

USER MANUAL

Pradhan Mantri Rojgar Protsahan Yojana (PMRPY) Scheme

Version 1.1
29th September, 2016
Information Services Division

**EMPLOYEES' PROVIDENT FUND ORGANIZATION
HEAD OFFICE, NEW DELHI**

PMRPY link:

www.epfindia.gov.in >> Pradhan Mantri Rojgar Protsahan Yojana(PMRPY)

Helpdesk No. 18001-18005

Introduction:

- The **Pradhan Mantri Paridhan Rojgar Protsahan Yojana (PMRPY)** Scheme has been designed to incentivise employers for generation of new employment, where Government of India will be paying the 8.33% EPS contribution of the employer for the new employment.
- In the case of the textile (apparel) sector, the employers are also eligible to get the 3.67% EPF contribution paid by the Government as mentioned in the PMRPY on-line form under **Pradhan Mantri Paridhan Rojgar Protsahan Yojana (PMRPY)**. This benefit can be availed of by the textile (apparel) sector establishments dealing with the Manufacture of wearing apparel, in particular NIC Codes 1410 and 1430.

Scope of this document:

- This document details the process flow to assist the employers to log in on PMRPY portal and apply for PMRPY Scheme benefits.

Process flow for PMRPY scheme:

- The employer can access the PMRPY portal through PMRPY link: www.epfindia.gov.in >> Pradhan Mantri Rojgar Protsahan Yojana(PMRPY)
- The following screen showing the homepage of PMRPY portal would appear:

Government of India | Ministry of Labour & Employment

प्रधानमंत्री
रोजगार प्रोत्साहन योजना
Pradhan Mantri
Rojgar Protsahan Yojana

Good News for Employers: Government to bear 8.33% of EPS contribution for new employment

“The Pradhan Mantri Rojgar Protsahan Yojana(PMRPY) Plan Scheme has been designed to incentivise employers for generation of new employment, where Government of India will be paying the 8.33% EPS contribution of the employer for the new employment. This scheme has a dual benefit, where, on the one hand, the employer is incentivised for increasing the employment base of workers in the establishment, and on the other hand, a large number of workers will find jobs in such establishments. A direct benefit is that these workers will have access to social security benefits of the organized sector”

[Scheme Document](#)

- All Establishments registered with EPFO can apply for availing
- Establishments should have LIN allotted to them under Shram
- Employee should have a valid Aadhaar linked UAN and wages less
- Benefits for Textile sector Establishments with NIC codes 1410
- Textile sector Establishments eligible to get 3.67% of EPF
- Registration on PMRPY portal mandatory to avail

- For employer to login into the PMRPY portal, the link “Login” on the right top of the screen at homepage of PMRPY portal is available. On clicking “Login”, the following screen would appear:

Government of India | Ministry of Labour & Employment

Pradhan Mantri Rojgar Protsahan Yojana

You are here : Home - Login

PLEASE LOGIN TO ENTER

LIN / PF Code:

Password:

Note : Login using your existing login credentials of ECR Portal of EPFO or verified LIN number.

[Sign In](#) [Reset](#)

[Forgot Password](#) | [Unlock Account](#)

- The employer would enter the LIN or EPF code of the establishment and the password as being used for logging in the ECR portal.
- The EPF code number has to be entered in the pattern – <Region Code> <Office Code><Establishment Code (7 digits)><Extension Code>.
- The Region code and Office code, if not known to establishment, can be obtained by using “Establishment Search” facility available on EPFO website www.epfindia.gov.in Homepage >> Our Services - For Employers >> Important Links – Establishment Search.
- The establishment code, if it is less than seven digits, has to be padded with zeros to make it seven digit and the extension code, if it is A, B or C, has to be written as 00A, 00B, 00C respectively and if there is no extension code, has to be written as 000.
- For example, an establishment with P.F. Code number MH/BAN/1234/A has to be written as MHBAN000123400A and the establishment with P.F. Code number MH/BAN/1234 has to be written as MHBAN0001234000.
- On first time login, the Establishment profile page would appear.

