

Date	Topic	Timing
DAY 1	<u>PROVIDENT FUND</u> Coverage and applicability EPF schemes Contribution limit Contribution Rate and Rules PF contribution EE & ER share, Admin charge, EDLI charges New Joiner documents Pay structure as per code of wages Add New Members/Exit Member Form 11 Employees <u>ESI</u> Coverage and applicability Employee State Insurance Scheme (ESI) Contribution limit, Contribution Rate and Rules Eligible employee New Members Add & Exit What is E-Pehchan form ESI wages – Calculation How to link ESI with UAN	2 hrs
DAY 2	<u>PF AND ESIC REGISTRATION – SHRAM SUVIDHA</u> Documents required for PF & ESI registration Registration for Proprietary, Partnership Firm PF/ESI registration for Pvt Ltd – Overview at MCA portal DSC registration in PF portal KYC approval through DSC - for Employees	2 hrs
DAY 3	<u>PF MONTHLY RETURN FILING</u> Document requirement for processing the Return filing Monthly ECR generation – (Normal/NIL/Arrears) Revised return – Form 3A Challan generation and payment Direct challan <u>ESIC MONTHLY RETURN FILING</u> Documents requirement for Processing the Return filing Monthly ESI return filing - (Normal/NIL/Arrears) Challan generation and payment Direct challan	2 hrs

DAY 4	<u>PF & ESI INSPECTION REPORT</u> Form 5A Adding Branches in PF Interest and Damage – challan Attendance Register Advance Register Salary Register Wage Slip Other supporting Documents for Submission <u>MEMBER PF WITHDRAWAL</u> PF Claim process for Member	2 hrs
DAY 5	<u>PF AND ESI – CLAIM PROCESS</u> PF – Death claim ESI – Death claim ESI – Medical claim ESI - Maternity Leave PF - Retirement and Pension process	2 hrs