

पत्रांक-बि0प्र0सु0मि0सो0/स्था0-02/2017, सो0...586

बिहार प्रशासनिक सुधार मिशन सोसाइटी
(सामान्य प्रशासन विभाग)

प्रेषक,

डॉ० प्रतिमा,
अपर मिशन निदेशक

सेवा में,

सभी जिला पदाधिकारी,
बिहार।

पटना, दिनांक-25/03/2019

विषय:- बिहार प्रशासनिक सुधार मिशन सोसाइटी के अधीन सृजित संविदात्मक पदों पर कार्यरत कर्मियों को कर्मचारी भविष्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 के प्रावधानों से आच्छादित करने के संबंध में।

प्रसंग:- मिशन सोसाइटी का पत्रांक-488, दिनांक-07.03.2019 तथा माननीय उच्च न्यायालय पटना द्वारा वाद संख्या-17372/2017 में पारित निर्णय।

महाशय,

मिशन सोसाइटी के प्रासंगिक पत्रांक-488, दिनांक-07.03.2019 द्वारा बिहार प्रशासनिक सुधार मिशन सोसाइटी के अधीन सृजित संविदात्मक पदों पर कार्यरत कर्मियों के मानदेय का पुर्ननिर्धारण किया गया है जिसके अंतर्गत कर्मचारी भविष्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 के प्रावधानों के आलोक में कर्मचारी भविष्य निधि के कटौती आदि का प्रावधान भी किया गया है।

माननीय उच्च न्यायालय पटना द्वारा वाद संख्या-17372/2017 में पारित निर्णय के अनुपालन की समीक्षा हेतु मुख्य सचिव, बिहार की अध्यक्षता में आहूत बैठक दिनांक-18.03.2019 में यह निदेश प्राप्त हुआ है कि दिनांक-26.03.2019 तक सोसाइटी के अधीन सृजित संविदात्मक पदों पर कार्यरत कर्मियों को कर्मचारी भविष्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 के प्रावधानों से आच्छादित कर लिया जाए।

उक्त क्रम में यह निर्णय हुआ है कि निम्नलिखित व्यवस्था के अनुसार सोसाइटी के अधीन सृजित संविदात्मक पदों पर कार्यरत कर्मियों को कर्मचारी भविष्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 के प्रावधानों से आच्छादित करने हेतु त्वरित कार्रवाई की जाए:-

1. बिहार प्रशासनिक सुधार मिशन सोसाइटी, 38 जिलों तथा बिहार भवन के स्तर पर मिशन सोसाइटी अंतर्गत विभिन्न सृजित संविदात्मक पदों पर कार्यरत कर्मियों अनुसार स्थापना होने तथा मानदेय का भुगतान किये जाने को दृष्टिगत रखते हुए बिहार प्रशासनिक सुधार मिशन सोसाइटी, 38 जिलों तथा बिहार भवन का अलग-अलग पंजीकरण तुरन्त कर्मचारी भविष्य निधि संगठन अंतर्गत करा लिया जाए।
2. कार्यरत सभी कर्मियों का कर्मचारी भविष्य निधि का खाता भी अविलम्ब खोल लिया जाए। पंजीकरण तथा खाता खोलने संबंधित प्रक्रिया पत्र के साथ संलग्न है।
3. इस क्रम में कर्मचारी भविष्य निधि संगठन के 03 क्षेत्रिय कार्यालयों के पदाधिकारियों का सहयोग प्राप्त किया जा सकता है। सुलभ प्रसंग हेतु क्षेत्रिय कार्यालयों का पता तथा संपर्क पदाधिकारी से संबंधित विवरणी संलग्न है।

4. इसके लिए सोसाइटी तथा जिला स्तर पर दो-दो नोडल पदाधिकारी नामित कर दिये जाए। जिला स्तर पर स्थापना के प्रभारी पदाधिकारी एक नोडल पदाधिकारी होंगे। कोड प्राप्त करना, कर्मियों को चिह्नित करना, उनके भविष्य निधि खाते खोलना, समय समय पर कटौती की राशि निर्धारित करना तथा इस क्रम में कर्मचारी भविष्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 के प्रावधानों को लागू करने का दायित्व उनका होगा।
5. दुसरे नोडल पदाधिकारी जिला स्तर पर नज्जारत के प्रभारी पदाधिकारी होंगे। वह प्रत्येक कर्मी हेतु निर्धारित कटौती के अनुसार उनके मादनेय से कर्मी के अंश की कटौती तथा नियोक्ता (बिहार प्रशासनिक सुधार मिशन सोसाइटी/जिला पदाधिकारी) के अंश की राशि को कर्मचारी भविष्य निधि संगठन के पोर्टल के माध्यम से नेट बैंकिंग का उपयोग करते हुए ससमय जमा करना सुनिश्चित करेंगे, संबंधित रिटर्न आदि भी फाईल करेंगे तथा इस क्रम मे कर्मचारी भविष्य निधि एवं प्रकीर्ण अधिनियम, 1952 के प्रावधानों को लागू करने का दायित्व उनका होगा।
6. सोसाइटी (मुख्यालय) स्तर पर प्रशासनिक पदाधिकारी/ विशेष कार्य पदाधिकारी (स्थापना) तथा वित्त एवं लेखा पदाधिकारी नोडल पदाधिकारी होंगे।
7. बिहार भवन स्तर पर भी इसी प्रकार कार्यो का बटवारा करते हुए दो पदाधिकारी को स्थानिक आयुक्त द्वारा नामित किया जाएगा।
8. भविष्य निधि की राशि को मात्र नेट बैंकिंग के माध्यम से जमा किये जाने का प्रावधान कर्मचारी भविष्य निधि संगठन द्वारा किया गया है। मात्र भविष्य निधि की राशि (कर्मचारी का अंशदान तथा नियोक्ता का अंशदान) को नेट बैंकिंग के माध्यम से जमा करने हेतु मिशन सोसाइटी स्तर पर, प्रत्येक जिला स्तर पर तथा बिहार भवन स्तर पर एकल रूप से संचालित खाता खोला जाएगा। इस पर वित्त विभाग के पत्रांक-3274, दिनांक-07.05.2018 के क्रम मे प्रसासी विभाग (सामान्य प्रशासन विभाग) की सहमति प्राप्त है। पूर्व की प्रक्रिया के अनुसार मानदेय का भुगतान दो हस्ताक्षरों की व्यवस्था के अंतर्गत किया जाएगा तथा उक्त क्रम में कर्मचारी के अंश की कटौती की राशि तथा नियोक्ता के अंश की राशि को इस खाते में अंतरित किया जाएगा। प्राधिकृत पदाधिकारी द्वारा नेट बैंकिंग सुविधा का उपयोग करते हुए कर्मचारी भविष्य निधि के संगठन पोर्टल के माध्यम से भविष्य निधि जमा करने की कार्रवाई की जाएगी।
9. मिशन सोसाइटी स्तर पर वित्त एवं लेखा पदाधिकारी द्वारा नेट बैंकिंग युक्त इस खाता का एकल रूप से संचालन किया जायेगा।
10. जिला स्तर पर नज्जारत के प्रभारी पदाधिकारी/प्राधिकृत पदाधिकारी द्वारा नेट बैंकिंग युक्त इस खाता का एकल रूप से संचालन किया जायेगा।
11. बिहार भवन स्तर पर प्राधिकृत पदाधिकारी द्वारा नेट बैंकिंग युक्त इस खाता का एकल रूप से संचालन किया जायेगा।