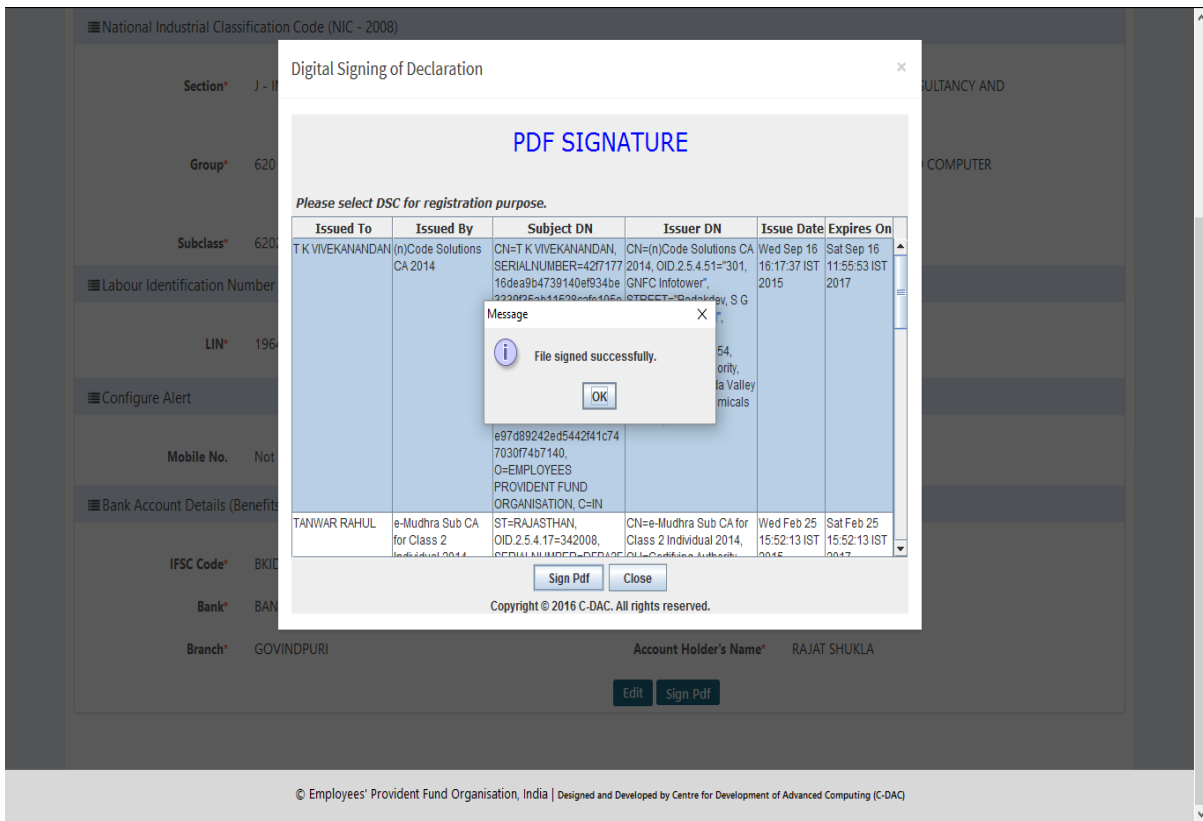
- The employer would have to provide the following details:
 - (a) National Industrial Classification Code (NIC-2008)
 - (b) Bank Account details

The screenshot shows the 'Establishment Profile' form. The 'National Industrial Classification Code (NIC - 2008)' section includes dropdown menus for Section (J - INFORMATION AND COMMUNICATION), Division (62 - Computer programming consultancy and relati), Group (620 - Computer programming), and Class (6202 - Computer consultancy and computer facilitie). The Subclass is 62020 - Computer consultancy and computer facilities management activities. The 'Labour Identification Number (LIN)' is 96 5. The 'Bank Account Details' section includes IFSC Code (BKID0006094), Bank (BANK OF INDIA), and Account No. (100202326562). The Account Type is set to Saving. The form also includes fields for Mobile No. and Email Id, both marked as N/A. A confirmation checkbox is present for the LIN.

