दूरभाष/Tel : (011) 26197023 ई-मेल/E-Mail: <u>acc.hq.hp@epfindie.goy.in</u>क्रेक्स/FAX.(011) 26100166





कर्मचारीभविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION (श्रम एवं रोजगारमंत्रालय, भारत संरकार) (MINISTRY OF LABOUR & EMPLOYMENT, GOVT, OF INDIA) राष्ट्रीयहाटा केंद्र /NATIONAL DATA CENTER पहली मंज़िल, ईकॉम्प्लेक्स, ओ.एफ.पी., प्लॉट न23., सैक्टर23-, द्वारका, नई दिल्ली 110075 – 1⁵⁷ Floor, Bhavishya Nidhi Bhawan, Plot No.23, Sector-23, Dwarka, New Delhi-110075 www.epfindia.gov.in.www.epfindia.nic.in

No. NDC/2017/UAN/Pt. 2741

Dated: 21.11.2017

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,

То

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/

		-A A A+		
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA		Universal Account Number (UAN) MEMBER e-SEWA		
Dear EPF Members !!				
Member Passbook service is available at www.epfindia.gov.in [Our Serv	UAN 100			
Aadhaar Based Online Claim Submission	Password			
• Seeded Aadhaar against activated UAN is mandatory for online claim su	H VC			
• Other frequently used services are available at www.epfindia.gov.in				
		Captcha		
		Sign in Reset		
	Forgot Password			
& Benefits of Registration	Members with authenticated Radhaar and Bank deta	ils Minportant Links		
 Download/Print your Updated Passbook anytime. 	🥙 seeded against their VAN can now submit their A	🕅 🗘 Activate UAN		
Download/ Print your UAN Card.	Withdrawal/Settlement/Iransfer claims online.	🖒 Know your UAN status		
Update your KYC information.	 One mobile number can be used for one registration only. 	🗘 UAN Allotment		
	✓ A member can view the passbooks of the EPF account	its		

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

EMPLOYEES MINISTRY OF L	" PROVIDENT FUND ORGANI ABOUR & EMPLOYMENT, GOVERNI	SATION, INDIA MENT OF INDIA				UAN : 1009 9450	7718 /Mr. NEERAJ KUMAR
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UAN Card	KYC				UAN	100004505008	
Ŀ	MODIFY BASIC DETAILS	345			Name	Mr. NEEDALIKUMAR	
More Info O	More In	fo 🖸			Birth Date	15,00,008	
					Gender	MALE	
					Mobile No.	9	
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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 UAN : 1003 4100 5253 /Mr. SATISH CHANDRA PA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA Image: Constraint of Constraints									
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Modify Basic	Details								
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					Details As per UAN	Changes requested**			
Name:*					SATEL CHANGEA DANDEY	HALLING			
Date of Birth:*					23 10 10 10 5	01			
Gender:*					Male	🖲 Male 🔍 Female 🔍 Transgender			
Is Establishmen	t Closed?:				®No ⊖Yes				
Select Employe	r:				MADIPA COATS LTD. (DSNHR00000000000) *				
					Update Details				
**Note: Change	s requeste	d should be as	per Aadhaar						
							1 Context lie A FA		
					©2015. Powered by EPFO s Thu 16 Nov 2017 (SV 1.1.	13)	Contact Us ? FAG		

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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