PF & ESI – New Employee Enrollment, Monthly return filing

Day 1

PF- New Employee Enrollment

Form 2 – relevance and use

Form 11 - relevance and use

Online enrollment

PF wages to be declared

Relevant documents

Issues faced during enrollment of new employee

Date of Joining & Date of Exit (DOJ & DDOL)

ESI - New Employee Enrollment

Form 1 - relevance and use

Online enrollment

Relevant documents

Condition for enrollment

Issues faced during enrollment

Day 2

PF- Online filing of Monthly return

What is ECR?

Data and format required for monthly return

Importance of filing monthly return

Challan generation

Different heads of Account

Issued faced during data upload

ESI- Online Monthly return

What is Monthly contribution?

Format and Data assimilation

Error faced during data upload

Challan generation

Contribution list