कृपया इसे सुनिश्चित करते हुए अनुपालन प्रतिवेदन दिनांक-26.03.2019 तक उपलब्ध कराने की कृपा की जाए।

अनु०:-यथोक्त।

विश्वासभाजन

[Signature]
25/3/19
(डॉ० प्रतिमा)

अपर मिशन निदेशक

ज्ञापांक- बि०प्र०सु०मि०सो०/स्था०-02/2017, सो०.....586 दिनांक- 25/03/2019
प्रतिलिपि:-स्थानिक आयुक्त, बिहार भवन को सादर सूचनार्थ एवं आवश्यक कार्यार्थ।

[Signature]
25/3/19
अपर मिशन निदेशक

Required PAN, Registration Certificate, Address Proff, Digital Signature and Specimen Signature.

The screenshot shows the 'Common Registration form for EPFO' on the SHRAM SUVIDHA website. The page is accessed via Mozilla Firefox. The user is logged in as MANOJ KUMAR SINGH, an Establishment Admin. The navigation menu includes 'Home', 'Know Your LIN', 'Know Your Minimum Wage', 'Registration', 'License Under CLRA/ISMW', 'Download Manual', and 'Contact Us'. The left sidebar contains a 'DASHBOARD' with links for 'Apply for New LIN', 'LIN Status', 'Registration', 'License Under CLRA/ISMW', and 'Establishments'. The main content area is titled 'Common Registration form for EPFO' and includes a 'Back' button. Below the title is a tabbed menu with 'Establishment Details' selected. A note states: 'Note: Required fields are indicated by an (*)'. The form fields are as follows:

- 1. Establishment Name (as per PAN):* (In case of Proprietary firm Name as per PAN is not required)
- A. Work Place Address (Address proof required in attachment)
Address :
 - 2. Permise No /Name.*
 - 3. Sub-Location/Colony /Street Name.*
 - 4. Locality/village/Town Name.*
 - 5. State.* (Select State)
 - 6. District.* (Select District)
 - 7. Area Code/Pin Code.*
 - 8. Nearest Police Station:
 - 9. Setup Date.*
 - 10. Establishment Category.* (Select)
 - 11. PAN.*
 - 12. Sector (Ownership Type).*

The Windows taskbar at the bottom shows the system clock as 2:57 PM on 3/18/2019.

SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

English/English

MANOJ KUMAR SINGH Establishment Admin

Logged in As: MANOJ KUMAR SINGH
Establishment: Dynamic Construction
Designation: Establishment Admin

DASHBOARD

- Apply for New LIN
- LIN Status
- Registration
 - Registration For EPFD-ESIC
 - Registration for CLC
- License Under CLRA/ISMW
- Establishments

Common Registration form for EPFD

- Establishment Details
- eContacts**
- Contact Persons
- Identifiers
- Employment Details
- Branch/Division
- Activities
- Attachments

Note: Required fields are indicated by an (*)
Notification will be sent on Primary Email and Mobile of Establishment.

28. Primary E-Mail:* 29. Primary Mobile:*

This email is already registered with another application. Please try another email.

Previous Save as Draft Next

- DASHBOARD
- Apply for New LIN
- LIN Status
- Registration
 - Registration For EPFO-ESIC
 - Registration for CLC
- License Under CLRA/ISMW
- Establishments

Dashboard > Registration > Registration form

Common Registration form for EPFO

Establishment Details **eContacts** Contact Persons Identifiers Employment Details Branch/Division Activities Attachments

Note: Required fields are indicated by an *
Notification will be sent on Primary Email and Mobile of Establishment id

28. Primary E-Mail:*	manojkumarstg11972@gmail.com	29. Primary Mobile:*	8084580645
----------------------	------------------------------	----------------------	------------

This email is already registered with another application. Please try another email.

Previous Save as Draft Next

- Registration
 - Registration For EPPD-ESIC
 - Registration for CLC
- License Under CLRA/ISMW
- Establishments

Note: Required fields are indicated by an (*):

