



**EMPLOYEES' PROVIDENT FUND ORGANISATION  
NATIONAL DATA CENTER, HEAD OFFICE  
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15, BHIKAIJI CAMA PLACE, NEW DELHI-110 066**

F.No. CEPS/NDC/2008/

Dated: 22-05-2009

To

All Regional Provident Fund Commissioners / OICs  
Regional Office / SROs / SAOs

22 MAY 2009

**Subject : 100% Data Entry of Form5/9 and Form2- reg.,**

Ref: Actuarial/18(1)/2008/Pt 2544 dated 16 Apr 2009.

Sir,

This has reference to HQs letter cited above wherein directions have been issued on data entry of prescribed returns from employers for Actuarial Valuation.

As per the letter the IS (Division) of HQs was required to provide the data structure to enable larger establishments to furnish the data in soft copy.

Accordingly, the data structure for obtaining the data in softcopy is furnished herewith along with relevant instructions that are available at Annexure 'A'.

The data in softcopy may be obtained in the form of 'CSV' (Comma Separated Values) files in text (ASCII) format from Establishments. An upload programme is being prepared and will be circulated for verifying / uploading the data in the CEPS database.

It may also be noted that all manual entries of data as required under the circular are to be entered in the relevant modules of CEPS.

Yours faithfully,

**(B.K. Panda)**

Addl. PF Commissioner (IS)

Copy to :

1. The Addl. CPFC (South Zone/East Zone/ West Zone/ North Zone) for kind information.
2. The Addl. CPFC (Pension) for information.

**INSTRUCTION TO OBTAIN FORM5/9 AND FORM2 DATA IN SOFT COPY FORMAT FROM ESTABLISHMENTS:-**

- The base paper records for obtaining the basic information of members is FORM 9/ FORM 5/ FORM 10. The basic information comprises the member's account number, name, Father/Husband's name, Date of joining under three schemes etc.
- The base record for obtaining family and nomination details under the scheme is FORM 2.
- The exercise is primarily towards collecting the data of all existing members in the establishments and therefore, the establishments are required to provide a single soft copy file for all existing members in respect of Form 9/5/10 details in the structure given at AI. The file should be in CSV format text file. (ASCII Character Set). This should be accompanied by a print listing in the format of FORM 5 (FORM 9) / FORM 10 duly signed by the authorized signatory of the establishments.
- The nomination and other details of members may be furnished in structure given of A- II to A-V. A-VI contains the State Code List for populating the State fields. This information should be accompanied by duly filled up FORM 2 (N) which is duly signed by members and Establishments authorized signatories. These files are also to be provided in CSV(ASCII) format text files.

**INSTRUCTION TO DOWNLOAD THE FILE:**

Instead of sending the fox files to individual offices, it has been uploaded in our Website ([www.epfindia.com](http://www.epfindia.com) / [www.epfindia.nic.in](http://www.epfindia.nic.in)). To download the same follow the instruction:

1. Go to EPFO Website viz., [www.epfindia.com](http://www.epfindia.com) or [www.epfindia.nic.in](http://www.epfindia.nic.in)
2. Click on "Office Circulars" link in home page.
3. In Circulars Section, click on the download link of "Data Structure Form5/9 & 2" .
4. Follow the screen instructions to download the file. Use the SAMA password.

**MEMBER DETAILS (FORM9/FORM5/FORM10) ANNEXURE A-I**

**MD5\_Estcode\_Estext.txt** Eg. If Est Code is DL/12345 then file name will be **MD5\_12345\_A.txt**

Field	Field Name	Type	Width	Field Description	Remarks
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	EMP_NAME	Character	40	Employee Name	Mandatory
5	SEX	Character	1	Sex (M-Male, F-Female)	Mandatory
6	DOB	Date	8	Date of Birth (DD/MM/YYYY)	Mandatory
7	AGE	Numeric	3	In case DOB is not available in DD/MM/YYYY format then Age should be entered	If DOB is blank then this field should not be blank
8	AGE_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-Spinstar, W-Widow/Widower)	Mandatory
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	
19	T_ADDR2	Character	20	Present Address2	
20	T_CITY	Character	15	Present City	
21	T_DIST	Character	15	Present District	
22	T_STATE	Character	2	State Code (DL-Delhi)	
23	T_PIN	Numeric	6	Present Pin	
24	RELIGION	Character	20	Religion H-Hindu, M-Muslim	
25	DOJ_EPF	Date	8	Date of Joining in EPF (DD/MM/YYYY)	Mandatory
26	DOJ_FPS	Date	8	Date of Joining in FPS ' 71(DD/MM/YYYY)	Mandatory
27	DOJ_EPS	Date	8	Date of joining in EPS' 95 (DD/MM/YYYY)	Mandatory
28	DT_EXIT	Date	8	Date of Exit (DD/MM/YYYY)	In case of Exit member this information is 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 is mandatory
30	STD_CODE	Character	5	STD Code	
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	

**MEMBER DETAILS ANNEXURE A-II**

**MD2 Estcode Estext.txt Eg. If Est Code is DL/12345 then file name will be MD2 12345 A.txt**

Field	Field Name	Type	Width	Field Description	Remarks
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	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 (DL-Delhi)	
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	

