

UNIVERSAL ACCOUNT NUMBER (UAN)

(Toll Free No. 1800-118-005)

USER MANUAL ON UAN FUNCTIONS

IN

OTCP

Version 1.2

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IS DIVISION

EMPLOYEES' PROVIDENT FUND ORGANISATION

Head Office, New Delhi

USER MANUAL ON UAN FUNCTIONS IN THE OTCP

SCOPE OF THE DOCUMENT:

This manual provides the details of UAN functions incorporated in the Online Transfer Claim Portal to facilitate employer to complete Form-11 in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC. A list containing member ids without UAN would be generated at OTCP to identify members without UAN against member ids. Employer can declare such member ids (new member ids in the latest ECR file) against Previous member id/UAN/First time membership & approve the same. Such declared member ids would flow from OTCP to EPFO NDC on daily basis. At EPFO NDC, this information would be processed to generate new UANs/link member-ids accordingly. The processed information would be pushed daily to the OTCP. The other activities to facilitate employer in respect of UAN are also explained in this manual in user friendly manner.

OBJECTIVE OF UAN:

A universal number will be generated for each of the PF Account Number at EPFO NDC. The UAN will act as an umbrella for the multiple Member Ids allotted to the same individual. The idea is to concatenate multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member is already allotted Universal Account Number (UAN) then he/ she may provide the same to new establishment/ employer which in turn will mark the new allotted Member Identification Number (Member Id) to the Universal Identification Number (UAN).

The main objective behind this new function is to capture KYC details of its members in order to eliminate the dependency on the employer and improve the quality of service. The KYC details will be tagged against the allotted UAN rather the member id thereby eliminating the redundancy.

BACKGROUND WORK:

Initial generation of UAN:

1. As on any cutoff date (for example all distinct ECR members from the wage month of Jan 2014 to June 2014 except those with DOE) would be provided by OTCP to EPFO NDC.

2. A universal number will be generated for each of the PF Account Number at EPFO NDC.
3. First time, UAN will be allotted to all contributors appearing in the ECR of the specified period.
4. The UANs allotted would be made available to Employer Portal for dissemination.
5. Employer will download the UAN list from UAN Menu in OTCP.
6. It will be the duty of employer to disseminate UANs to the concerned members through SMS, email, IVRS Type & Short Code Services.

Recurring/Subsequent UAN generation/linking:

1. Further whenever an ECR is submitted by employer and payment is confirmed by SBI, a list containing the member ids without UAN would be generated at OTCP to identify members without UAN against member ids.
2. It is the duty of employer to complete Form-11 in respect of those member ids, which have not been allotted UAN or linked to UAN in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC.
3. Facility would be given on OTCP to employers to declare such member ids (new member ids in the latest ECR file) against
 - a. Previous member id
 - b. UAN
 - c. First time membership & approve the same
4. Such declared member ids would flow from OTCP to EPFO NDC on daily basis. At EPFO NDC, this information would be processed to
 - a. Generate new UANs against member ids which do not have UAN.
 - b. Link member ids against UAN having UAN already generated against previous member id.
 - c. Generate and link UAN against member id and previous member id if neither of them have UAN.

(The processed information would be pushed daily to the portal and this cycle would continue.)

Uploading & Approving Bulk KYC Text File/Enter Individual KYC Details

Employer can either enter individual KYC details of members or can upload Bulk KYC Text File through KYC menu given in OTCP. In case of bulk text file, employer will have to upload bulk KYC Text File as per the revised format enclosed below. There will be following options in KYC Menu:

- Enter Individual KYC Details
- Upload Bulk KYC Text File
- Approve Bulk KYC PDF File
- View Approved PDF Files
- Update Incomplete Member's Details
- Error List

Bulk KYC PDF file will be approved with DSC for only those records, which are complete in respect of DOB, DOJ and Father's/Husband's Name. The records incomplete in terms of DOB, DOJ and

Father's/Husband's Name will reflect in option 'Update Incomplete Member's Details' for updating the missing information.

Under the Head 'Update Incomplete Member's Details' user has an option 'Add Missing Information' to complete the missing entries and 'Generate PDF for Approval/Rejection' of the same.

ERROR LIST:

In case of any errors while uploading files, error log will be generated and can be seen in 'Error List' given in KYC Menu.

PRE-CONDITIONS:

- Must register your digital signature
- Java version 1.7 should be installed in your system.
- Please use only alphabets and numbers in file names. There should be no special characters or spaces in the file name.
- Only text files of upto 2mb size can be uploaded using this facility.
- Bulk Text file format should be exactly as per the format given by EPFO, NDC.

SCREEN FLOW :

Login > UAN > Search UAN ID
Login > UAN > Confirm Previous Employment
Login > UAN >Download UAN List
Login > UAN > History PDFs
Login > KYC >Enter Individual KYC Details
Login > KYC >Upload Bulk KYC Text File
Login > KYC >Approve Bulk KYC PDF File
Login > KYC >View Approved PDF Files
Login > KYC >Update Incomplete Member's Details
Login > KYC >Error List

EXPLANATION THROUGH SCREEN SHOTS :

The employer can perform the following activities through UAN Menu in OTCP :-

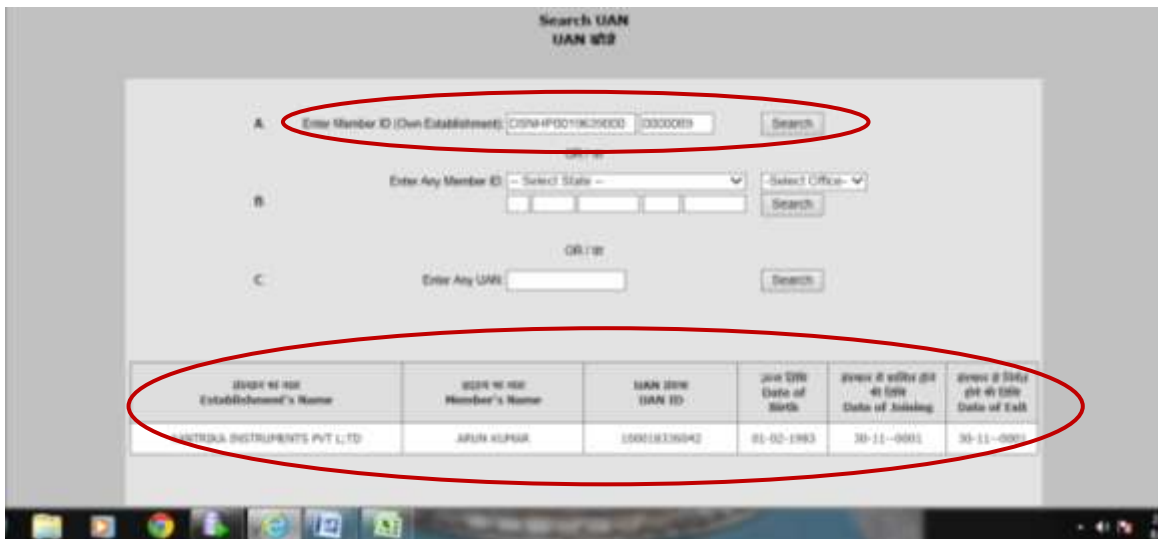
- Search UAN IDs
- Confirm Previous Employment
- Download UAN List
- History PDFs