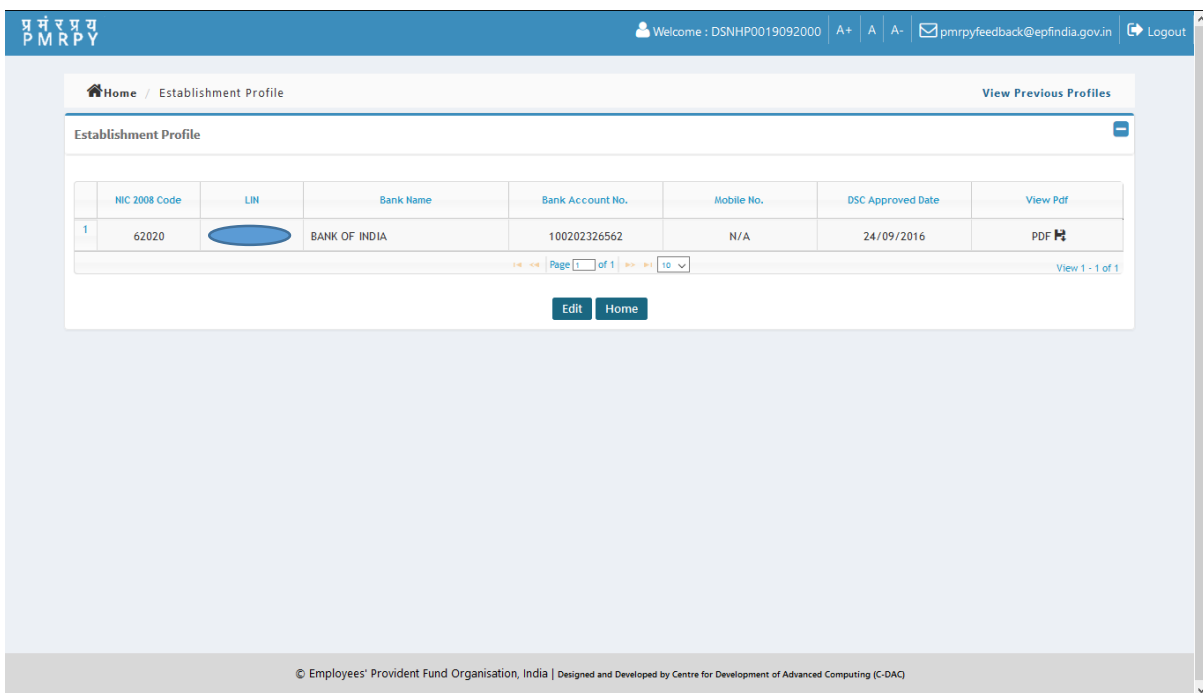
- The fields marked with red asterisk (*) are mandatory and are to be provided by the employer to proceed further.

This screenshot shows the same 'Establishment Profile' form but with additional fields filled in. The 'Branch' is GOVINDPURI and the 'Account Holder's Name' is HUI. The 'Update' and 'Cancel' buttons are visible at the bottom of the form. The 'Account No.' field is also highlighted with a red asterisk, indicating it is mandatory.

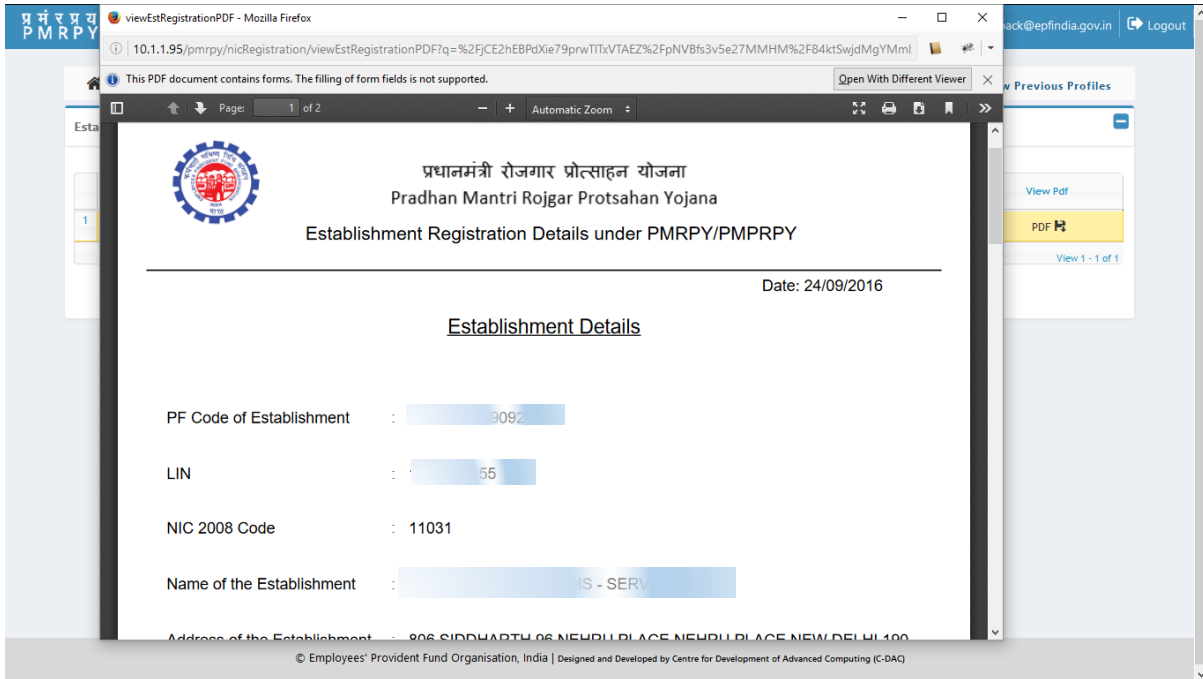
- After furnishing the required details, the employer has to click the “Update” button.