F. Contact Person

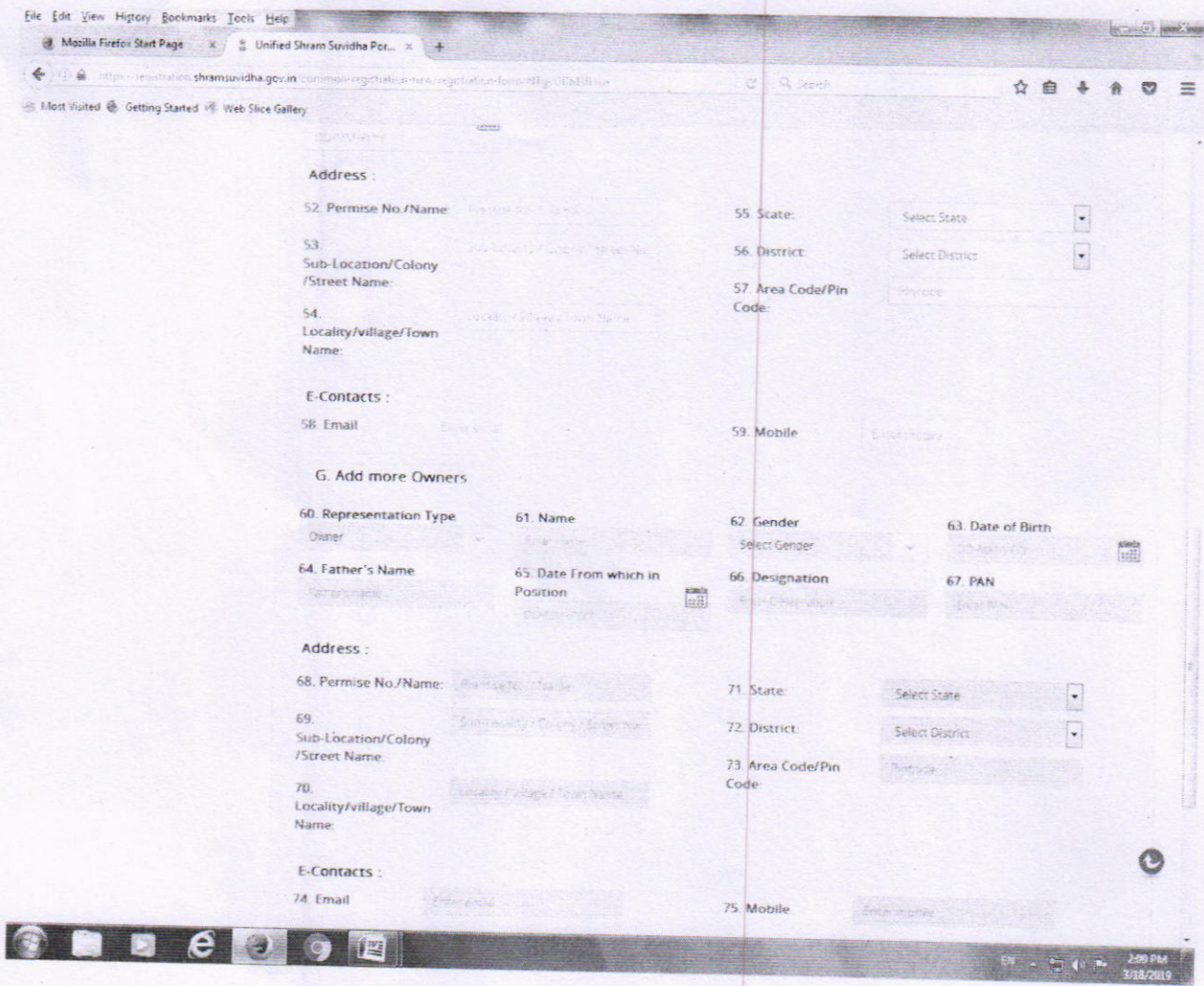
Primary Manager

Here applicant has to enter the details of Manager person responsible for supervision of Establishment, this information is mandatory in ESIC and Mandatory in EPPD only when establishment is Factory)

30. Name <input type="text"/>	31. Gender Select Gender	32. Date of Birth <input type="text"/>	33. Father's Name <input type="text"/>
34. Date From which in Position <input type="text"/>	35. Designation <input type="text"/>	36. PAN <input type="text"/>	
Address :			
37. Permise No./Name <input type="text"/>	40. State Select State	41. District Select District	
38. Sub-Location/Colony/Street Name <input type="text"/>	42. Area Code/Pin Code <input type="text"/>		
39. Locality/village/Town Name <input type="text"/>			
E-Contacts :			
43. Email <input type="text"/>	44. Mobile <input type="text"/>		

Primary Owner*

45. Name <input type="text"/>	46. Gender Select Gender	47. Date of Birth <input type="text"/>	48. Father's Name <input type="text"/>
49. Date From which in Position <input type="text"/>	50. Designation <input type="text"/>	51. PAN <input type="text"/>	
Address :			



- Apply for New LIN
- LIN Status
- Registration
 - Registration For EPFO-ESIC
 - Registration for CLC
- License Under CLRA/ISMW
- Establishments

Common Registration form for EPFO

Establishment Details eContacts Contact Persons Identifiers Employment Details Branch/Division Activities Attachments

Note: Required fields are indicated by an (*)

76. Select Identifier: [*] Select Identifier	77. Identifier value: [*] Enter the identifier value	78. Name as on Identifier: [*] Enter the name as on Identifier	79. Date of Issue: [*] DD/MM/YYYY
80. Issued by (Authority): [*] Select Authority	81. Issued at (Place): [*] Select Place	83. Mark it as Address Proof <input type="checkbox"/>	

Add **Reset**

Establishment Identifiers

Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by (Authority)	Issued At (Place)
There are no Records.						

Delete **Previous** **Save as Draft** **Next**

File Edit View History Bookmarks Tools Help

Mozilla Firefox Start Page x Unified Shram Suvidha Por... x

shramsuvidha.gov.in

Most Visited Getting Started Web Slice Gallery

Registration for CUC

License Under CLRA/ISMW

Establishments


Note: Total = Total No. of Employees drawing wages Rs. 21,000 or less


H. Employee Details Covered under EPF Act (Related To EPFO):


84. Do EPF and MP Act applies to Establishment: *

85. Number of Employees (Including Excluded Employees) As On Date Of Application : * [18-03-2019]

86. Number of Excluded Employees : *

87. Date On Which the Employment Strength Exceed 19 : * 

88. Date Of Agreement between Employer and Employees Majority : * 

89. Any Subsequent Date Mentioned in The Agreement : * 

90. Date from Which Act Will Be Applied : *

91. Is Establishment Multinational:

92. Whether Any work/Business is being carried out through contractor/Immediate employer:

93. Is there any Hazardous activity in your establishment:

I. Total number of employees employed for wages directly and through immediate employers on the date of application [Related To ESIC].

94. Number of Workers as on date.

	Regular	Contract Labour	Total
Male	0	0	0

95. No of Employees drawing wages Rs. 21,000 or less.

	Regular	Contract Labour	Total
Male	0	0	0

2:10 PM 3/18/2019

96. First date on which 10/20 or more persons were employed (including persons employed through immediate employers) :

Total wages paid in the preceding month:

TOTAL WAGES

WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- or LESS

97. To employees employed directly by the principal employer

98. To employees employed through immediate contractor

99. ESI Code number if Covered earlier:

100. Name of Income Tax Ward/Circle/Area :

102. Maximum No. of persons that can be employed on any one day, as per License :

103. Describe work Carried Out:

J. Other Details [Common to both EPFO-ESIC]:

104. Whether the building/premises of factory/Estt is owned or hired *

108. Whether Establishment Is Working With Aid Of Power?

105. If hired or there is a change in the name of Unit/ownership

106. Leased from:

107. Leased Till:

Note information under this tab are optional to be filled.

118. Name of Unit
119. Relationship Type
120. No. of Members in the Branch
121. Name of Responsible Person for Office
122. LIN

Address :

123. Permise No./Name:
124. Sub-Location/Colony/Street Name:
125. Locality/Village/Town Name:

126. State:
127. District:
128. Area Code/Pin Code:

E-Contacts :

129. Email
130. Mobile

Add Reset

Related Offices

Sr No	Name of unit	Relationship type	No Of members in Branch	Entity LIN number	Name of Responsible for Office	Address	eContacts	Action
-------	--------------	-------------------	-------------------------	-------------------	--------------------------------	---------	-----------	--------

There are no Records

Previous Save as Draft Next

File Edit View History Bookmarks Tools Help

Mozilla Firefox Start Page x Unified Shram Suvidha Por... x

shramsuvvidha.gov.in | common-registration-new/registration-form/NTgyODM3Hw#tab=10

Most Visited Getting Started Web Slice Gallery

GOVERNMENT OF INDIA Ministry of Labour & Employment

English/English MANOJ KUMAR SINGH Establishment Admin Sign Out

SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

Home Know Your LIN Know Your Minimum Wage Registration License Under CLRA/ISMW Download Manual Contact Us

DASHBOARD

Dashboard > Registration > Registration form

Apply for New LIN

LIN Status

Registration

- Registration For EPFO-ESIC
- Registration for CLC
- License Under CLRA/ISMW
- Establishments

Common Registration form for EPFO

Back

Establishment Details eContracts Contact Persons Identifiers Employment Details Branch/Division **Activities** Attachments