The screen below is a home page of OTCP where UAN and KYC menu has been appended. UAN has four options viz. Search UAN IDs, Confirm Previous Employment, Download UAN List and History PDFs.

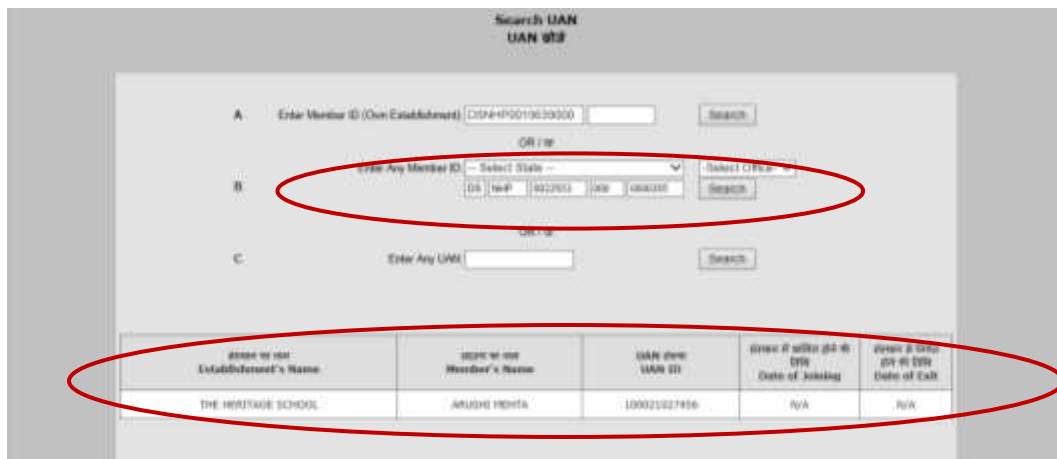


The following two screens facilitate employers to search UAN IDs of their members as well as the members of any other establishment. Once employers press the search button, will be allowed to see Establishment Name, Member's Name, UAN ID, Date of Birth (only of their own members), Date of Joining and Date of Exit.