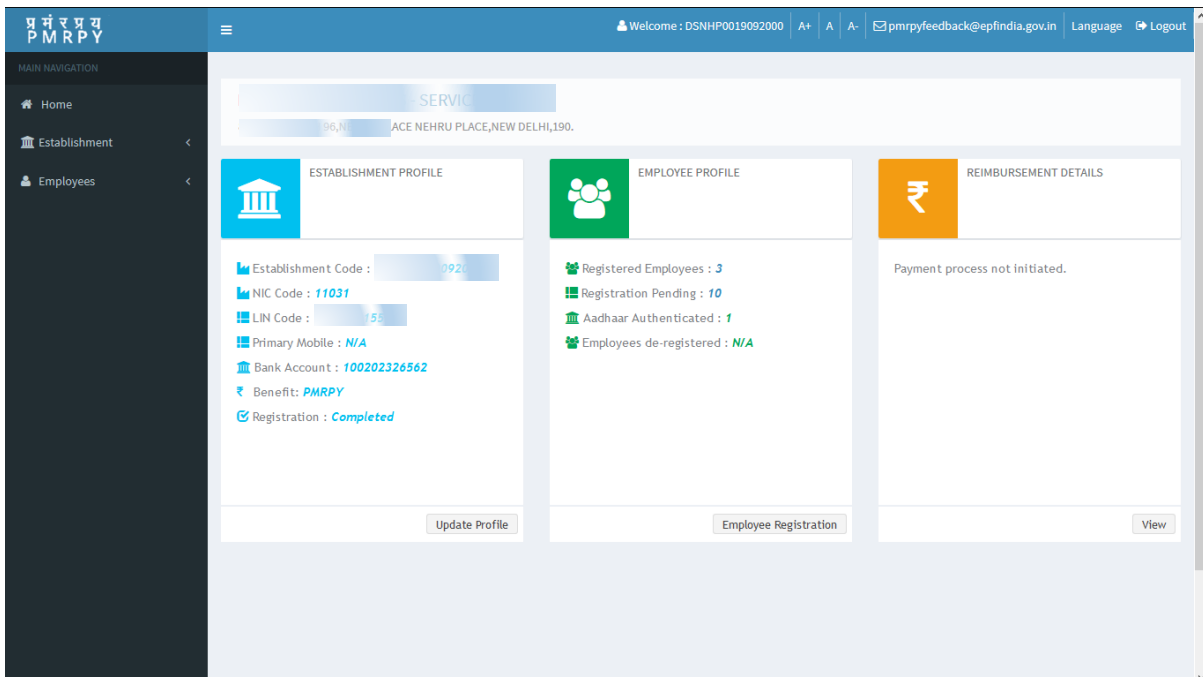
- After furnishing the information for the first time, the establishment profile would appear as in the following screen.
- The details can be edited by clicking on the “Edit” button.



