



कर्मचारीभविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(प्रम एवं रोजगारमंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

राष्ट्रीयडाटा केंद्र /NATIONAL DATA CENTER
पहली मंज़िल, ईकोम्प्लेक्स ओ.एफ.पी., प्लॉट नं.23, सेक्टर-23, 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,

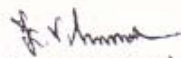
Many references are being received that members are facing problem in seeding Aadhaar with UAN due to mismatch in Name, DOB or Gender in UAN data and UIDAI data.

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

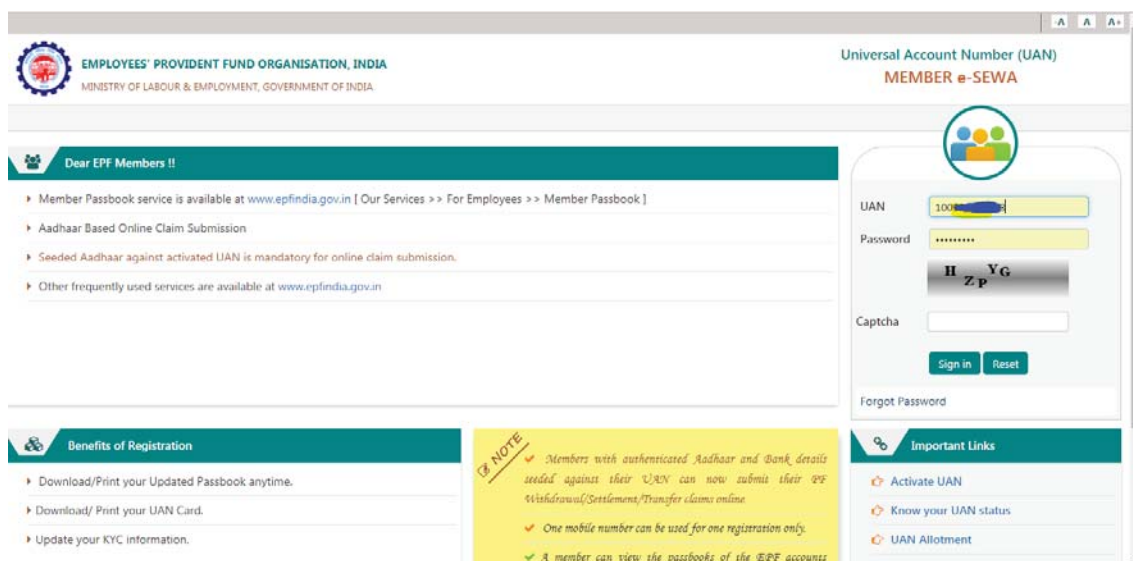
Process flow for Online Request for Correction in Name, Date of Birth and Gender

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.

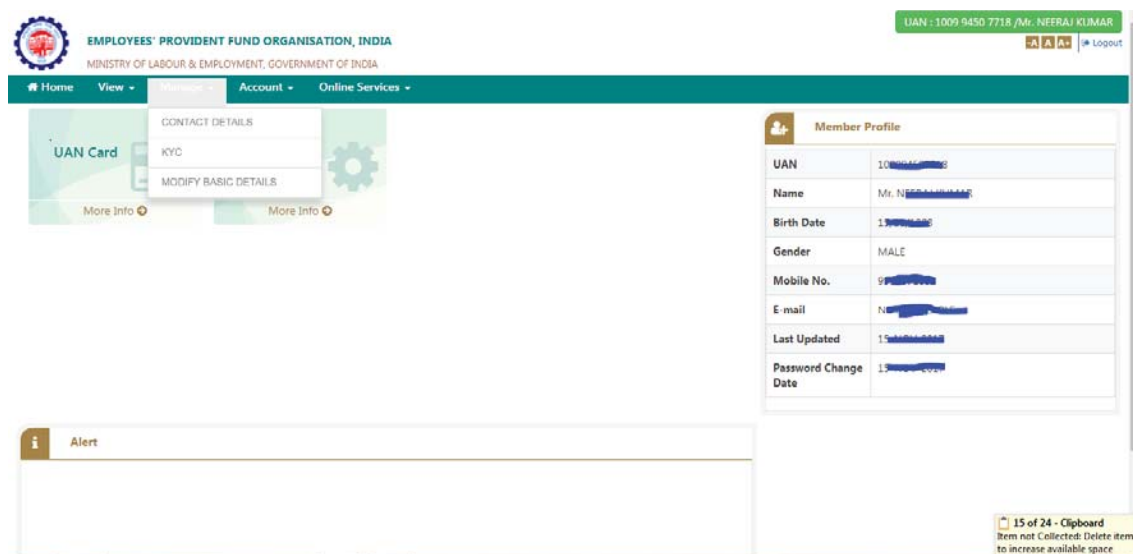
Step by step process flow for this functionality is given below:

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)

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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

Details As per UAN

Changes requested**

Name * SATISH CHANDRA PANDEY

Date of Birth * 23/05/1985

Gender * Male

Is Establishment Closed? No Yes

Select Employer: MADHVA COATS LTD. (EPSONHR00000500)

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	MADHVA COATS LTD.	View	Pending at employer	Delete request

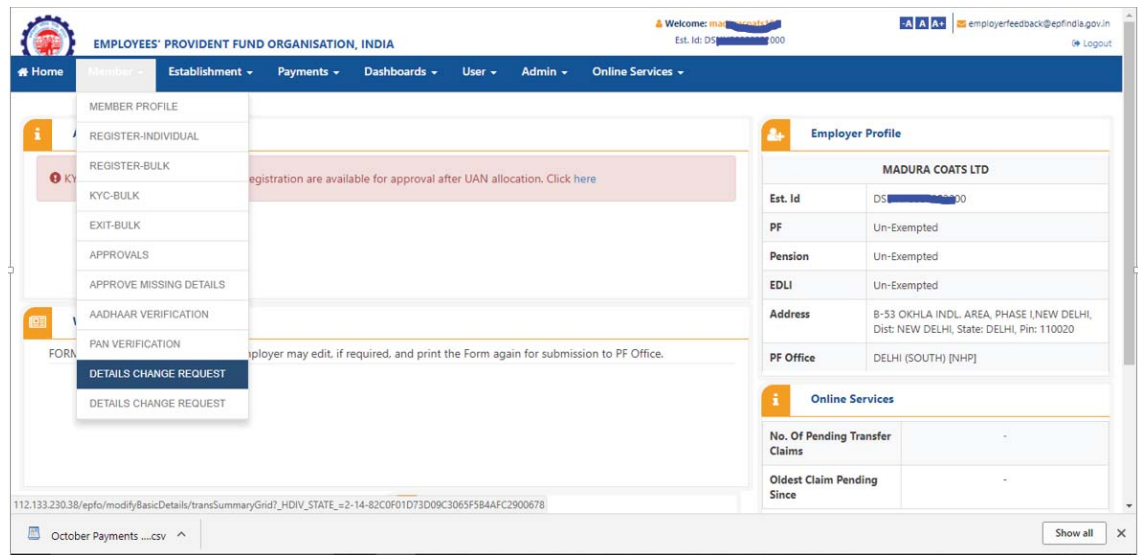
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Step 5: Employer will login to Employer Interface of Unified Portal

<https://unifiedportal-emp.epfindia.gov.in/epfo/>



Step 6: Employer can view the change requests submitted by employees by clicking on "Member>Details Change Request"



Step 7: Employer can view the online requests received from employees and can thus take appropriate action by giving the proper remark.

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Welcome: ma...
Est. Id: DS...
Name: MA... LTD

Home Member Establishment Payments Dashboards User Admin Online Services

Enter UAN: [] Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Approve	Reject	Remark**
2	100...	DSNHR...	SA HARSH VARDHAN KAUSHIK	Aadhaar:		63...	Approve	Reject	may be changed
				Name:	SA HARSH VARDHAN KAUSHIK	HARSH VARDHAN KAUSHIK			
				DOB:	23-JAN-1985	01-JAN-1967			

**Note: Please submit remark for rejecting

Requests Processed by Employer

Enter UAN: [] Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
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Step 8: After approval of request, employer can see the latest status of request.