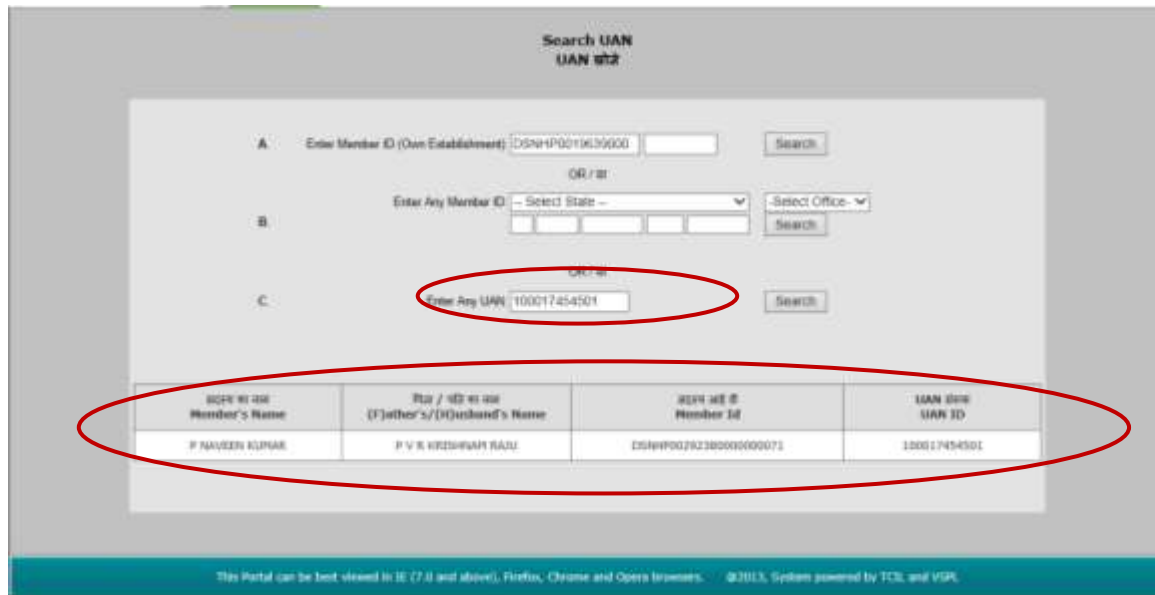
Searching UAN of own establishment



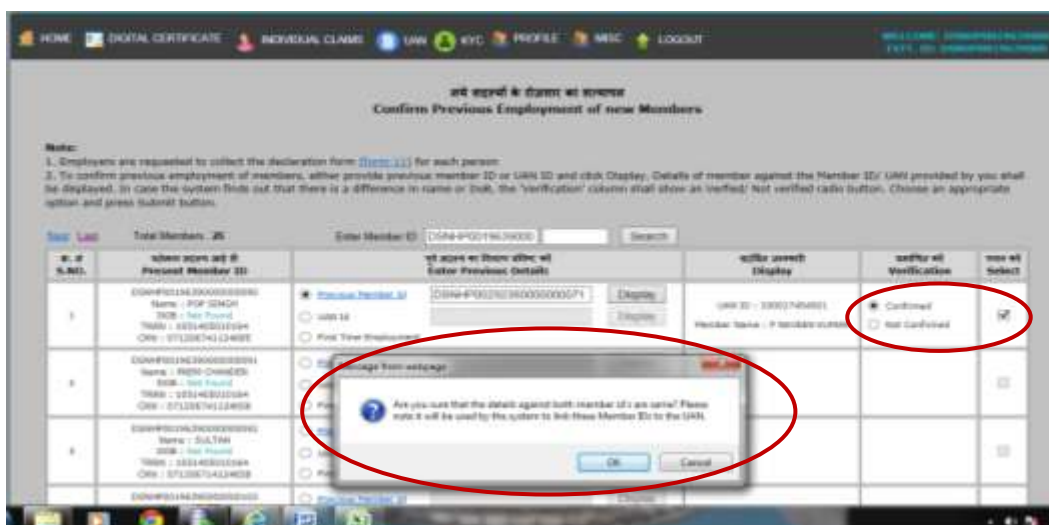
Searching UAN of other establishment



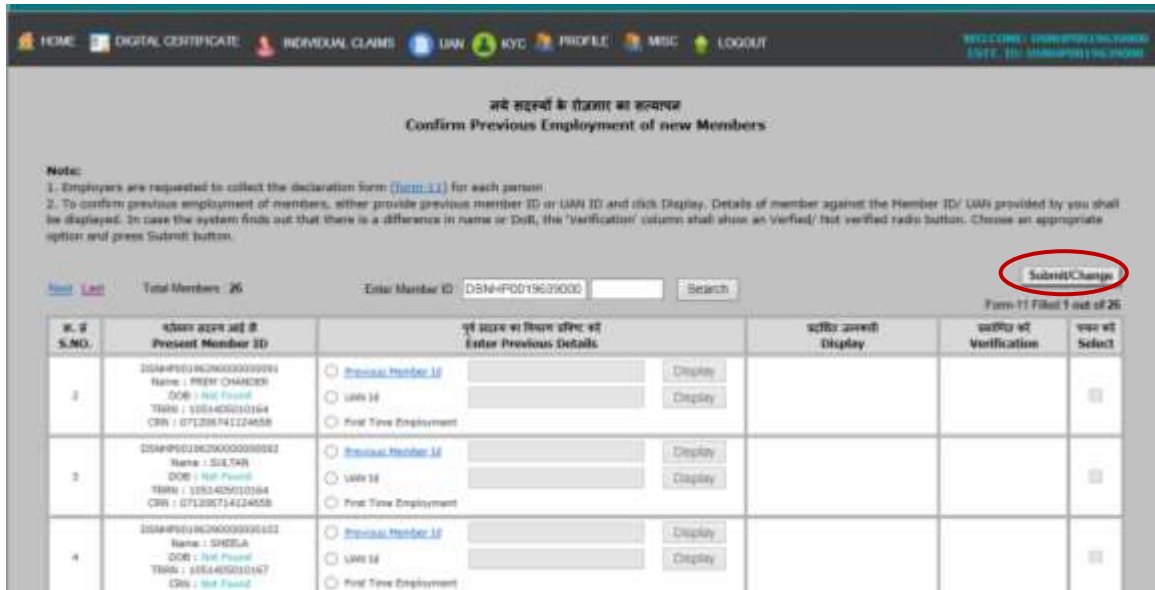
The next screen shows the details of the members, if employers search UAN wise. That means, Employer has also an option in this search bar to search member id, if UAN of that particular member is available with him.



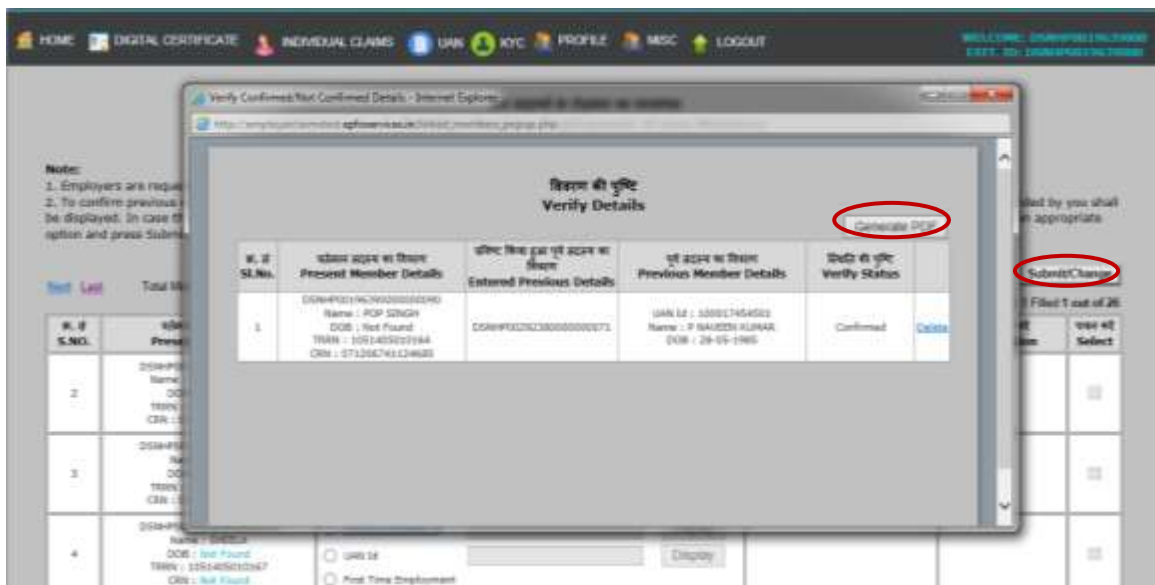
The following screen contains an option to Confirm Previous Employment of New Members. It is the responsibility of employers to collect the declaration form (Form-11) for each person. Employers can either provide previous member id or UAN id to confirm previous employment of members and click Display. Details of member against the Member ID/ UAN provided by employer shall be displayed alongwith Confirmed/ Not Confirmed radio button in Verification Column. In case the system finds out that there is a difference in name or DoB after confirmed radio button is pressed by the employer, the system warns the employer to verify the details of that particular member. There is also an option of First Time Employment, which is to be selected only in those members whose current employment is the first employment.