L. Economic Activity as per National Industrial Classification

131. NIC Code (Not Mandatory):

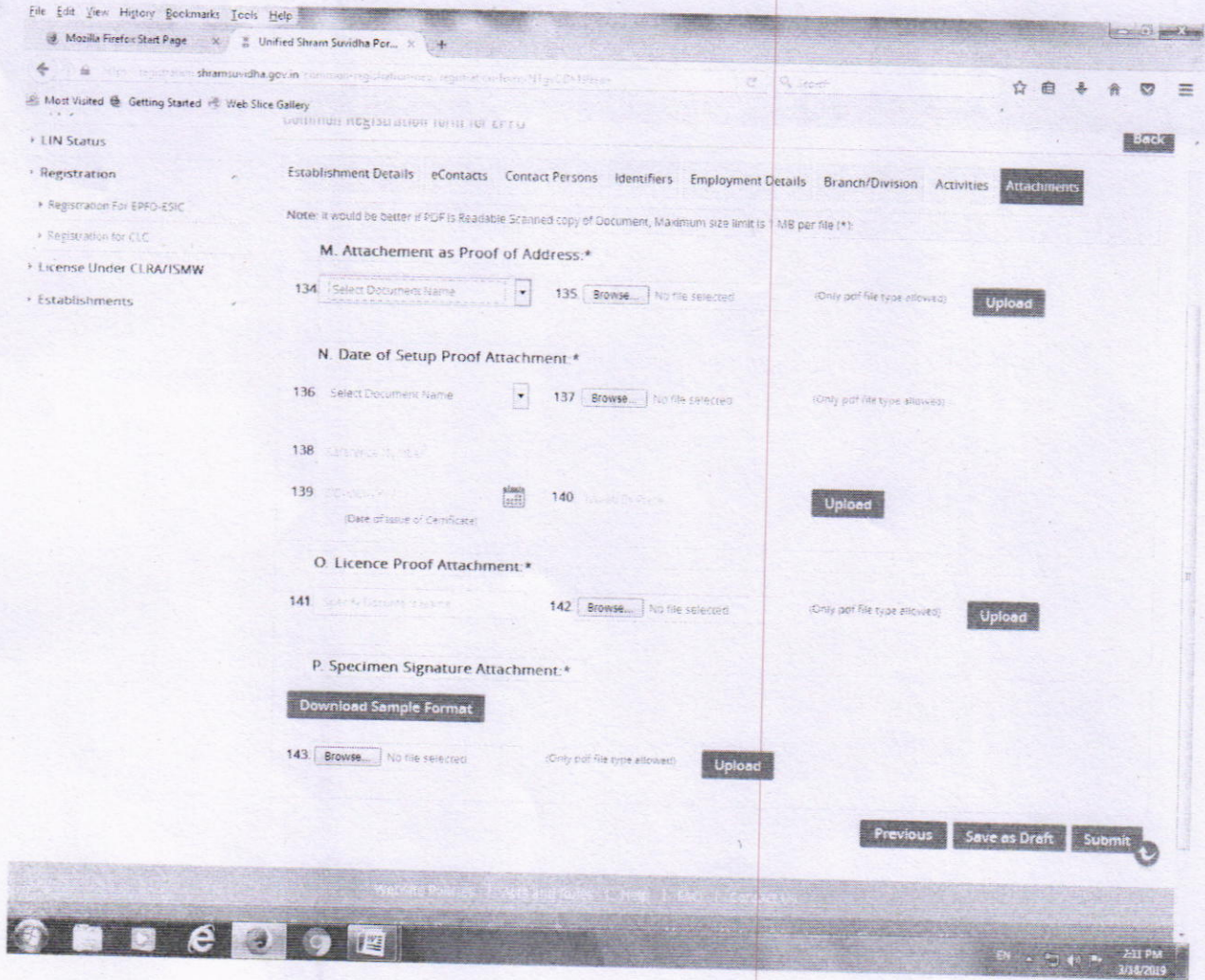
132. Primary Business Activity:

WEBSITE POLICIES | TERMS AND CONDITIONS | HELP | PRIVACY | CONTACT US

Shram Suvidha Portal is an 'Ease of Doing Business' Labour Law reform initiative by Ministry of Labour & Employment, Government of India. To know more, please contact help@shramsuvvidha.gov.in

http://registration.shramsuvvidha.gov.in/common-registration-new/registration-form/NTgyODM3Hw#tab=10 | © 2018, Government of India. All rights reserved.

EN 2:11 PM 1/18/2019



- LIN Status
- Registration
 - Registration For EPFO-ESIC
 - Registration for CLC
- License Under CLRA/ISMW
- Establishments

Note: It would be better if PDF is Readable Scanned copy of Document, Maximum size limit is 1MB per file (*).

M. Attachment as Proof of Address:*

134 135 No file selected (Only pdf file type allowed)

N. Date of Setup Proof Attachment:*

136 137 No file selected (Only pdf file type allowed)

138
 139
(Date of Issue of Certificate) 140

O. Licence Proof Attachment:*

141 142 No file selected (Only pdf file type allowed)

P. Specimen Signature Attachment:*

143 No file selected (Only pdf file type allowed)

File Edit View History Bookmarks Tools Help

Mozilla Firefox Start Page x Unified Shram Survidha Por... x +

regISTRATION:shramsurvidha.gov.in Corporation,reg.chadidip.in/registration-4.html?HTW:CDM:TD:104

9. Setup Date:*

10. Establishment Category.* Select

11. PAN.*

12. Sector (Ownership Type)* Select

B. If Factory, Specify Factory License Details

13. Factory Licensed Under Section: Select

14. Factory License Number:

15. Issued By Authority, Place:

16. Date of License Registration: DDMMYY

17. Date of Trial Production, if Factory: DDMMYY

C. If Start-up, Specify Start-up Registration Number

18. DIPP Start-up Certificate No.

19. DIPP Start-up Certificate Date: DDMMYY

D. If Establishment is MSME, Specify MSME Registration Number

20. MSME Certificate No.:

21. MSME Certificate date: DDMMYY

E. Ownership Details

22. Date Of Registration:*

23. No Of Owners.*

24. Issued At.*

25. Registration/ Deed No.*

26. Issued By.*

27. CIN

Windows Explorer | Auto and Avast | Help | F40 | COMBATUS

2:06 PM 3/14/2019

Workflow for revised process of UAN generation and linking under the revised version of UAN

Introduction: The revised process of UAN generation and linking is based on the following principles:

- a. The Electronic Challan cum Return would be UAN based.
- b. The UAN in respect of member with first time employment would be got generated by the employer prior to filing of ECR by employer for that member.
- c. Also the linking of the existing UAN of the member with the present employment would necessarily be done by the employer before filing of UAN based ECR.
- d. The member details i.e. name of member, date of birth, father's / Husband's name etc. would be same for all the employments, since the details would be fetched from UAN database of member.

