



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

पहली मंज़िल, ईकोम्प्लेक्स ओ.एफ.पी., प्लॉट नं.23, सेक्टर-23, द्वारका, नई दिल्ली 110075 -
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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

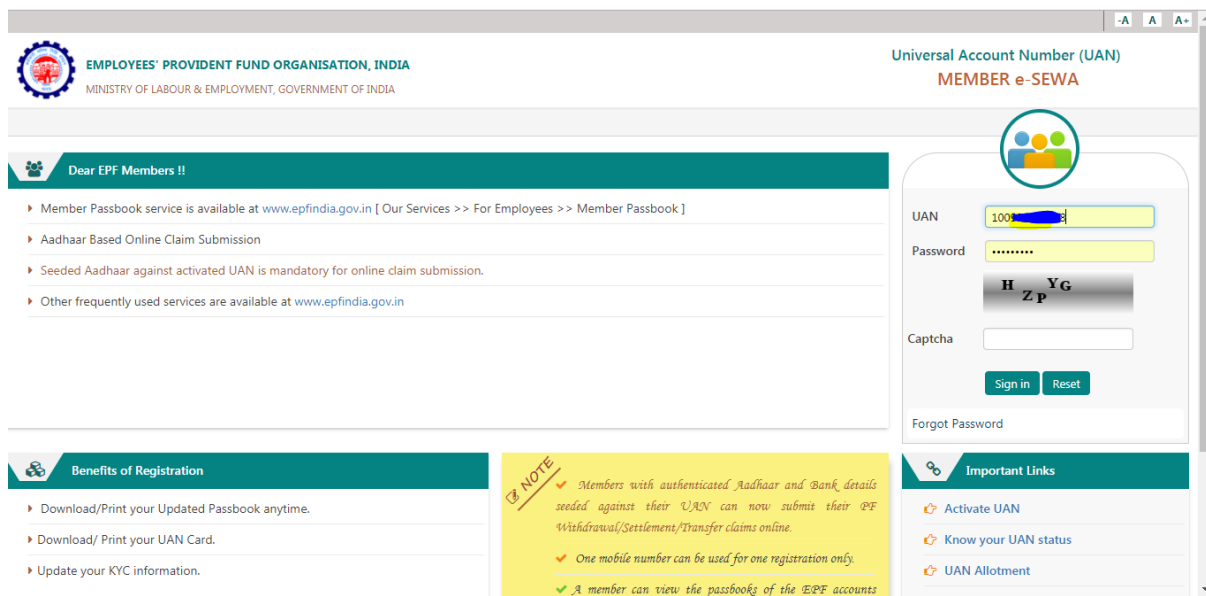
Process flow for Online Request for Correction in Name, Date of Birth and Gender

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.

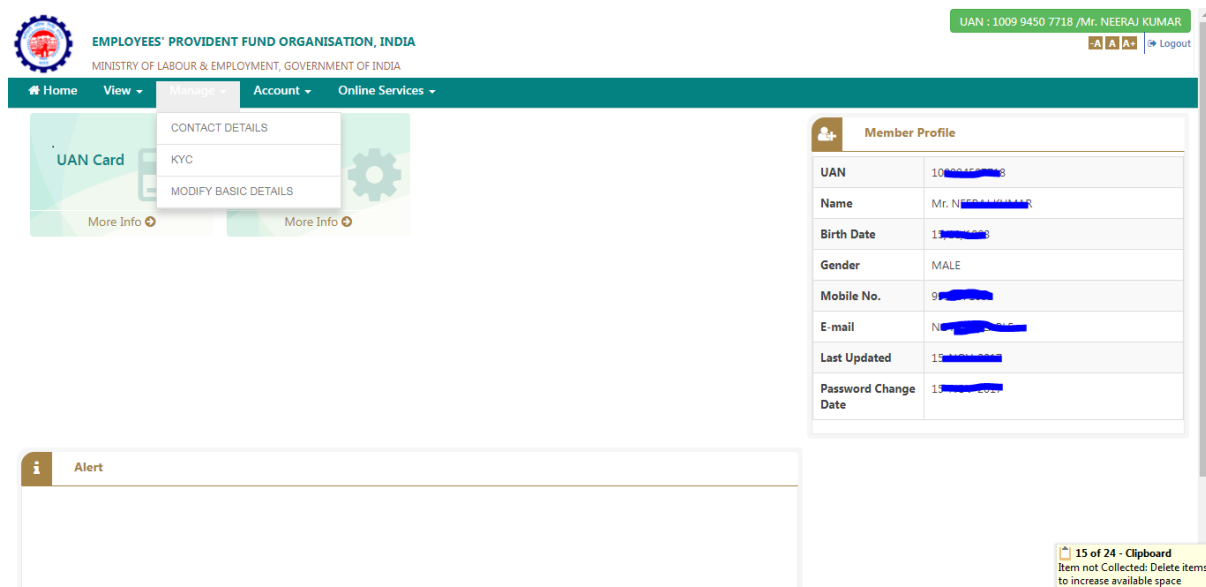
Step by step process flow for this functionality is given below:

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

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



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

Details As per UAN: Rectangular Snip

Name: SATISH CHANDRA PANDEY

Date of Birth: 23/05/1989

Gender: Male

Is Establishment Closed?: No

Select Employer: MAHARAJA COATS LTD. (GSNHR0000000000)

Changes requested: HA...IK, 01...57

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/>

Government of India | Technical Help : 18001-18005 (Toll Free) - Timing : 9:15 AM to 5:45 PM | Contact Us

Employees' Provident Fund Organisation, India
Ministry of Labour & Employment, Government of India

Instructions

- Please create your permanent login id and password of your choice after the first login.
- In case you have forgotten the password/login id, use Forgot Password link to get the same through SMS on your registered mobile number.
- In case your account is locked due to repeated use of wrong password, use Unlock account link.

Establishment Sign In

Establishment ID: [Input Field]

Password: [Input Field]

Sign In | Reset

Forgot Password | Unlock Account
Employer Sign In

Welcome Employers !!

Following frequently used services are available at www.epfindia.gov.in

Important Links

- Application for Employer Registration

What's New

The ECR format has been revised and it will be available without the erstwhile member id. Please see the link to increase available space

16 of 24 - Clipboard Item not Collected: Delete items to increase available space

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

WELCOME: max [Redacted] | Est. Id: DS [Redacted] 000 | employerfeedback@epfindia.gov.in | Logout

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Home | Member | Establishment | Payments | Dashboards | User | Admin | Online Services

MEMBER PROFILE

- REGISTER-INDIVIDUAL
- REGISTER-BULK
- KYC-BULK
- EXIT-BULK
- APPROVALS
- APPROVE MISSING DETAILS
- AADHAAR VERIFICATION
- PAN VERIFICATION
- DETAILS CHANGE REQUEST**
- DETAILS CHANGE REQUEST

Registration are available for approval after UAN allocation. Click here

Employer may edit, if required, and print the Form again for submission to PF Office.

Employer Profile

MADURA COATS LTD

Est. Id	DS [Redacted] 000
PF	Un-Exempted
Pension	Un-Exempted
EDLI	Un-Exempted
Address	B-53 OKHLA INDL. AREA, PHASE I (NEW DELHI, Dist: NEW DELHI, State: DELHI, Pin: 110020
PF Office	DELHI (SOUTH) [NHPI]

Online Services

No. Of Pending Transfer Claims	-
Oldest Claim Pending Since	-

112.133.230.38/epfo/modifyBasicDetails/transSummaryGrid?_HDIV_STATE_=2-14-82C0F01D73D09C3065F5B4AFC2900678

October Paymentscsv | Show all

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 options like Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services. Below this is a search bar for UAN. The main content area displays a table with request details. The table has columns for Reference Number, UAN, Member ID, Name as per UAN, Entity, Present entries, Proposed changes, Approve, Reject, and Remark. A single row is visible with Reference Number 2, UAN 100..., Member ID DSNHR..., Name as per UAN SAI CHANDRA PANDEY, and Proposed changes 63...9. The Approve button is highlighted in blue, and the Remark field contains the text 'may be changed'. Below the table, there is a note: '**Note: Please submit remark for rejecting'. Below the note is a section titled 'Requests Processed by Employer' with another search bar and a table with columns for Reference Number, UAN, Member ID, Name as per UAN, Entity, Present entries, Proposed changes, and Status.

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Approve	Reject	Remark**
2	100...	DSNHR...	SAI CHANDRA PANDEY			63...	Approve	Reject	may be changed

**Note: Please submit remark for rejecting

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

The screenshot shows the EPFO portal interface after a request has been approved. The top navigation bar is the same. Below the search bar, there is a message 'NO RECORDS FOUND' in red. Below this is a section titled 'Requests Processed by Employer' with a search bar and a table with columns for Reference Number, UAN, Member ID, Name as per UAN, Entity, Present entries, Proposed changes, and Status. The table has two rows. The first row has Reference Number 1, UAN 100..., Member ID DSN..., Name as per UAN HARSH VARDHAN KAUSHIK, and Status 'Approved by employer -> Pending at field office'. The second row has Reference Number 2, UAN 100..., Member ID DSN..., Name as per UAN SAI CHANDRA PANDEY, and Status 'Approved by employer -> Pending at field office'. The Proposed changes for the second row are 63...9.

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