If employer verifies it, then he/she can select the button on the top (RHS) 'Submit/Change' as shown below in screenshot:



After pressing the button 'Submit/Change', following screen will appear to verify the details and generate PDF of the same. If he/she is not satisfied with the case, he/she can simply delete it.



Once employer press the radio button 'Generate PDF', following screen will come giving an option of approving or rejecting the PDF. Employer can view this PDF file by pressing on the link and if satisfied, can approve it else he/she can reject it.



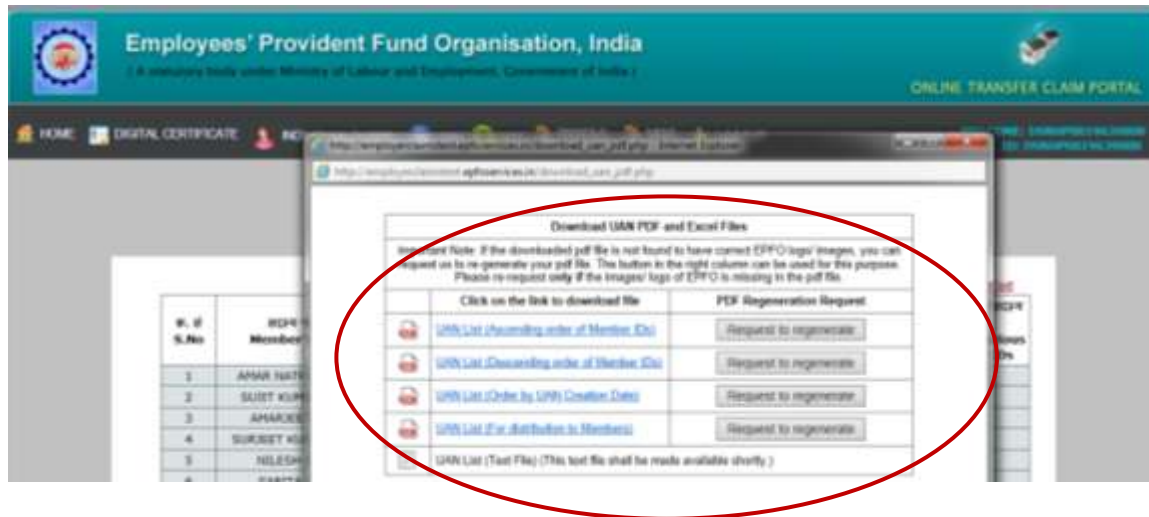
PDF of this file will be as follows :-



Next screen contains an option to download UAN list. On pressing the Download UAN List, the following screen will appear. Here, employer can view the list as well as press the radio button given on top to download PDF/Text of UAN List.



Once employer press the radio button 'Download PDF/Text', various options to do so will appear on the screen. Employer can choose any option as per his requirement and convenience and download the same. User can request to regenerate **only** if the images/ logo of EPFO is missing in the pdf file by selecting a radio button 'Request to re-generate'. Download of Text file of UAN will be made available shortly.



The downloaded file will appear as below :



The screen below is the outcome of option 'History PDF' containing two options 'Approved PDF' and 'Rejected PDF':



Once employer choose an option 'Approved PDF', he/she will be facilitated to download approved pdf. He/she has to select the link and download the same. The screen giving option to download approved pdf is as below.

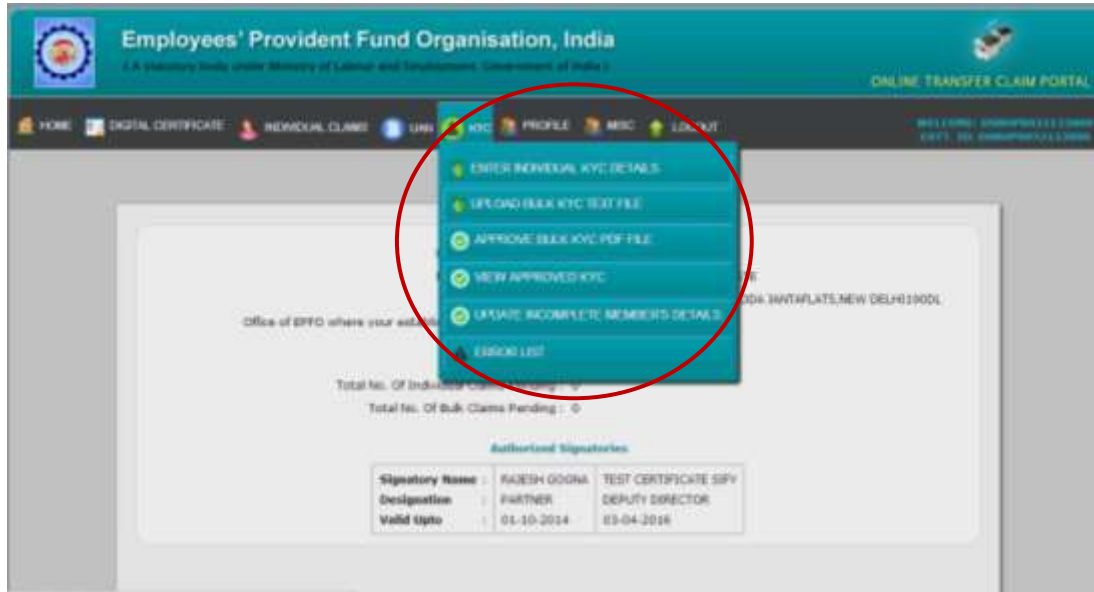


Procedure is same for the Rejected PDFs.



Now comes the most important feature of UAN i.e. to manage KYC.

Note: KYC menu is still under construction and will be facilitated fully as soon as it is final. For the time being, some options of this menu are enabled and shown hereby through screenshots.



