



कर्मचारीभविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगारमैत्रालय, भारत सरकार) (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 – 1st 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

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

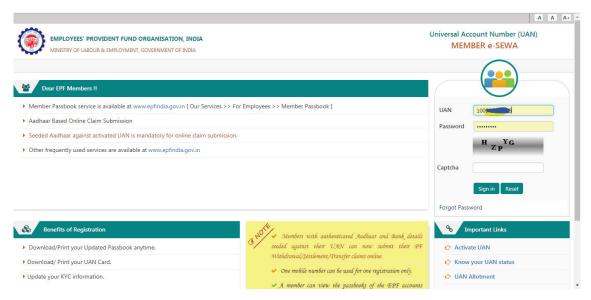
Process flow for Online Request for Correction in Name, Date of Birth and Gender

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.

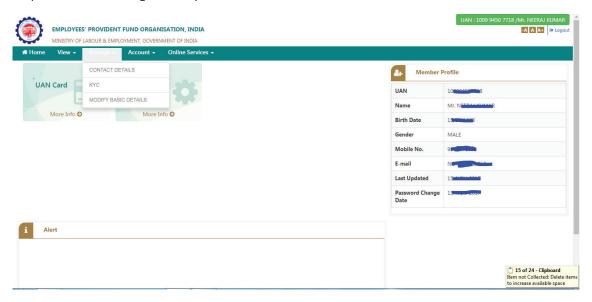
Step by step process flow for this functionality is given below:

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

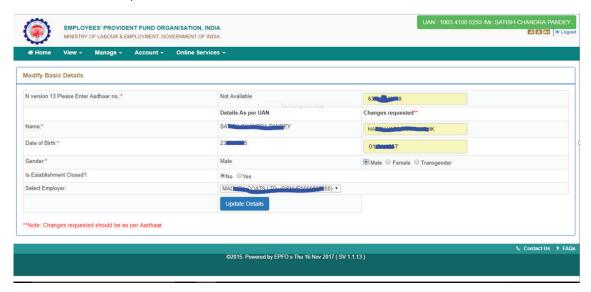
https://unifiedportal-mem.epfindia.gov.in/memberinterface/



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)



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"