Based on above principles, the process of generation of UAN and linking employment has been revised as under:

A) The member has joined EPF for the first time: In such a case, the employer can obtain UAN upfront from EPFO portal on the basis of information furnished by the member in the declaration form. The employer can submit ECR in respect of this member only after the UAN has been obtained from the portal. The process flow is as follows:

- The employer would obtain the Universal Account Number (UAN) for first time member from EPFO through an online functionality on the portal.
- The employer is required to furnish the details of member i.e. member's name, father's/husband's name, date of birth, date of joining and his KYC details on the portal. The fields required to be furnished information in respect of such members are placed at **Annexure 'A'**.
- The employer should furnish the member details on the basis of KYC document - Aadhaar to avoid future complications about member's name, name of father/spouse, date of birth, gender etc.
- The employer would get UAN from the portal and the same would be available for validation for the ECR file of the employer.

- It is reiterated that this process is mandatory for the employer to include the new members in the ECR.

B) The member was earlier member of EPF prior to joining the present establishment: In such cases, the process has been revised as follows:

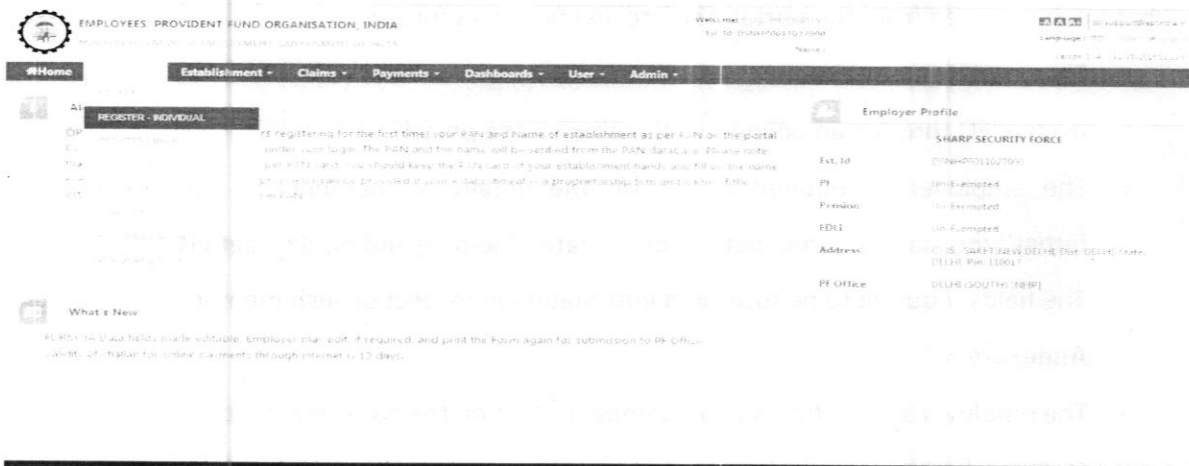
- The member declares the UAN/ EPF Account Number details to the employer through declaration form as per the existing process.
- The employer is required to link the present employment with the provided Universal Account Number before filing ECR.
- The member details as available in the provided UAN would be used in the ECR of the present employment.
- The employer can start remitting dues through ECR for this linked UAN.

Process flow: The process flow for various tasks under UAN are detailed below:

(i) Registration of member for UAN generation or linking

- This can be done through individual or bulk mode.
- On log-in by the employer, the following screen would appear.

(a) Individual registration: For registration of member for UAN generation or linking, click on **“REGISTER – INDIVIDUAL”** under the menu tab **“Member”**.



- On clicking **“REGISTER – INDIVIDUAL”**, the Member Registration form will look as below and by default, Previous Employment option would be **“No”**, which is valid for all first time employment cases. For members with previous employment, the option has to be changed to **“Yes”**.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Home Member Establishment Claims Payments Dashboards User Admin

Member Registration

Previous Employment

Name	DOB	Gender	Religion	Marital Status	Present Address	Mobile No.	Emergency Contact No.
...

Additional Number and Address Information provided here will be used for doing authentication of the member using the biometric provided by the UIDAI

Save Cancel

- The employer has to fill in all the details in the form.
- The fields with red asterisk are mandatory.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Home Member Establishment Claims Payments Dashboards User Admin

Member Registration

Previous Employment

Name	DOB	Gender	Religion	Marital Status	Present Address	Mobile No.	Emergency Contact No.
...

Additional Number and Address Information provided here will be used for doing authentication of the member using the biometric provided by the UIDAI

Save Cancel

- After filling the member's details, click on "Save" button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MEMBER REGISTRATION

Are you sure you want to save the Member Detail?
 Prevent this page from creating additional dialogues

OK Cancel

Member Registration

Previous Employment

Name	Mr. J. K. Sharma	Gender	Male
Date of Birth	12-12-1978	Marital Status	Married
Religion	Hindu	Employment Status	Regular
Family Relationship	Spouse	Employer	ABC Pvt. Ltd.
Home Address	123 Main St, New Delhi, India	Mobile No.	9876543210
Current Address	456 Park Ave, New Delhi, India	Landline No.	011-12345678
Date of joining	01-01-2018	Employment Category	Regular
Designation	Software Engineer	Employment Type	Full-time
Previous Employer	XYZ Corp.		

KYC Details

Select	Document Type	Document Number	Name as per Document	Other
<input checked="" type="checkbox"/>	BANK	12345678901234567890	Mr. J. K. Sharma	1234567890
<input checked="" type="checkbox"/>	PAN	ABCDE1234	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	AADHAAR	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Passport	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Driving License	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Election Card	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Ration Card	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	National Population Register	12345678901234567890	Mr. J. K. Sharma	1234567890

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI.

Save Cancel

- Please click on “OK” button. The following screen would appear for registration of another member through individual mode.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MEMBER REGISTRATION

Are you sure you want to save the Member Detail?
 Prevent this page from creating additional dialogues

OK Cancel

Member Registration

Previous Employment

Name	Mr. J. K. Sharma	Gender	Male
Date of Birth	12-12-1978	Marital Status	Married
Religion	Hindu	Employment Status	Regular
Family Relationship	Spouse	Employer	ABC Pvt. Ltd.
Home Address	123 Main St, New Delhi, India	Mobile No.	9876543210
Current Address	456 Park Ave, New Delhi, India	Landline No.	011-12345678
Date of joining	01-01-2018	Employment Category	Regular
Designation	Software Engineer	Employment Type	Full-time
Previous Employer	XYZ Corp.		

KYC Details

Select	Document Type	Document Number	Name as per Document	Other
<input checked="" type="checkbox"/>	BANK	12345678901234567890	Mr. J. K. Sharma	1234567890
<input checked="" type="checkbox"/>	PAN	ABCDE1234	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	AADHAAR	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Passport	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Driving License	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Election Card	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	Ration Card	12345678901234567890	Mr. J. K. Sharma	1234567890
<input type="checkbox"/>	National Population Register	12345678901234567890	Mr. J. K. Sharma	1234567890

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI.

Save Cancel

Member ID	Name	Family Relationship	Gender	Date of Birth	Date of joining	Mobile No.	Landline No.	Employment Status	Employment Type	Employer	Designation	Home Address	Current Address	Previous Employer	Other
MEM001	J. K. Sharma	Spouse	Male	12-12-1978	01-01-2018	9876543210	011-12345678	Regular	Full-time	ABC Pvt. Ltd.	Software Engineer	123 Main St, New Delhi, India	456 Park Ave, New Delhi, India	XYZ Corp.	