There will be following options in KYC Menu :-

- Enter Individual KYC Details
- Upload Bulk KYC Text File
- Approve Bulk KYC PDF File
- View Approved PDF Files
- Update Incomplete Member's Details
- Error List

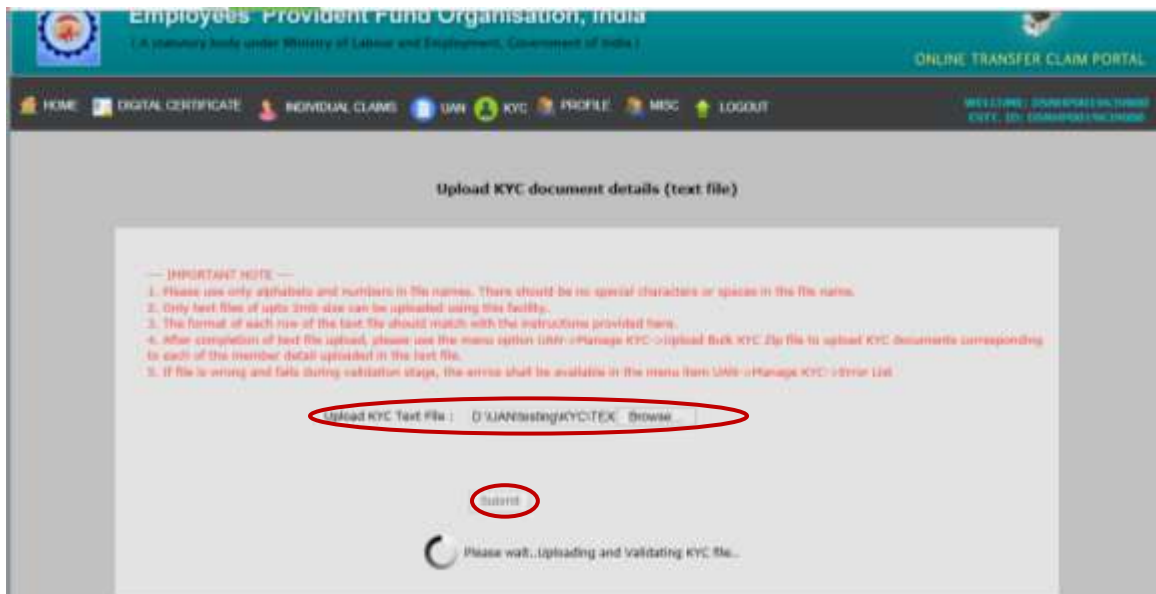
Add Missing Information

Generate PDF for Approval/Rejection

User can enter the individual KYC details by selecting this option from KYC menu. Accordingly, user has to feed the details and select the file by selecting browse option. *Screenshot of this particular option will be made available as and when get activated on Portal.*

In case of Upload of Bulk KYC Text File, first of all, user has to upload bulk KYC text file as per the revised format enclosed below. User has to create a file in Excel having 13 columns as specified in the revised structure below. Once the information is fed in, this file is to be saved as CSV (Ms-DOS). The user will have to open this file in Notepad, replace the separator (,) with #~# and press the button 'delete' at the end of the record so that blank row is not created. Then this file is to be saved as FileName.txt. Now your bulk KYC text file is ready to be uploaded.

Select the option 'Upload Bulk KYC Text File', the following screen will come. Now select the text file by choosing a radio button 'Browse' and press submit. :-



After submitting the case and upload, following screen will appear :



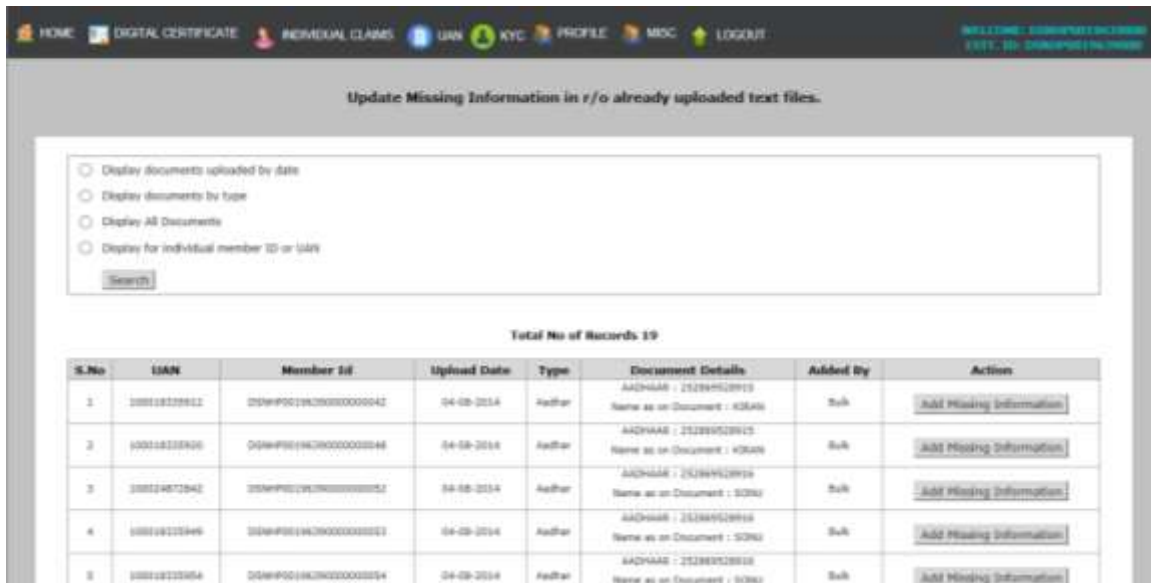
Just check the pdf by clicking on the link given to open/save the PDF, whether all records have come or not. It is pertinent to mention here that the records complete in terms of DOB, DOJ and Father's/husband's Name will be approved through this PDF. Rest of the records i.e. incomplete in terms of DOB, DOJ and Father's/Husband's Name will be available in the option 'Update Incomplete Member's Details' wherein you have to complete the missing details by selecting an option 'Add Missing Information' from the sub-menu of 'Updating Incomplete Member's Details'. And afterwards, user will have to generate PDF for the completed entries by selecting an option 'Generate PDF for Approval/Rejection' from the sub-menu of 'Updating Incomplete Member's Details'.

It is also pertinent to mention here that Approval of the file can be done with DSC only. User can hereby either reject or approve the PDF generated. The screenshots for approving the file with DSC are as follows:-



User can also view the Approved PDF Files by selecting this option from KYC Menu.

Now, user has to complete the missing details of those records, which could not be approved in PDF due to incomplete information in respect of DOB, DOJ and Father's/Husband's name. User has to select the option 'Update Incomplete Member's Details' from KYC Menu then select 'Add Missing Information'. By selecting 'Add Missing Information', following screen will appear which has various search options and total no. of records to be updated according to the search type is also mentioned. User can select any option and add missing information by selecting a radio button 'Add Missing Information' on the RHS.



