



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTER

पहली मंज़िल, ईकोम्प्लेक्स ओ.एफ.पी., प्लॉट नं.23, सेक्टर-23, द्वारका, नई दिल्ली 110075 -
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No. NDC/2017/UAN/Pt. 2741

Dated: 21.11.2017

To

All Additional Central PF Commissioners (In-charge of the Zone)
All Regional PF Commissioners (In-charge of the Region)

Sub: Introduction of online request functionality to EPF Subscribers for correction in Name, DOB and Gender – regarding.

Madam/Sir,

Many references are being received that members are facing problem in seeding Aadhaar with UAN due to mismatch in Name, DOB or Gender in UAN data and UIDAI data.

Currently, if employee wants to correct his/her basic details against UAN, employee and employer are required to submit a joint request to the concerned EPFO field office for correction of above mentioned basic details of employee. In order to reduce the paper work and time delay, a functionality has been developed where member can give online request to his/her employer at Member Interface in the Unified Portal for correction in basic details. While accepting request from member, system will compare the requested changes with similar fields received from UIDAI (AADHAAR). After successful verification, this request will be automatically transferred to employer's login for online transmission to EPFO field office. In turn, after getting online request from member and employer, EPFO field office will process the requested corrections.

A dashboard shall be provided to the Field Offices to monitor such requests.

Process flow for the same is enclosed herewith.

Yours faithfully,

(K. V. Sarveswaran)
Additional CPFC-(HQ) (IS)

Copy to:-

- 1) PS to CPFC for Information.
- 2) RPFC NDC: With a request to upload in the EPFO website.
- 3) RPFC (Helpdesk) to brief the helpdesk personnel on the above

Employee's Provident Fund Organisation

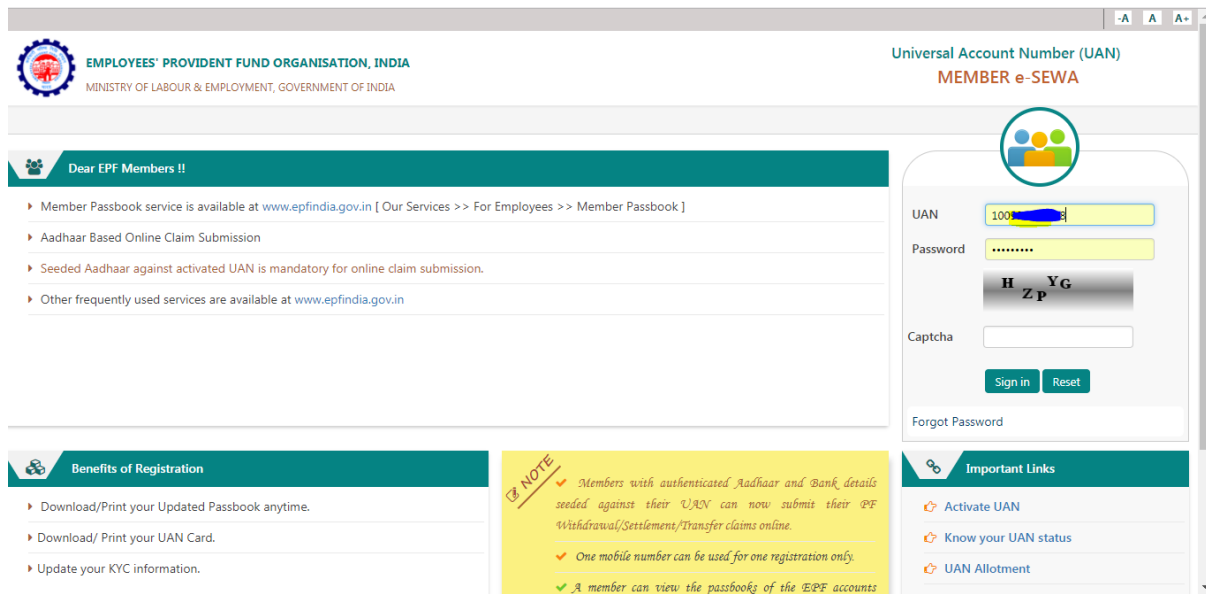
Process flow for Online Request for Correction in Name, Date of Birth and Gender

It has been seen that many EPF members are facing problem in seeding Aadhaar with their UAN as there is mismatch in Name, DOB or Gender between Aadhaar data and UAN data. Presently member and employer are required to give joint request to concerned EPFO field office for correction in basic details. Now this request can be given online by member and in turn employer can online forward the request to concerned EPFO office.