- To edit the member details, click on the “Edit” column against the member.

Select	Document Type	Document Number	Name as per Document	Other
<input type="checkbox"/>	Bank	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	PAN	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	AADHAAR	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	Passport	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	Driving License	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	Election Card	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	Ration Card	INDIANPOST	SHARPS SECURITY FORCE	
<input type="checkbox"/>	National Population Register	INDIANPOST	SHARPS SECURITY FORCE	

Aadhaar number and Aadhaar authentication obtained here will be used for strong authentication of this member using the login provided by the UIDAI.

- After editing the details, click on the “Update” button. The edited details would be saved.

(b) Bulk registration: For registration of member for UAN generation or linking, click on “REGISTER – BULK” under the menu tab “Member”.

REGISTER - BULK

When registering for the first time your PAN and Name of establishment as per PAN on the portal by using the Update. The PAN and the name will be verified from the PAN database. Please note that the while filling up the Name as per PAN card of your establishment kindly and fill up the name exactly as on PAN card. PAN of the proprietor can be provided. Only PAN and Name of the establishment differ from the name in PAN.

Employer Profile

Est. Id	SHARPS SECURITY FORCE
PF	SHARPS SECURITY FORCE
Pension	SHARPS SECURITY FORCE
EDLI	SHARPS SECURITY FORCE
Address	SHARPS SECURITY FORCE
PF Office	SHARPS SECURITY FORCE

What's New

FORM 54 Data field made available. Employer may edit if required and print the form as per for submission to PF Office. Validity of mail-in for online payments through internet is 12 days.

- On clicking “REGISTER – BULK”, the Member Registration form will look as below:



- Please click on **“Choose file”**. After choosing text file from the appropriate drive (where the text file is saved), the screen appears as below:



- Please click on **“Submit”** button.
- The screen would appear as below:



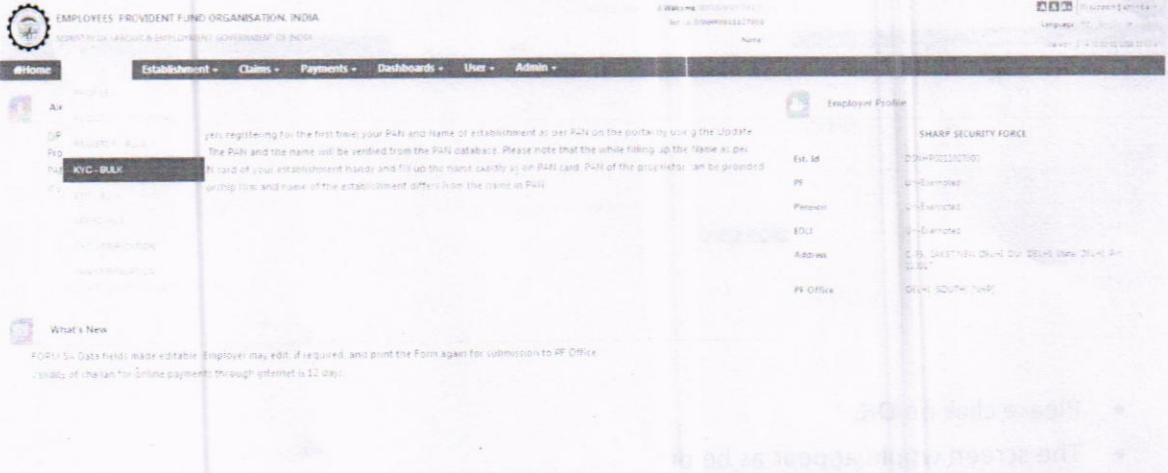
- Please click on **OK**.
- The screen would appear as below:



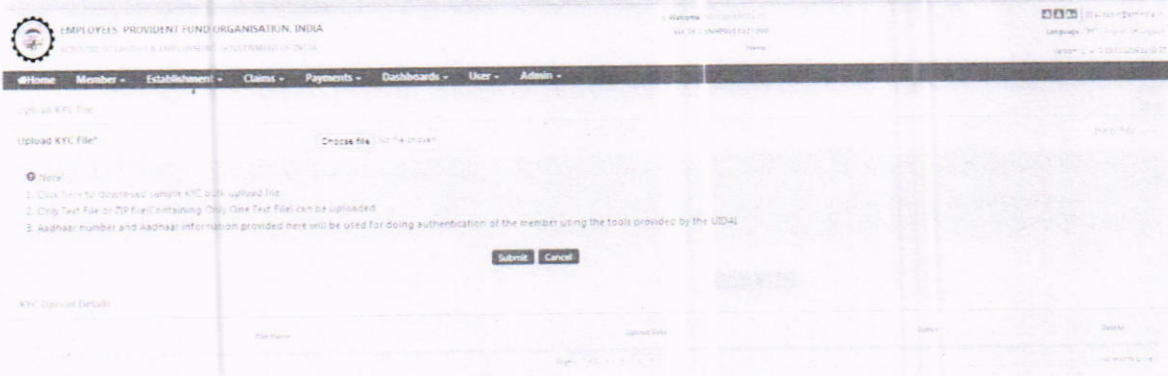
- Since earlier there have been cases of wrong linking of the current employment of the member with a UAN, which does not pertain to the member, the member's data in present employment is validated against the UAN being submitted for linking with the present employment. In case of discrepancies, the employer would verify the details on the system along with his KYC details already seeded in his UAN database.
- The UAN linking logic has been elaborated in **Annexure 'B'**.

(ii) Bulk upload of KYC of members:

For bulk upload of KYC of members, click on **"KYC – BULK"** under the menu tab **"Member"**.



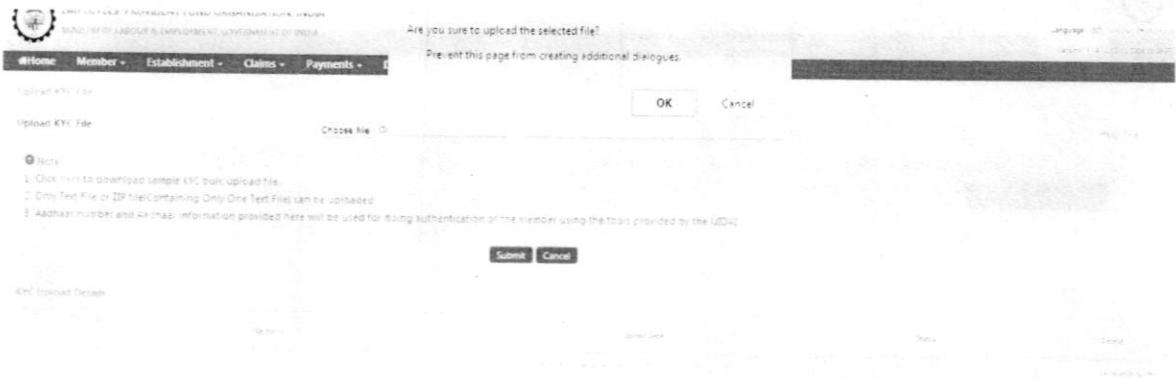
- On clicking “KYC – BULK”, the screen would appear as below:



- Please click on “Choose file”. After choosing text file from the appropriate drive (where the text file is saved), the screen appears as below:



- To submit the chosen file, click on “Submit” Button. The screen would appear as below:



- Please click on **OK**.
- The screen would appear as below:



(iii) For submission of Exit cases by employers in bulk

- For submission of Exit cases by employers in bulk, click on **“EXIT – BULK”** under the menu tab **“Member”**.