- The Pdf file, as digitally signed, can be viewed by clicking on the PDF under “View Pdf” column.
- The declaration pdf for Establishment profile details would be available as below:



- Post login by employer, the homepage of establishment on PMRPY portal would appear as below:



- The employer would file the online return for the employees meeting the eligibility criteria under the PMRPY scheme.
- This process of member registration for availing PMRPY benefits can be carried out using both individual and bulk registration.
- For individual registration, the employer has to enter the individual UAN, which has been seeded with Aadhaar.

The screenshot shows the PMRPY Member Registration interface. At the top, there is a navigation bar with the PMRPY logo, a welcome message, and a 'Logout' button. Below the navigation bar, there are tabs for 'Individual Registration' and 'Bulk Registration'. The 'Individual Registration' form is active, showing a 'UAN' field with a dropdown menu, a 'Get Details' button, and a 'Cancel' button. Below the form, there is a 'Member Details' section with a table of member information. The table has columns for UAN, Name, Father/Husband Name, Aadhaar, Aadhaar Authentication Status, Date of Birth, Date of Joining, Job Description, Skill Level, Edit Record, and Delete Record. The table contains 8 rows of data, with the first row showing a successful registration and the others showing pending registrations.

UAN	Name	Father/Husband Name	Aadhaar	Aadhaar Authentication Status	Date of Birth	Date of Joining	Job Description	Skill Level	Edit Record	Delete Record
1	SHASHIKANT PANI			Successfull	11/08/1989	15/04/2016	Others	Un Skilled	✎	✖
2	Pending	02/09/1990	15/04/2016	Others	Un Skilled	✎	✖
3	52617499496	Pending	06/04/1982	15/04/2016	Others	Un Skilled	✎	✖
4	Pending	19/09/1981	15/04/2016	Others	Un Skilled	✎	✖
5	Pending	10/02/1990	15/04/2016	Others	Un Skilled	✎	✖
6	Pending	01/03/1987	15/04/2016	Others	Un Skilled	✎	✖
7	Pending	28/01/1969	15/04/2016	Others	Un Skilled	✎	✖
8	Pending	18/01/1989	15/04/2016	Others	Un Skilled	✎	✖

- On clicking the “Get Details” button, the member details i.e. name of member, father’s name, date of birth, date of joining and Aadhaar of the member are displayed.

The screenshot shows the PMRPY Member Registration interface with the 'Individual Registration' form filled out. The 'UAN' field is set to 17, 'Member Name' is SINGH, 'Father's Name' is S, 'Aadhaar' is 496, 'Date of Birth' is 16/04/1984, 'Date of Joining' is 15/04/2016, 'Job Description' is empty, and 'Skill Level' is '-Select Skill Level-'. Below the form, there is a 'Member Details' section with a table of member information. The table has columns for UAN, Name, Father/Husband Name, Aadhaar, Aadhaar Authentication Status, Date of Birth, Date of Joining, Job Description, Skill Level, Edit Record, and Delete Record. The table contains 8 rows of data, with the first row showing a successful registration and the others showing pending registrations.

UAN	Name	Father/Husband Name	Aadhaar	Aadhaar Authentication Status	Date of Birth	Date of Joining	Job Description	Skill Level	Edit Record	Delete Record
1	SI	D		Successfull	11/08/1989	15/04/2016	Others	Un Skilled	✎	✖
2	Pending	02/09/1990	15/04/2016	Others	Un Skilled	✎	✖
3	52617499496	Pending	06/04/1982	15/04/2016	Others	Un Skilled	✎	✖
4	Pending	19/09/1981	15/04/2016	Others	Un Skilled	✎	✖
5	Pending	10/02/1990	15/04/2016	Others	Un Skilled	✎	✖
6	Pending	01/03/1987	15/04/2016	Others	Un Skilled	✎	✖
7	Pending	28/01/1969	15/04/2016	Others	Un Skilled	✎	✖
8	Pending	18/01/1989	15/04/2016	Others	Un Skilled	✎	✖

- The following details would be further furnished by the employer:

(a) Job Description

(b) Skill level i.e. semi-skilled/unskilled

Home / Member Registration Approve / View All / Bulk Registration Status

Individual Registration Bulk Registration

UAN:

Member Name: Father's Name: Aadhaar:

Date of Birth: 16/04/1984 Date of Joining: 15/04/2016 Date of Exit:

Job Description: Skill Level:

Member Details Initiate Aadhaar Authentication

	UAN	Name	Father/Husband Name	Aadhaar	Aadhaar Authentication Status	Date of Birth	Date of Joining	Job Description	Skill Level	Edit Record	Delete Record
1	1				Successfull	11/08/1989	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
2	1				Pending	02/09/1990	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
3	100075809738	AJAZ AHMAD	A GHULAM KHAN	5261745...	Pending	06/04/1982	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
4	1				Pending	19/09/1981	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
5	1				Pending	10/02/1990	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
6	1				Pending	01/03/1987	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
7	1				Pending	28/01/1969	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>
8	1				Pending	18/01/1989	15/04/2016	Others	Un Skilled	<input type="checkbox"/>	<input type="checkbox"/>

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- After checking the details, the employer has to click “Save” button to save the details of the member.
- The following screen would appear:

Home / Member Registration Approve / View All / Bulk Registration Status

Member saved in PMRPY Scheme. Approval is pending.

Member saved in PMRPY Scheme. Approval is pending.

Transferring data from 10.1.195...

- Alternatively the employer may submit the members’ details in bulk for registration on PMRPY portal by uploading the bulk file.

- All the members added will be displayed in the grids below the member registration form. The first grid panel lists out the members categories
 - a. Members pending for aadhaar authentication,
 - b. Members whose aadhaar authentication has failed due to demographic mismatch,
 - c. Members whose aadhaar authentication could not happen due to unavailability of aadhaar service at that point in time

The second grid lists out the members whose aadhaar have been authenticated and are pending for Member Registration through Digital Signing.

Member/s pending for Aadhaar Authentication Initiate Aadhaar Authentication

SN	UAN	Name	Father/Husband Name	Aadhaar	Aadhaar Authentication Status	Date of Birth	Date of Joining	Job Description	Skill Level	Delete Record
1	100724253844	Israr Ahmed	MOHD IQBAL	701133333103	Error	25/06/1988	19/04/2016	CareTaker	Semi Skilled	✘
2	100692102054	Ravi Kumar	Error	10/10/1987	19/04/2016	Electrician	Semi Skilled	✘
3	100691819010	Sumit Dhar	Error	02/04/1990	18/04/2016	Electrician	Semi Skilled	✘
4	100692383939	Shrikant R.	KADHARRISHNA R.	390706957794	Error	09/03/1989	18/04/2016	Plumber	Un Skilled	✘
5	100709423750	Mandeep Singh	Pending	31/10/1994	15/04/2016	Plumber	Semi Skilled	✘
6	100691748095	Samadhan Ashru In	ASHRU INGAJI F.	000000000000	Error	10/08/1986	11/04/2016	CareTaker	Semi Skilled	✘
7	100692225269	Mahammad Tanzeer	MOHAMMAD NADIM	40163344021	Error	08/05/1984	07/04/2016	Plumber	Semi Skilled	✘
8	100691725378	Ravi Kumar	Error	08/04/1990	02/04/2016	Plumber	Semi Skilled	✘
9	100692427800	Murari Sahu	RAM KHILAWAN	787142368002	Error	09/06/1987	01/04/2016	CareTaker	Semi Skilled	✘

Page 1 of 1 View 1 - 9 of 9

Total Records: 9 Pending for Aadhaar Authentication: 1 Failed Aadhaar: 0 Aadhaar Service Error: 8

Member/s pending for Registration

SN	UAN	Name	Father/Husband Name	Aadhaar	Aadhaar Authentication Status	Date of Birth	Date of Joining	Job Description	Skill Level	Delete Record
1	100710335196	Atul Subhash Gore	SUBHASH RAMCHAI	313490340719	Successful	01/11/1986	16/04/2016	CareTaker	Semi Skilled	✘
2	100691989976	Mayan Hiral Jagan	Successful	07/08/1986	13/04/2016	Helper	Un Skilled	✘
3	100692020220	Ansari Javeed Jam	JAMEEL AHMED	69884301056	Successful	01/06/1989	12/04/2016	Plumber	Semi Skilled	✘
4	100692226441	Waseem	MOHAMMED HAMEED	100692340852	Successful	08/07/1990	05/04/2016	Plumber	Un Skilled	✘
5	100724461280	Abhay Kumar Singh	PARMA SINGH	321227157807	Successful	20/12/1994	04/04/2016	HouseKeeper	Semi Skilled	✘
6	100692340852	Amit Kyada	PARSHOTAMBHAJ	100692340852	Successful	28/01/1991	04/04/2016	Electrician	Semi Skilled	✘
7	100692453660	Jaedish Thakur	RAMBAHU	780481437004	Successful	23/12/1973	01/04/2016	Helper	Semi Skilled	✘
8	100692646381	Gudala Raju	SRIINIVAS REDDY	563007212001	Successful	04/07/1991	01/04/2016	Plumber	Semi Skilled	✘