Once 'Add Missing Information' is clicked, following screen will come to complete the missing information of that particular record. After feeding, user has to submit the record.



Following message will come.



Now the user has to generate PDF for its approval/rejection by selecting an option 'Generate PDF for Approval/Rejection' from the sub-menu of KYC i.e. 'Update Incomplete Member's Details'. This screen will again have various search options and total no. of records will be displayed according to the search option selected. User has to press 'Generate PDF'. Screenshot to this effect is as follows:-



Once 'Generate PDF' is pressed, the following screen will appear wherein user can view/download the PDF of this file and can approve/reject accordingly.



PDF of this file will appear as below:-



Following screenshots will show the approval steps of this file:

Digitally Sign KYC Details

Establishment ID : D5949013639000
 Tracking ID : 305148800065
 Date & Time : 04-08-2014 17:23:04
 Signed KYC File :  KYC

Approved by* : TEST CERTIFICATE S

Sign with : Sign with .PFX file
 Sign with Your USB token

Select Your USB TOKEN Certificate

* Mark fields are mandatory



Digitally Sign KYC Details

Establishment ID : D5949013639000
 Tracking ID : 305148800065
 Date & Time : 04-08-2014 17:23:04
 Signed KYC File :  KYC

Approved by* : TEST CERTIFICATE S

Sign with : Sign with .PFX file
 Sign with Your USB token

* Mark fields are mandatory

Message from webpage

Are you sure to Approve the KYC PDF?



User can also view these approved KYCs in 'View Approved PDFs' as follows:-

List Of Approved KYC

Display documents uploaded by date
 Display documents by type
 Display All Documents
 Display for individual member ID or UAN

Total No of Records 4

S.No	UAN	Member Id	Upload Date	Type	Document Details	Added By
1	5001822942	DDMP019LN000000040	04-09-2014	Aadhar	AADHAR / 20209123911 Name as on Document : K2000	Sub
2	5001822940	DDMP019LN000000048	04-09-2014	Aadhar	AADHAR / 20209123911 Name as on Document : K2000	Sub
3	5001822940	DDMP019LN000000049	04-09-2014	Permanent Account Number	PAN Number : ALP50174Q Name as on Document : K2000	Sub
4	5002472942	DDMP019LN000000052	04-09-2014	Aadhar	AADHAR / 20209123911 Name as on Document : K2000	Sub

User can also view Error List generated while uploading the files containing errors. He/she has to choose an option 'Error List' on the KYC Menu. Once 'Error List' is selected, Error Log will be opened which will show last 10 error files. Each error file shall show the first 20 errors, after which file validation is stopped. This screen will contain KYC File Upload Date & Time, Uploaded KYC File and Error Log File. The screenshot is being given below:

KYC file upload- Validation Error Log
(Last 10 error files are shown below.)
Note: The error files shall show the first 20 errors, after which file validation is stopped.

Sr.No	KYC File Upload Date Time	Uploaded KYC File	Error Log File
1	04-09-2014 16:53:23	DDMP019LN000000040	DDMP019LN000000040_16/09/2014_16:53:23_err.log
2	04-09-2014 16:54:39	DDMP019LN000000048	DDMP019LN000000048_16/09/2014_16:54:39_err.log

Error Log File will be as follows:-

```

D:\NH0000000000_14/09/2014 - Notepad
File Edit Format View Help
(Error Code 007) Document Number "ANAP2C1230" (Field-3) is invalid on line number 1
(Error Code 011) Expiry Date "12/2/2015" (Field-6) of document type is invalid on line number 1 (dd-mm-yyy format, mandatory for passport and driving licence)
(Error Code 011) Expiry Date "" (Field-6) of document type is invalid on line number 11 (dd-mm-yyy format, mandatory for passport and driving licence)
(Error Code 007) document Number "AU1P0C123P" (Field-3) is invalid on line number 11
    
```

Revised KYC Text File Structure 2.0

S. No.	Field Name	Type	Size	Validation	Remark
1.	UAN	Number	12	<ul style="list-style-type: none"> i. Mandatory ii. Number should be as per verhoeff algorithm iii. UAN should present in database iv. Atleast one member id linked with UAN should be of the same establishment who is uploading the file 	
2.	Document Type	Character	1	<ul style="list-style-type: none"> i. Mandatory ii. Valid Values in {'N', 'A', 'P', 'B', 'T', 'D', 'E', 'R'} 	N- National Population Register A- AADHAR P- Permanent Account Number B- Bank Account Number T- Passport D- Driving License E- Election Card R- Ration Card
3.	Document Number	Character	30	<ul style="list-style-type: none"> i. Mandatory ii. Other Validations should according to document type 	
4.	IFSC Code	Character	11	If value at serial number 2 is 'B' then not null otherwise blank	
5.	Name	Character	85	<ul style="list-style-type: none"> i. Mandatory ii. Special Characters are not allowed 	Name should be as, as appear in KYC document
6.	Expiry Date	Date		<ul style="list-style-type: none"> i. If at serial number 2 value is 'D' or 'T' then not null otherwise blank ii. If not null should be greater than system date 	Date format should be dd/mm/YYYY
7.	Educational Qualifications	Character	1	<ul style="list-style-type: none"> i. Optional ii. Valid Values in {'I', 'N', 'M', 'S', 'G', 'P', 'D'} or blank 	I - Illiterate N – Non Matric M - Matric S - Senior Secondary G - Graduate P - Post Graduate D - Doctorate
8.	Physically Handicap	Character	1	<ul style="list-style-type: none"> i. Optional ii. Valid Values in {'Y', 'N'} or blank 	Y - Yes N – No
9.	Physically Handicap	Character	1	<ul style="list-style-type: none"> i. If value at Serial No.8 is Y than mandatory 	L - Locomotive disability V - Visual

	Category			ii. Valid Values in {'L', 'V', 'H'} or blank	H - Hearing
10.	Gender	Character	1	i. Optional ii. Valid Values {'M','F','T'} or blank	M - Male F - Female T - Trans Gender
11.	International Worker	Character	1	i. Optional ii. Valid Values {'Y','N'} or blank	Y - Yes N - No
12.	Marital Status	Character	1	i. Optional ii. Valid Values {'M','U','W','D'} or blank	M - Married U - Un-Married W - Widow/Widower D - Divorcee
13.	Est ID	Character	15	i. Mandatory ii. This establishment should match with establishment login.	