EMPLOYEES PROVIDENT FUND ORGANISATION, INDIA

WELCOME | 2015-16 | MEMBER | ESTABLISHMENT | CLAIMS | PAYMENTS | DASHBOARDS | USER | ADMIN

Home Establishment Claims Payments Dashboards User Admin

Member Profile

EXIT - BULK

What's New

• DP115+ Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office.

• Validity of challan for online payment through internet is 12 days.

Employer Profile

Est. Id	009-270342500
PF	UN-Exempted
Person	UN-Exempted
EDU	UN-Exempted
Address	R NO. 05, KARAN POLICE QUARTERS CROSS ROAD, HOTEL NER DELHI DEL SOUTH - State DELHI Pin 110022
PF Office	DELHI SOUTH-1-NR

©2015 Powered by EPFO

- On clicking “EXIT – BULK”, the screen would appear as below:

EMPLOYEES PROVIDENT FUND ORGANISATION, INDIA

WELCOME | 2015-16 | MEMBER | ESTABLISHMENT | CLAIMS | PAYMENTS | DASHBOARDS | USER | ADMIN

Home Member Establishment Claims Payments Dashboards User Admin

Member Exit

Upload Member Exit File

Choose File

Help File

• Help file

• Click here to download sample Exit Bulk Upload File

• Only Text File or ZIP file containing Only CSV Text File can be uploaded

• Aadhaar number and Aadhaar Information provided here will be used for doing authentication of the member using the tools provided by the EPFO

Submit Cancel

Member Exit

- On clicking on the “Help file” option, the exit bulk file format is available for the convenience of employers.

exitBulkHelpFile 1 / 1

EXIT BULK FILE FORMAT (FOR EMPLOYERS)

The Exit Bulk file should be in txt format only.
File size should not be greater than 2 MB. If file size is greater than 2 MB, single text file in ZIP format will be accepted.
Each line in text file contains details of single member only.
The separator between fields should be #~# (hashitiga hash).

Sl.No	Column Name	Column width	Is Mandatory	Remarks
1.	Universal Account Number (UAN)	NUMBER(12)	Yes	UAN of active member
2.	Exit Date	DATE	Yes	Enter valid date format (dd/mm/yyyy) Date should not be less than joining date
3.	Exit Reason Code	CHAR(1)	Yes	Exit reason code as per Annexure I

Sample text file is as follows for reference:
100248330106#~#01/02/2014#~#R

Annexure I

Sl.No.	Value	Code
1.	RETIREMENT	R
2.	DEATH IN SERVICE	D
3.	SUPERANNUATION	S
4.	PERMANENT DISABLEMENT	P
5.	CESSATION (SHORT SERVICE)	C
6.	DEATH AWAY FROM SERVICE	A

- Please click on **“Choose file”**. After choosing text file from the appropriate drive (where the text file is saved), the screen appears as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION INDIA
MINISTRY OF LABOUR & EMPLOYMENT GOVERNMENT OF INDIA

Home Member Establishment Claims Payments Dashboards User Admin

Member Exit

Upload Member Exit File*

Choose File

Note:

1. Click here to download sample Exit bulk upload file.
2. Only Text File or ZIP File (Containing Only One Text File) can be uploaded.
3. Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tool provided by the UIDAI.

Submit Cancel

- To submit the chosen file, click on **“Submit”** Button. The screen would appear as below:



- Please click on **OK**.
- The screen would appear as below:



(iv) For approval of submitted records:

- For approval of submitted records, click on **"APPROVALS"** under the menu tab **"Member"**.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Establishment Claims Payments Dashboards User Admin

What's New
 FORM 54 Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office. Validity of challan for online payment through internet is 10 days.

Employer Profile
 SFA - ASSOCIATES
 Est. No: 2014PROV040000
 PF: Un-Employee
 Pension: Un-Employee
 EDI: Un-Employee
 Address: F-NO. 20, KAROL BAGH, 401 SUPA PRODUCE CLASS, HOTEL NEW DELHI SOUTH, JAWAHAR PURCHASE
 PF Office: DELHI SOUTH SVHO

- On clicking “APPROVALS”, the screen would appear as below:


EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Claims Payments Dashboards User Admin

Activity Details: Pending

Activity ID	Description	Status	Action
01	Member Individual Registration - 1 Item(s)	Pending	Approve/Reject/View
02	Member Individual Registration - KYC Pending For DS - 1 Item(s)	Pending	Approve/Reject/View
03	Member Bulk Exit - 1 Item(s)	Pending	Approve/Reject/View

- In the screen, there are pending activities shown.
- Against the activities, there are options - View, Approve and Reject.
- On clicking on “View”, the screen would appear as below:


EMPLOYEES' PROVIDENT FUND ORGANISATION
 Employees' Provident Fund Organisation
 14, Bhikaji Cama Place, New Delhi - 110064
 11/11/2016

Pending KYC Details

S.No.	UAN	Document Type	Document Number	Name As Per Document	Document Information
1	100615713029	Bank	12344444444444444444	SANJEEV	STBP11111111

Language: English
 Version: 1.0.0.0 (2016.11.19.57)


[View Approved](#) [View Rejected](#) [View All](#)

[Approve/Reject](#) [Edit](#)

[Approve](#) [Reject](#)

[Approve](#) [Reject](#)

- On clicking on the **“Approve”** button, the screen would appear as below:


EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Language: English
Version: 1.0.0.0 (2016.11.19.57)

Are you sure you want to Approve?