Page 1 of 1 View 1 - 8 of 8

Aadhaar Authentication Successful: 8

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- On clicking “Initiate Aadhaar Authentication” button, the system would verify the details of each of the registered member with UIDAI database for authentication and also with the EPFO database for deduplication.

- The portal would show the report of Aadhaar authentication to the employers.

The screenshot shows the PMRPY portal interface. At the top, there is a header with the PMRPY logo, user information (CADILA PHARMACEUTICALS LTD), and navigation links (A+, A, A-, pmrpyfeedback@epfindia.gov.in, Logout). Below the header, the breadcrumb trail reads: Home / Member Registration / AADHAAR Authentication. The main content area is titled 'AADHAAR Authentication' and displays a summary of authentication statistics:

Total Members	17
Successful	8
Failed	0
Error	6
Pending	9

Below the statistics, there is a button labeled 'Start Aadhaar Authentication'.

- The details of the members furnished by the employer has to be digitally signed by the employer.

The screenshot shows the PMRPY portal interface. At the top, there is a header with the PMRPY logo, user information (Welcome : DSNHP0019092000), and navigation links (A+, A, A-, pmrpyfeedback@epfindia.gov.in, Logout). Below the header, the breadcrumb trail reads: Home / Member Registration / Activity Details. The main content area is titled 'Approve Member Registration' and displays the following information:

No. of members registered: 1

There are two buttons: 'View Member Registrations' and 'Approve Member Registrations'.

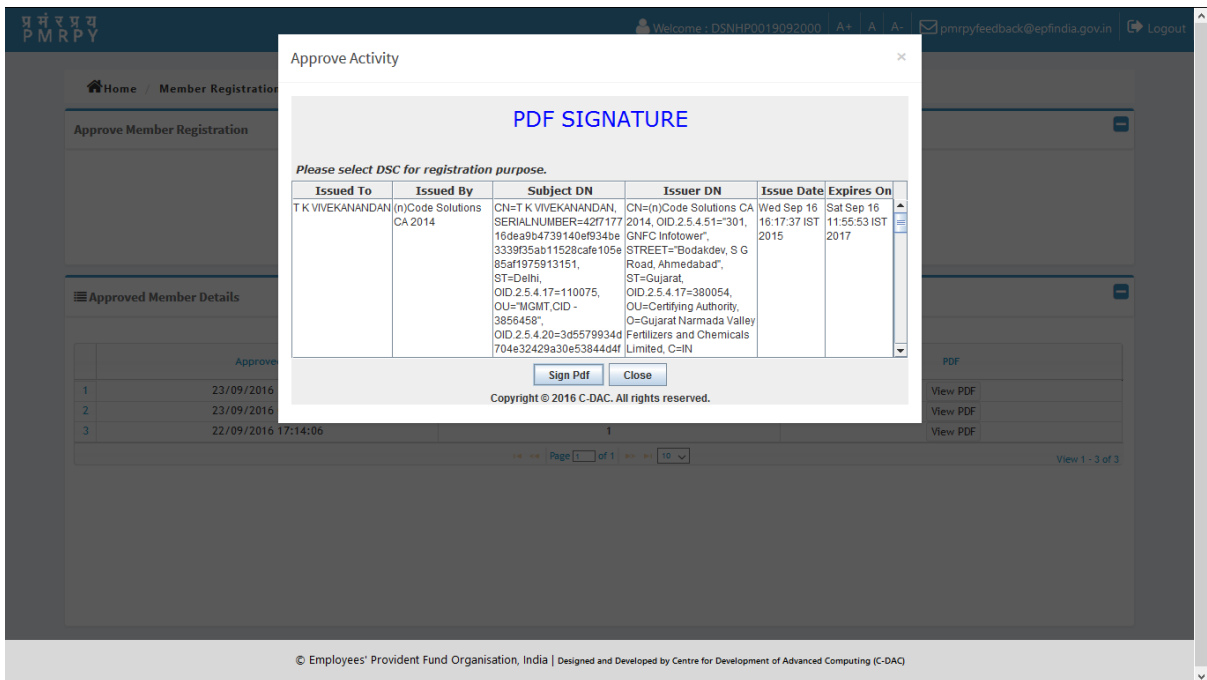
Below this, there is a section titled 'Approved Member Details' which contains a table with the following data:

	Approved On	No of Members Declared	PDF
1	23/09/2016 14:07:56	1	View PDF
2	23/09/2016 01:08:15	1	View PDF
3	22/09/2016 17:14:06	1	View PDF

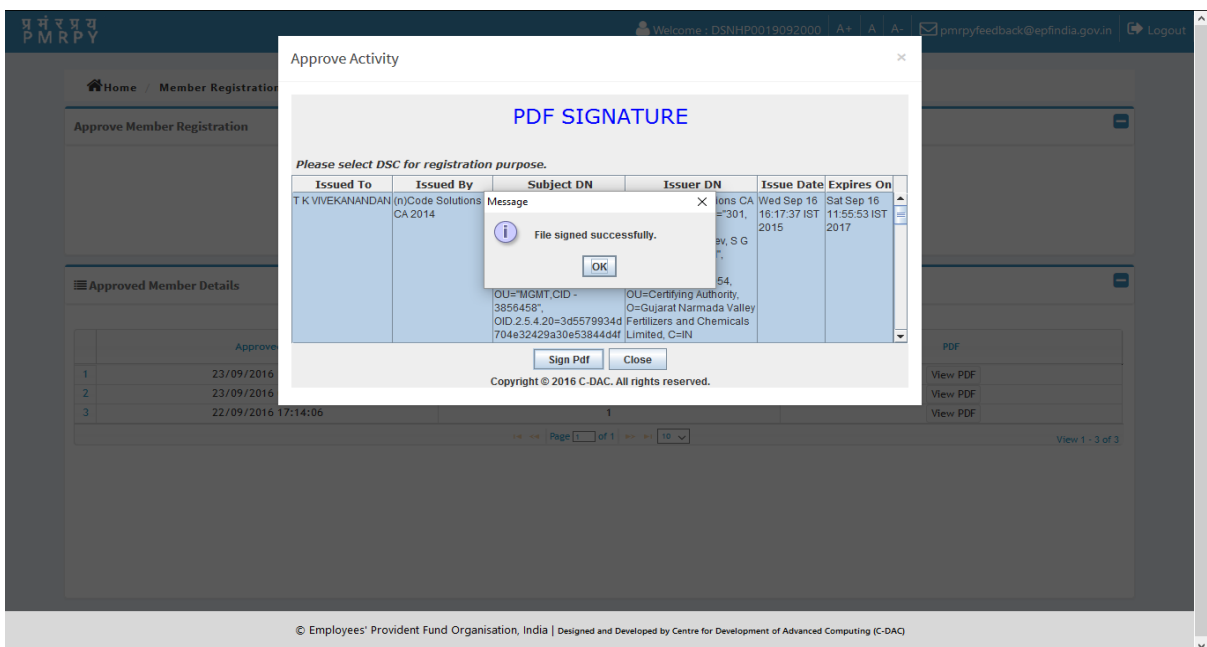
At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 3 of 3'.

At the very bottom of the page, there is a footer with the text: © Employees' Provident Fund Organisation, India | Designed and Developed by Centre for Development of Advanced Computing (C-DAC) and a long alphanumeric string.

- To digitally sign the furnished information, the employer should click on “Approve Member Registrations” button.
- The following screen would appear to enable the selection of digital signature:



- After selection of digital signatures, the “Sign Pdf” button is to be selected to initiate the digital signing.
- After succesful digital signing, the following screen would appear:



- After that employer will file ECR on Unified Portal and employees registered in PMRPY Portal and eligible for PMRPY benefit for that particular month will get upfront benefit in ECR.