEMBER_ID HAVING VDR SPECIAL, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
10.	WARNING-520360 MEMBER_ID HAVING PENDING CLAIMS, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
11.	WARNING-520361 MEMBER_ID HAVING PENDING APPENDIX-E, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
12.	WARNING-520362 MEMBER_ID HAVING PENDING TRANSFER-IN DETAILS, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
13.	BOT-520410 MEMBER_ID HAVING RECREDIT REJECTED CASES, CAN NOT BE PROCESSED IN AUTO MODE.
14.	WARNING-520460 MEMBER LEDGER HAVING MISMATCH, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
15.	WARNING-520461 THERE IS MISMATCH BETWEEN SUMMARY AND DETAIL TRANSACTIONS IN MEMBER LEDGER. KINDLY VERIFY THE DETAILS BEFORE PROCESSING.
16.	WARNING-520462 THERE IS MISMATCH BETWEEN SUMMARY AND DETAIL TRANSACTIONS IN MEMBER LEDGER. KINDLY VERIFY THE DETAILS BEFORE PROCESSING.
17.	WARNING-520463 THERE IS MISMATCH BETWEEN OB AND CB IN MEMBER LEDGER. KINDLY VERIFY THE DETAILS BEFORE PROCESSING.
18.	WARNING-520464 THERE IS MISMATCH BETWEEN SUMMARY AND DETAIL TRANSACTIONS IN MEMBER LEDGER. KINDLY VERIFY THE DETAILS BEFORE PROCESSING.
19.	BOT-520610 ESTABLISHMENT BLOCKED FOR ANNUAL ACCOUNT PROCESSING. KINDLY VERIFY.
20.	BOT-520660 MEMBER'S ACCOUNT PERTAINS TO ESTABLISHMENT HAVING MISMATCH DURING ANNUAL ACCOUNTS PROCESSING. CAN NOT BE PROCESSED IN AUTO MODE.



21.	BOT-520663 MEMBER IS HAVING NON SBI BANK ACCOUNT NUMBER. CAN NOT BE PROCESSED IN AUTO MODE.
22.	BOT-520664 ESTABLISHMENT MARKED AS CLOSED, CANNOT BE PROCESSED IN AUTO MODE.
23.	BOT-520665 NO CONTRIBUTION/TRANSACTION IN THE MEMBER ACCOUNT FOR LAST 4 MONTHS, CAN NOT BE PROCESSED IN AUTO MODE.
24.	BOT-520666 MEMBER'S DATE OF JOINING IS PRIOR TO APR-2012, CAN NOT BE PROCESSED IN AUTO MODE.
25.	WARNING-520667 MEMBER_ID HAVING INVALID ACCOUNTING YEAR, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
26.	WARNING-520668 NEFT TRANSFER IN CREDITED AFTER COMPILATION OF ANNUAL ACCOUNTS, KINDLY VERIFY THE DETAILS USING MEMBER LEDGER BEFORE PROCESSING.
27.	WARNING-520669 ERROR IN FETCHING ONLINE CLAIM BANK AC DETAILS. KINDLY VERIFY IN DETAIL BEFORE PROCESSING.
28.	WARNING-520670 MEMBER ID NOT FOUND IN MEMBER MASTER, KINDLY VERIFY IN DETAIL BEFORE PROCESSING.

