



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

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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 login page of the EPFO Member Interface. At the top, it displays the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". On the right, it says "Universal Account Number (UAN) MEMBER e-SEWA". The main content area is divided into three sections: "Dear EPF Members !!", "Benefits of Registration", and "Important Links". The "Dear EPF Members !!" section contains a list of services: "Member Passbook service is available at www.epfindia.gov.in [Our Services >> For Employees >> Member Passbook]", "Aadhaar Based Online Claim Submission", "Seeded Aadhaar against activated UAN is mandatory for online claim submission.", and "Other frequently used services are available at www.epfindia.gov.in". The "Benefits of Registration" section lists: "Download/Print your Updated Passbook anytime.", "Download/ Print your UAN Card.", and "Update your KYC information.". The "Important Links" section includes: "Activate UAN", "Know your UAN status", and "UAN Allotment". On the right side, there is a login form with fields for "UAN" (100...), "Password" (.....), and "Captcha" (H Z P Y G). There are "Sign in" and "Reset" buttons, and a "Forgot Password" link.

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

The screenshot shows the "Member Profile" page of the EPFO Member Interface. At the top, it displays the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". On the right, it says "UAN : 1009 9450 7718 /Mr. NEERAJ KUMAR" and "Logout". The main content area is divided into two sections: "UAN Card" and "Member Profile". The "UAN Card" section contains a list of services: "CONTACT DETAILS", "KYC", and "MODIFY BASIC DETAILS". The "Member Profile" section contains a table with the following data:

UAN	100994507718
Name	Mr. NEERAJ KUMAR
Birth Date	13/08/1980
Gender	MALE
Mobile No.	9100000000
E-mail	N.KUMAR@EPFO
Last Updated	15/08/2018
Password Change Date	13/08/2018

At the bottom right, there is a notification: "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)

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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

63-00-0000-9

Details As per UAN

Changes requested**

Name.*

SATISH CHANDRA PANDEY

HANUMANTH K

Date of Birth.*

23-05-1957

01-05-1957

Gender.*

Male

Male Female Transgender

Is Establishment Closed?:

No Yes

Select Employer:

MAHARAJA COATS LTD. (GSNHR0000000000)

Update Details

**Note: Changes requested should be as per Aadhaar

Contact Us FAQs

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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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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	MAHARAJA COATS LTD	View	Pending at employer	Delete request

Contact Us FAQs

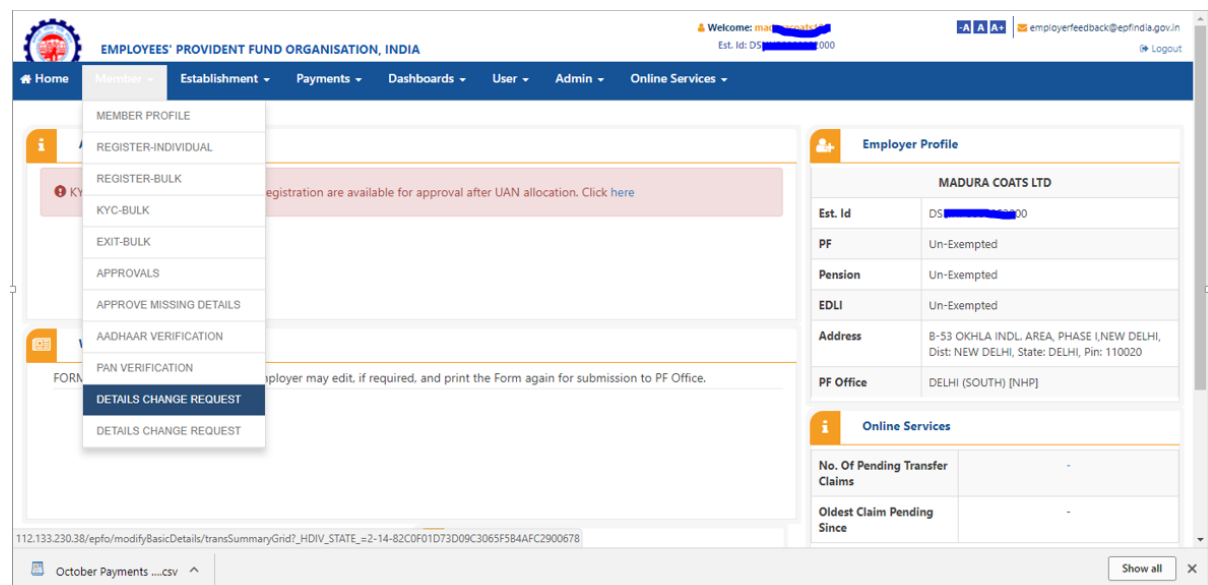
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Step 5: Employer will login to Employer Interface of Unified Portal

<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.

The screenshot shows the EPFO portal interface. At the top, there is a navigation bar with 'Home', 'Member', 'Establishment', 'Payments', 'Dashboards', 'User', 'Admin', and 'Online Services'. Below this is a search bar for 'Enter UAN:' with a 'Search' button. The main content area displays a table with the following data:

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Approve	Reject	Remark**
2	100[REDACTED]53	DSNHR[REDACTED]72	SANJAY CHANDRA PANDEY			63[REDACTED]9	Approve	Reject	may be changed

Below the table, there is a note: ****Note: Please submit remark for rejecting**

Below the note, there is a section titled 'Requests Processed by Employer' with a search bar and a table with the following columns: Reference Number, UAN, Member ID, Name as per UAN, Entity, Present entries, Proposed changes, and Status.

Step 8: After approval of request, employer can see the latest status of request.

The screenshot shows the EPFO portal interface. At the top, there is a navigation bar with 'Home', 'Member', 'Establishment', 'Payments', 'Dashboards', 'User', 'Admin', and 'Online Services'. Below this is a search bar for 'Enter UAN:' with a 'Search' button. The main content area displays a message: **NO RECORDS FOUND**.

Below the message, there is a section titled 'Requests Processed by Employer' with a search bar and a table with the following data:

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
1	100[REDACTED]04	DSN[REDACTED]20	HARSH VARDHAN KAUSHIK		Name: HARSH VARDHAN KAUSHIK	HARSH VARDHAN KAUSHIK	Approved by employer -> Pending at field office
2	100[REDACTED]3	DSN[REDACTED]72	SANJAY CHANDRA PANDEY		Aadhaar: [REDACTED] Name: SANJAY CHANDRA PANDEY DOB: 23-JAN-1985	63[REDACTED]9 HARSH VARDHAN KAUSHIK	Approved by employer -> Pending at field office

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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Welcome 105500 | fofeedback@epfindia.gov.in | Language : Hindi | English | Logout

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]2	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]-[REDACTED]	01[REDACTED]-[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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Welcome 105504 | fofeedback@epfindia.gov.in | Language : Hindi | English | Logout

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	10[REDACTED]3	DSN[REDACTED]2	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]-[REDACTED]	01[REDACTED]-[REDACTED]-[REDACTED]					

**Note: Please submit remark for rejecting