**FAMILY DETAILS (Family.dbf) ANNEXURE A-III****File Name: FD\_Estcode\_Estext**

Field	Field Name	Type	Width	Field Description	Remarks
1	EST_CODE	Numeric	6	Estt. Code	Mandatory
					If Extn is avl. then this field should not be blank
2	EST_EXTN	Character	1	Estt. Extn.	
3	EMP_NO	Numeric	6	Employee No.	Mandatory
					Mandatory. Beneficiary SI.No. should start from 1
4	SERIAL	Numeric	2	Serial No. Beneficiary Serial No.)	
5	NAME	Character	40	Name of the family members	Mandatory
6	DOB	Date	8	Date of Birth (DD/MM/YYYY)	Mandatory
					If DOB is blank then this field should not be blank
7	AGE	Numeric	3	In case DOB is not available in DD/MM/YYYY format then Age should be entered	
					If DOB is blank then this field should not be blank
8	AGE_YR	Numeric	4	In case AGE entered then base year for Age should be provided	
9	SEX	Character	1	M- Male, F-Female	Mandatory
					Relation with the employee (W- Wife, H-Husband, S-Son, D- Daughter)
10	RELATION	Character	1		Mandatory
					If Disabled then this field should not be blank.
11	DISABLED	Logical	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 (DL-Delhi)	
17	PIN	Numeric	6	Pincode	

**PENSION NOMINEE DETAILS (Nominee.dbf) ANNEXURE A-IV**

File Name: PN Estcode Estext.txt

Field	Field Name	Type	Width	Field Description	Remarks
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	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 (DD/MM/YYYY)	Mandatory
7	AGE	Numeric	3	In case DOB is not available in DD/MM/YYYY format then Age should be entered	If DOB is blank then this field should not be blank
8	AGE_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	RELATION	Character	1	Relation with the Employee (F-Father, M-Mother, B-Brother, S-Sister, O-Other)	Mandatory
10	RELATION_OTH	Character	15	In case Relation is O i.e. Other, then Name of the Relation should be filled in Relation_oth	
11	ADDR1	Character	20	Address1	
12	ADDR2	Character	20	Address2	
13	CITY	Character	15	City	
14	DIST	Character	15	District	
15	STATE	Character	2	State Code (DL-Delhi)	
16	PIN	Numeric	6	Pincode	
17	MINOR	Logical	1	Minor (T/F) if True then guardian details should be provided)	If Minor then Guardian details should not be blank
18	G_NAME	Character	40	Guardian Name	If Minor then Guardian details should not be blank
19	G_REL	Character	1	Relation with the Pension Nominee (F-Father, M-Mother, O-Other)	If Minor then Guardian details should not be blank
20	G_ADDR1	Character	20	Guardian Address1	
21	G_ADDR2	Character	20	Guardian Address2	
22	G_CITY	Character	15	Guardian City	
23	G_DIST	Character	15	Guardian District	
24	G_STATE	Character	2	State Code (DL-Delhi)	
25	G_PIN	Numeric	6	Guardian Pincode	
26	DT_NOMINATION	Date		Date of Nomination (DD/MM/YYYY)	

**PF NOMINEE DETAILS (pfnomine.dbf) ANNEXURE A-V**

**File Name : PFN Estcode Estext.txt**

Field	Field Name	Type	Width	Field Description	Remarks
1	EST_CODE	Numeric	6	Estt. Code	<b>Mandatory</b>
					If Extn is avl. then this field should not be blank
2	EST_EXTN	Character	1	Estt. Extn	
3	EMP_NO	Numeric	6	Employee No.	<b>Mandatory</b>
				Serial No. (In case of More than Nominee, Serial No. should be 1,2,3 ...	
4	SERIAL	Numeric	1		<b>Mandatory</b>
4	NAME	Character	40	Name of the PF Nominee	<b>Mandatory</b>
5	SEX	Character	1	M-Male, F-Female	<b>Mandatory</b>
6	DOB	Date	8	Date of Birth (DD/MM/YYYY)	<b>Mandatory</b>
7	AGE	Numeric	3	In case DOB is not available in DD/MM/YYYY format then Age should be entered	If DOB is blank then this field should not be blank
8	AGE_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	RELATION	Character	1	Relation with the Employee (F-Father, M-Mother, W-Wife, S-Son, D-Daughter, O-Other)	<b>Mandatory</b>
				In case Relation is given as O i.e. Other, then Name of the Relation should be filled in	
10	RELATION_OTH	Character	15	Relation_oth	
11	ADDR1	Character	20	Address1	
12	ADDR2	Character	20	Address2	
13	CITY	Character	15	City	
14	DIST	Character	15	District	
15	STATE	Character	2	State Code (DL-Delhi)	
16	PIN	Numeric	6	Pincode	
17	SHARE	Numeric	3	% of Share	
18	MINOR	Logical	1	Minor (T/F) if True then guardian details should be provided)	
19	G_NAME	Character	40	Guardian Name	If Minor then
				Relation with the Pension Nominee (F-Father, M-Mother, O-Other)	Gaurdian Details should not be blank
20	G_REL	Character	1		
21	G_ADDR1	Character	20	Guardian Address1	
22	G_ADDR2	Character	20	Guardian Address2	
23	G_CITY	Character	15	Guardian City	
24	G_DIST	Character	15	Guardian District	
25	G_STATE	Character	2	State Code (DL-Delhi)	
26	G_PIN	Numeric	6	Guardian Pincode	

**Annex - VI****STATE CODE LIST**

<b>STATE CODE</b>	<b>STATE NAME</b>
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	MAHARASHTRA
MN	MANIPUR
MP	MADHYA PRADESH
MZ	MIZORAM
NL	NAGALAND
OR	ORISSA
PB	PUNJAB
PN	PONDICHERRY
RJ	RAJASTHAN
SK	SIKKIM
TN	TAMIL NADU
TR	TRIPURA
UC	UTTARANCHAL
UP	UTTAR PRADESH
WB	WEST BENGAL
AN	ANDAMAN & NICOBAR IS
DD	DAMAN & DIU
DN	DADRA & NAGAR HAVEL
LD	LAKSHADWEEP