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Welcome: ma...
Est. Id: DS...
Name: MA... LTD

Home Member Establishment Payments Dashboards User Admin Online Services

NO RECORDS FOUND

Requests Processed by Employer

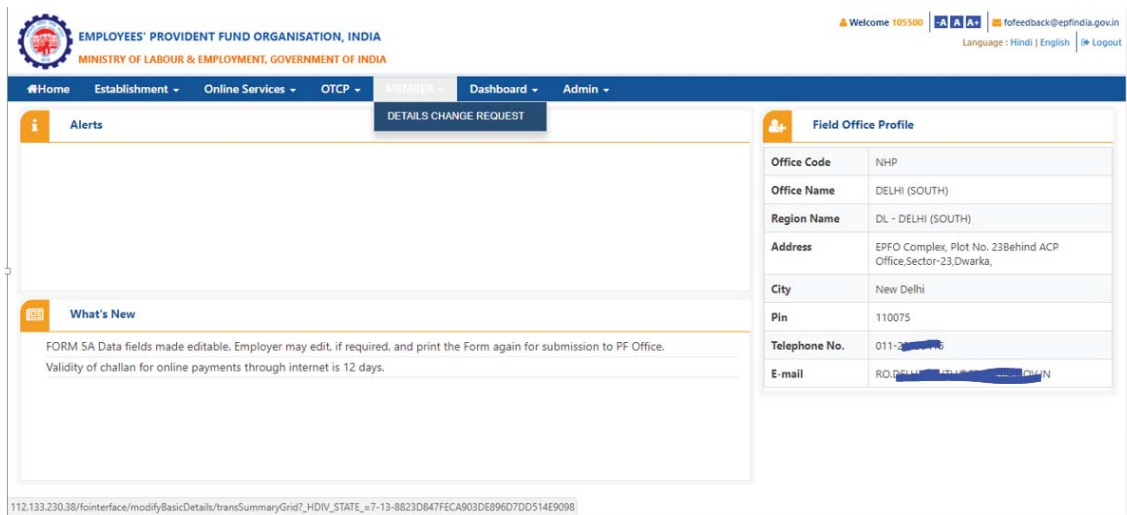
Enter UAN: [] Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
1	100...	DSNHR...	SA HARSH VARDHAN KAUSHIK	Name:	HARSH VARDHAN KAUSHIK	HARSH VARDHAN KAUSHIK	Approved by employer -> Pending at field office
2	100...	DSNHR...	SA HARSH VARDHAN KAUSHIK	Aadhaar:		63...	Approved by employer -> Pending at field office
				Name:	SA HARSH VARDHAN KAUSHIK	HARSH VARDHAN KAUSHIK	
				DOB:	23-JAN-1985	01-JAN-1967	

Step 9: After approval of request by employer, request will appear as a task in login of Dealing Hand, of concerned EPFO office, in the Field Office Interface of Unified Portal.



Step 10: Dealing Hand can login and view the online change requests by clicking “Member>Details Change Request”



Step 11: After due verification Dealing Hand can submit his/her recommendations to Section Supervisor.

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Pending requests

Enter UAN: Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
2	100[REDACTED]3	DSN[REDACTED]02	SATISH CHANDRA PANDEY	Aadhaar:		63[REDACTED]9	May be approved	<input checked="" type="radio"/> Recommend for approval <input type="radio"/> Recommend for rejection	Submit	<input type="radio"/> Minor <input checked="" type="radio"/> Major	--
				Name:	S[REDACTED] C[REDACTED] P[REDACTED]	H[REDACTED] V[REDACTED] K[REDACTED]					
				DOB:	2[REDACTED]- [REDACTED]-	01[REDACTED]- [REDACTED]					

**Note: Please submit remark for rejecting

Processed Requests

The Dealing Assistant can put the case either for Approval or Rejection by selecting the appropriate radio button i.e. Recommended for Approval or Recommended for Rejection with proper remarks.

In the same manner Section Supervisor can submit his/her recommendations to APFC/RPFC.

Step 12: Finally APFC/RPFC can Approve/Reject the case.

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MEMBER - Admin

Pending requests

Enter UAN: Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
2	100[REDACTED]3	DSN[REDACTED]02	SATISH CHANDRA PANDEY	Aadhaar:		63[REDACTED]9		<input checked="" type="radio"/> Recommend for approval <input type="radio"/> Recommend for rejection	Approve Reject	Minor	DA : May be approved SS : may be approved
				Name:	S[REDACTED] C[REDACTED] P[REDACTED]	H[REDACTED] V[REDACTED] K[REDACTED]					
				DOB:	2[REDACTED]- [REDACTED]-	01[REDACTED]- [REDACTED]					

**Note: Please submit remark for rejecting