



कर्मचारीभविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

(प्रम एवं रोजगारमंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

राष्ट्रीयवाटा केंद्र / NATIONAL DATA CENTER

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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/>

The screenshot shows the 'MEMBER e-SEWA' login interface. At the top, it displays the EPF logo and the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The header also shows the 'Universal Account Number (UAN)' and 'MEMBER e-SEWA'. Below the header, there is a 'Dear EPF Members !!' section with links to 'Member Passbook service', 'Aadhaar Based Online Claim Submission', 'Seeded Aadhaar against activated UAN', and 'Other frequently used services'. To the right, there is a login form with fields for 'UAN', 'Password', and 'Captcha'. Below the login form, there is a 'Forgot Password' link. On the left, there is a 'Benefits of Registration' section with links to 'Download/Print your Updated Passbook anytime', 'Download/ Print your UAN Card', and 'Update your KYC information'. In the center, there is a 'NOTE' box with information about seeding Aadhaar and UAN. On the right, there is an 'Important Links' section with links to 'Activate UAN', 'Know your UAN status', and 'UAN Allotment'.

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

The screenshot shows the 'Member Profile' page. At the top, it displays the EPF logo and the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The header also shows the 'UAN : 1009 9450 7718 /Mr. NEERAJ KUMAR' and a 'Logout' link. Below the header, there is a navigation bar with links to 'Home', 'View', 'Manage', 'Account', and 'Online Services'. The 'Manage' link is highlighted. Below the navigation bar, there is a 'UAN Card' section with links to 'CONTACT DETAILS', 'KYC', and 'MODIFY BASIC DETAILS'. The 'MODIFY BASIC DETAILS' link is highlighted. To the right, there is a 'Member Profile' section with a table showing the member's details:

Member Profile	
UAN	100994507718
Name	Mr. NEERAJ KUMAR
Birth Date	19/09/1988
Gender	MALE
Mobile No.	9810000000
E-mail	NK@epfindia.gov.in
Last Updated	15/09/2018
Password Change Date	15/09/2018

Below the table, there is an 'Alert' section. At the bottom right, there is a message: '15 of 24 - Clipboard Item not Collected: Delete items to increase available space'.

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

Details As per UAN

Name: SATISH CHANDRA PANDEY

Date of Birth: 23/05/1985

Gender: Male

Is Establishment Closed?: ☒ No ☐ Yes

Select Employer: MADHVA COATS LTD. (PSNHR0000050000)

Changes requested:

\*\*Note: Changes requested should be as per Aadhaar

Update Details

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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”

**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

### Pending requests

Reference Number	Establishment Name	Details	Present Status	Action
2	MADHVA COATS LTD.	<a href="#">View</a>	Pending at employer	<a href="#">Delete request</a>

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