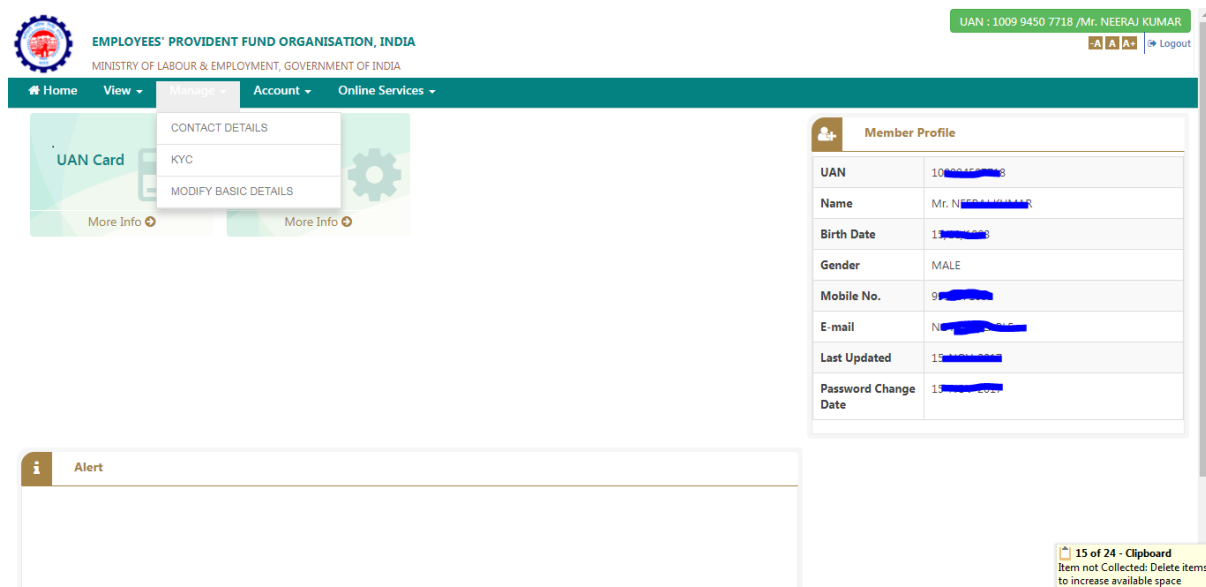
Step by step process flow for this functionality is given below:

Step 1: Member will login through his UAN/Password on Member Interface of Unified Portal

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>



Step 2: Click on "Manage>Modify Basic Details".



Step 3: Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY

Home View Manage Account Online Services

Modify Basic Details

N version 13 Please Enter Aadhaar no.*

Not Available

63-00-0000-9

Details As per UAN

Changes requested**

Name.* SA... CHANDRA PANDEY

HA... CHANDRA PANDEY

Date of Birth.* 23-05-1985

01-05-1987

Gender.* Male

Male Female Transgender

Is Establishment Closed? No Yes

Select Employer: MA... COATS LTD. (GSNHR00000000000)

Update Details

**Note: Changes requested should be as per Aadhaar

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Step 4: On clicking “Update Details” on previous screen, request will be submitted to employer for further approval. Before submission by employer, employee can withdraw the request by pressing “Delete Request”

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UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PANDEY

Home View Manage Account Online Services

Pending requests

Reference Number	Establishment Name	Details	Present Status	Action
2	MA... COATS LTD	View	Pending at employer	Delete request

Contact Us FAQs

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