Steps to create Bulk KYC Text File :

- 1) Create Excel File with 13 columns as described in above table.
- 2) Save excel file as CSV (Comma Separated Value MS-DOS)
- 3) Open CSV in text editor like Notepad / Wordpad etc
- 4) Replace comma(,) with '#~#'
- 5) Save as <filename>.txt
- 6) This txt file has to be uploaded under KYC – Upload Bulk KYC Text File

Screenshots for creating bulk KYC text file are shown hereunder :

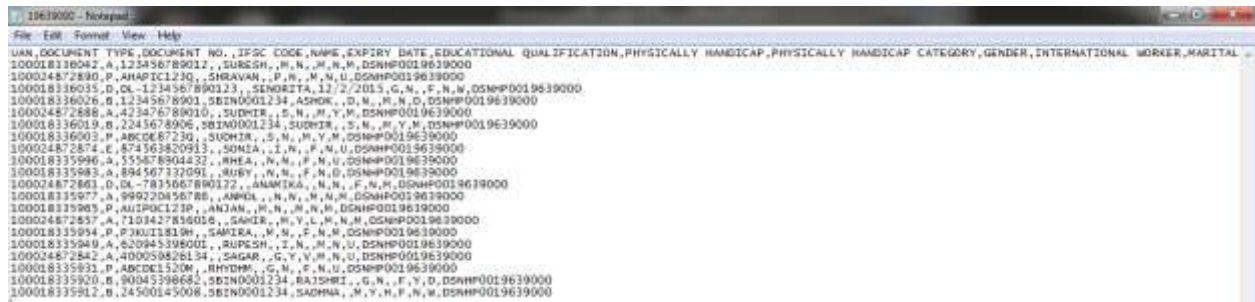
Sample Excel File

UAN	DOCUMENT TYPE	DOCUMENT NO.	IFSC CODE	NAME	EXPIRY DATE	EDUCATIONAL QUALIFICATION	PHYSICALLY HANDICAP	PHYSICALLY HANDICAP CATEGORY	GENDER	INTERNATIONAL WORKER	MARITAL STATUS	ESTABLISHMENT ID
100018316042	A	123456789012		SURESH		M	N		M	N	M	DSNHFP0015639000
100024872890	P	AHAPICL23D		SHRAVAN		P	N		M	N	U	DSNHFP0015639000
100018316035	D	DL-1234567890123		SENDRITA	12/02/2015	G	N		F	N	W	DSNHFP0015639000
100018316026	B	12345678901	58IN0001234	ASHOK		D	N		M	N	D	DSNHFP0015639000
100024872888	A	423476789010		SUDHIR		S	N		M	Y	M	DSNHFP0015639000
100018316019	B	2245678906	58IN0001234	SUDHIR		S	N		M	Y	M	DSNHFP0015639000
100018316003	P	ABCDE6723Q		SUDHIR		S	N		M	Y	M	DSNHFP0015639000
100024872874	E	874563820913		SONIA		I	N		F	N	U	DSNHFP0015639000
100018315996	A	55567890412		RHEA		N	N		F	N	U	DSNHFP0015639000
100018315983	A	894367332091		RUBY		N	N		F	N	D	DSNHFP0015639000
100024872861	D	DL-7635467890122		ANAMIKA	01/09/2017	N	N		F	N	M	DSNHFP0015639000
100018315977	A	999220456786		ANMOL		N	N		M	N	M	DSNHFP0015639000
100018315965	P	AUHP07183P		ANIAN		M	N		M	N	M	DSNHFP0015639000
100024872857	A	7103427856016		SAHR		M	Y	L	M	N	M	DSNHFP0015639000
100018315954	P	PJKU11819H		SAMIRA		M	N		F	N	M	DSNHFP0015639000
100018315949	A	620943388001		RUPESH		I	N		M	N	U	DSNHFP0015639000
100024872842	A	400059626134		SAGAR		G	Y	V	M	N	U	DSNHFP0015639000
100018315931	P	ABCDE1120M		RHYDHM		G	N		F	N	U	DSNHFP0015639000
100018315920	B	90043158682	58IN0001234	RAJISHRI		G	N		F	Y	D	DSNHFP0015639000
100018315912	B	24900145008	58IN0001234	SADHNA		M	Y	H	F	N	W	DSNHFP0015639000

Now Save As: CSV(MS-DOS) as shown below:

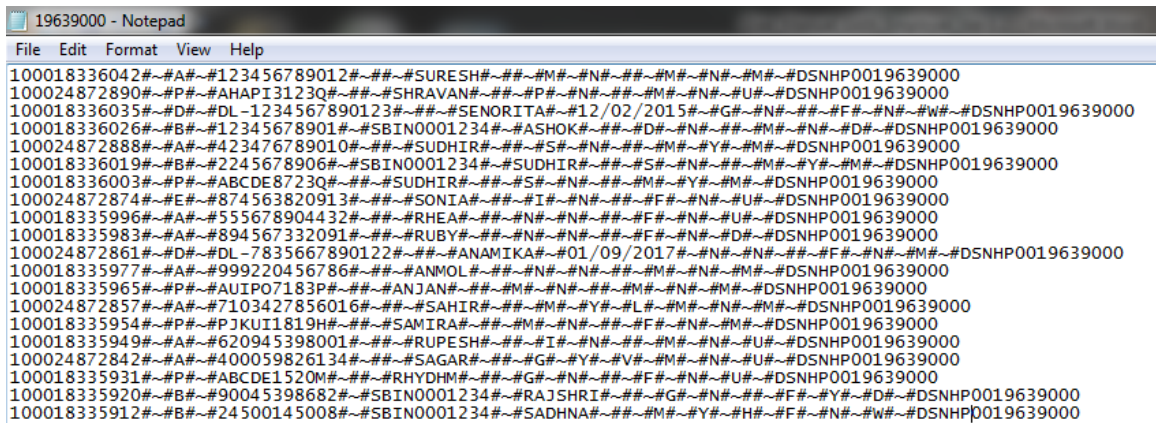
UAN	DOCUMENT TYPE	DOCUMENT NO.	IFSC CODE	NAME	EXPIRY DATE	EDUCATIONAL QUALIFICATION	PHYSICALLY HANDICAP	PHYSICALLY HANDICAP CATEGORY	GENDER	INTERNATIONAL WORKER	MARITAL STATUS	ESTABLISHMENT ID
100018316042	A	123456789012		SURESH		M	N		M	N	M	DSNHFP0015639000
100024872890	P	AHAPICL23D		SHRAVAN		P	N		M	N	U	DSNHFP0015639000
100018316035	D	DL-1234567890123		SENDRITA	12/02/2015	G	N		F	N	W	DSNHFP0015639000
100018316026	B	12345678901	58IN0001234	ASHOK		D	N		M	N	D	DSNHFP0015639000
100024872888	A	423476789010		SUDHIR		S	N		M	Y	M	DSNHFP0015639000
100018316019	B	2245678906	58IN0001234	SUDHIR		S	N		M	Y	M	DSNHFP0015639000
100018316003	P	ABCDE6723Q		SUDHIR		S	N		M	Y	M	DSNHFP0015639000
100024872874	E	874563820913		SONIA		I	N		F	N	U	DSNHFP0015639000
100018315996	A	55567890412		RHEA		N	N		F	N	U	DSNHFP0015639000
100018315983	A	894367332091		RUBY		N	N		F	N	D	DSNHFP0015639000
100024872861	D	DL-7635467890122		ANAMIKA	01/09/2017	N	N		F	N	M	DSNHFP0015639000
100018315977	A	999220456786		ANMOL		N	N		M	N	M	DSNHFP0015639000
100018315965	P	AUHP07183P		ANIAN		M	N		M	N	M	DSNHFP0015639000
100024872857	A	7103427856016		SAHR		M	Y	L	M	N	M	DSNHFP0015639000
100018315954	P	PJKU11819H		SAMIRA		M	N		F	N	M	DSNHFP0015639000
100018315949	A	620943388001		RUPESH		I	N		M	N	U	DSNHFP0015639000
100024872842	A	400059626134		SAGAR		G	Y	V	M	N	U	DSNHFP0015639000
100018315931	P	ABCDE1120M		RHYDHM		G	N		F	N	U	DSNHFP0015639000
100018315920	B	90043158682	58IN0001234	RAJISHRI		G	N		F	Y	D	DSNHFP0015639000
100018315912	B	24900145008	58IN0001234	SADHNA		M	Y	H	F	N	W	DSNHFP0015639000

Open this CSV File with Notepad/WordPad:



IMP: Remove the very first line containing headers. Then Go To Edit Option and select Replace. Now replace comma (,) with #~#.

Place your cursor at the end of the row and press delete to remove the blank lines. Then save this file as filename.txt. Your bulk KYC text file is ready to be uploaded.



KYC Error codes and their Description

S.No.	Error Code	Description
1	Error Code 001	Data is not as per KYC format. (Has control characters)
2	Error Code 002	Data is not as per KYC format. (Has non-print characters)
3	Error Code 003	The file encoding should be ANSI.
4	Error Code 004	UAN 100015374649 (Field-1) is blank or length is less than 12 or alpha-numeric on line number 1.
5	Error Code 005	UAN 100015374649 (Field-1) does not follow the defined algorithm, hence invalid, on line number 1.
6	Error Code 006	UAN 100015374649 (Field-1) is not found in UAN master table or not associated with your establishment on line number 1.
7	Error Code 007	UAN 100015374649 (Field-1) is not found in member master database on line number 1.
8	Error Code 008	Document Type E (Field-2) is incorrect on line number 1. It should be one of N, A, P, B, T, D or E.
9	Error Code 009	Document Number ALJPS3474B (Field-3) value is blank or length is greater than 30 on line number 1.
10	Error Code 010	Document Number ALJPS3474B (Field-3) is invalid on line number 2.
11	Error Code 011	IFSC Code IOBN0111111111 (Field-4) is blank or length is less than 11 or not alpha numeric on line number 1.
12	Error Code 012	Employee Name Devendra (Field-5) is incorrect on line number 3. (either length more than 85 character or has special characters.)
13	Error Code 013	Expiry Date 10-11-2014 (Field-6) of document type is invalid on line number 4. (dd/mm/yyyy format, mandatory for passport and driving license)
14	Error Code 014	Expiry Date 10-11-2014 (Field-6) of document type is greater than system date on line number 4.
15	Error Code 015	Education Qualification Flag T (Field-7) is invalid on line number 4.
16	Error Code 016	Physically Handicap Flag H (Field-8) is invalid on line number 4
17	Error Code 017	Physically Handicap Category Flag B (Field-9) is invalid on line number 4
18	Error Code 018	Gender Flag L (Field-10) is invalid on line number 4
19	Error Code 019	International Worker Flag D (Field-11) is invalid on line number 4
20	Error Code 020	Marital Status Flag J (Field-12) is invalid on line number 4
21	Error Code 021	Establishment ID DSSHD0015477000 (Field-13) is invalid on line number 4. (Blank or not 15 character or defined format.)
22	Error Code 022	Establishment ID DSSHD0015477000 (Field-13) and login establishment id is not same on line number 4.
23	Error Code 023	Line is not as per UAN KYC format (13 Fields separated by #~# not found) on line number 1.

Common errors observed while uploading Bulk KYC Text file

1. Error due to Uploading of UAN Text file instead of Bulk KYC Text file:

There is a link given to Download PDF/Text File of UAN List in the Sub Menu 'Download UAN List' of 'UAN' Menu. The file being downloaded from this link is not the text file required for uploading Bulk KYC Text File by the employer. Bulk KYC Text File is to be made separately as per the revised format given in User Manual for Employers Version 1.2.

The text file being made available as part of UAN downloads is only for use internally by the employer and should not be uploaded as KYC text file.

2. Blank rows at the end of text file:

Your text file must not have any blank row. The most recurring error is to leave blank row in your text file. User must place the cursor at the end of the last row and press 'delete' button to remove the blank rows and save it for uploading the same.

If on uploading a text file, we are getting a message which says that error on line number X which is one more than no of records in KYC text file, it implies that we have left a blank row at the end of the text file. Placing the cursor at the end of the penultimate row and pressing delete button to remove any blank row and saving the text file will solve this error.

3. Header row uploaded at start of the text file:

Header row has to be deleted before saving csv file as text file. Uploading txt file with header row gives error of various types.

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(Toll Free No. 1800-118-005)