

## Location mapping of employees for establishments having more than one branches

### Step – 1

First employer will declare his locations (Branches) under “Form-5A” at Unified Portal

The screenshot shows the EPFO Unified Portal interface. The main heading is "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" under the "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The user is logged in as "Name: ENGINEERS ENTERPRISE...". The navigation menu includes Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services.

The "Branch/ Division Details" section is active. It contains a radio button selection for "Single Unit" and "Several Units". Below this is a table for "Details of each unit (branch)". The table has columns: Name Of Unit, Address, State, District, PIN, Unit Type, Number Of Members In The Branch, Status, and Action. The "Name Of Unit" column contains a text input field with "NAME OF UNIT". The "Address" column contains a text input field with "ADDRESS". The "State", "District", "PIN", and "Unit Type" columns contain dropdown menus with "--Select--". The "Number Of Members In The Branch" column contains a dropdown menu with "NUMBER OF MEMBER". The "Status" column contains a dropdown menu with "--". The "Action" column contains a dropdown menu with "+".

Below the table is an "Upload Documents" section. It includes a note: "Please upload PDF files only, of size LESS THAN 5 MB." There are three rows for document uploads: "PAN", "Proof of Address", and "Cheque". Each row has a "BROWSE" button and a "NO FILE SELECTED." message.

### Step – 2

There is a functionality “Member Location Mapping” at Unified Portal, where employer having branches has to map each employee with some location. If any employee is not mapped with any location, he will be treated in main location. Both the option i.e. “Individual Mapping” and “Bulk Mapping” are available.

The screenshot shows the EPFO Unified Portal interface for "Member Location Mapping". The user is logged in as "Name: ENGINEERS ENTERPRISE...". The navigation menu is the same as in the previous screenshot.

The "Member Location Mapping" section is active. It has two tabs: "Individual Mapping" and "Bulk Mapping". The "Individual Mapping" tab is selected. Below the tabs is a form with the following fields and options:

- LIAN\***: A text input field with "Enter LIAN".
- Location\***: A radio button selection with three options: "Posted to branch without establishment code" (selected), "Posted back to parent location", and "Posted to another country".
- Branch\***: A dropdown menu with "--Select--".
- Effective Date\***: A text input field with "Select Effective Date".

At the bottom of the form are "Submit" and "Cancel" buttons.

Step - 3

Employer will file the ECR. If location has already been declared it will come against employee in ECR Statement.

Step - 4

A functionality has already been given to field offices to print the ECR of any establishment.