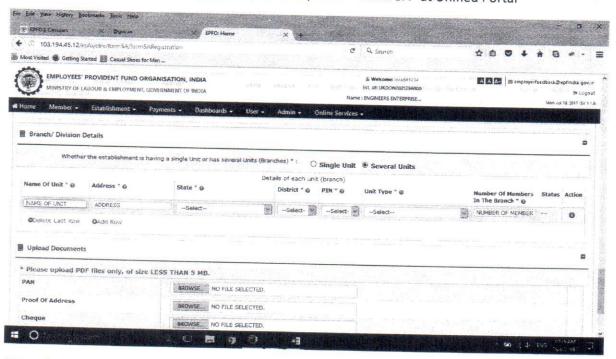Location mapping of employees for establishments having more than one branches
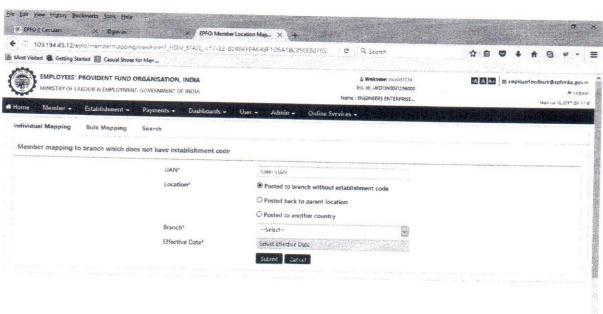
Step – 1

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

Step – 2

There is a functionality "Member Location Mapping" at Unified Portal, where employer having braches 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.

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.