[OK](#) [Cancel](#)

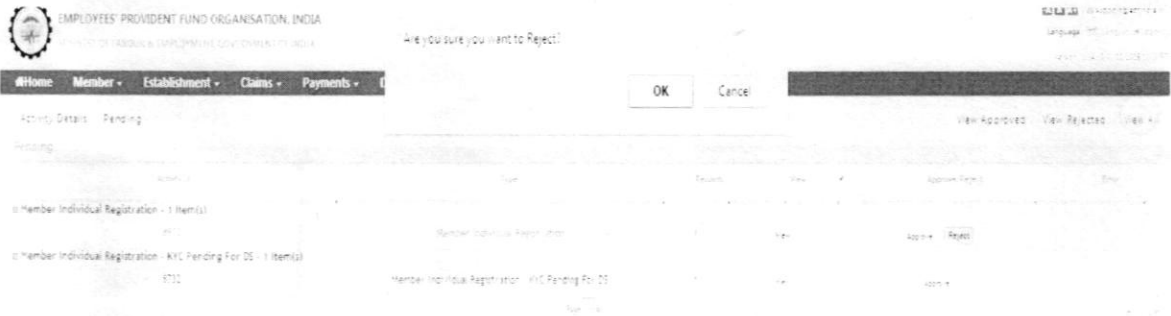
[View Approved](#) [View Rejected](#) [View All](#)

Activity Details Pending

Pending

Activity Id	Type	Status	View	Approve/Reject	Edit
0 Member Individual Registration - 1 Item(s)	Member Individual Registration	Pending	View	Approve Reject	Edit
0 Member Individual Registration - KYC Pending For DS - 1 Item(s)	Member Individual Registration - KYC Pending For DS	Pending	View	Approve	Edit
0 Member Bulk Exit - 1 Item(s)	Member Bulk Exit	Pending	View	Approve Reject	Edit

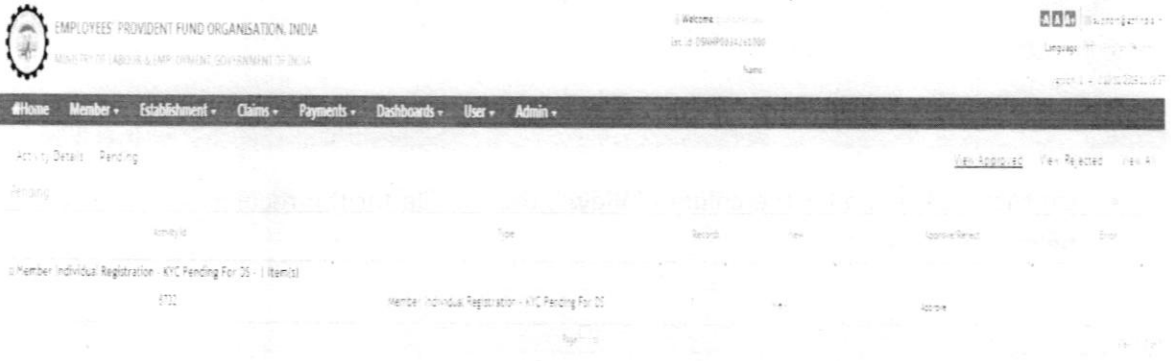
- Please click on **OK**.
- On clicking on the **“Reject”** button, the screen would appear as below:



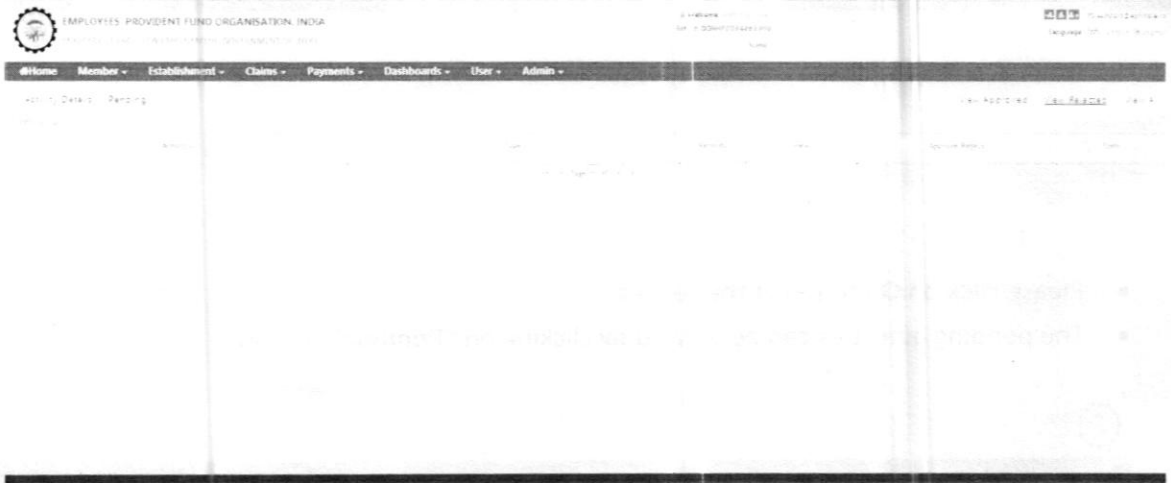
- Please click on **OK** to reject the record.
- The pending activities can be viewed by clicking on **“Pending”** button.



- The records approved and rejected can be viewed by using buttons **“View Approved”**, **“View Rejected”** and **“View All”**.
- On clicking **“View Approved”**, the following screen would appear:



- On clicking **“View Rejected”**, the following screen would appear:



- On clicking “View All”, the following screen would appear:



- On clicking PDF under the column “View”, the pdf file for the record can be viewed as below:

Approved Member Registration Details

1 Member Details

Name: DEEPAK Member Id: DSNHP0034261000009487

UAN/Previous Member Id	100615713161		
Name	DEEPAK		
Date of joining	01-Nov-2016	Date of Birth	06-Nov-1998
Gender	Male	Marital Status	Married
Father's/Husband's Name	DD		
Nationality	INDIAN		
Mobile	9718880762		
e-Mail ID	--		
Is International Worker	No		
Country of Origin	--	Passport No	--

Activity Type: Member Bulk Exit Status: Approved

- In the above screen, the Activity Type can be selected and the status – Pending, Approved, Rejected- can be known for the selected activity.
- For instance, the Activity Type selected in the next screen is Member Bulk Exit.

Activity Details

Activity Type: Member Bulk Exit Status: Approved

Activity Type	Status	Date	View
Member Bulk Exit	Approved	11/01/2016	View
Member Bulk Exit	Approved	10/10/2016	View

- The status can be selected - pending or approved or rejected as shown below:

EMPLOYEES' PROVIDENT FUND ORGANISATION INDIA
 BOARD OF DIRECTORS & EMPLOYERS' GOVERNMENT OF INDIA

Home Member Establishment Claims Payments Dashboards User Admin

Activity Details (1/1)

Activity Type: Member Bulk Exit Status: Approved

Search Cancel

Type	Reference	Applied Date	Status	Remarks
Member Individual Registration - 8 Items				
8970 Member Individual Registration		11-NOV-2016	Rejected	**
8971 Member Individual Registration		11-NOV-2016	Approved	**
8971 Member Individual Registration		11-NOV-2016	Approved	**
8970 Member Individual Registration		11-NOV-2016	Approved	**
8932 Member Individual Registration		10-NOV-2016	Approved	**
8732 Member Individual Registration		08-NOV-2016	Approved	**
Member Bulk Registration - 4 Items				
8912 Member Bulk Registration	app_201611143108027912.txt	11-NOV-2016	Pending	**
8964 Member Bulk Registration	app_2016111430318664.txt	11-NOV-2016	Rejected	**
8961 Member Bulk Registration	app_2016111429503748.txt	11-NOV-2016	Pending	**
8942 Member Bulk Registration	app_2016111428801342.txt	11-NOV-2016	Rejected	**

© 2015 Powered by DFO

- For instance, the status “Approved” is selected. The following screen would appear:

EMPLOYEES' PROVIDENT FUND ORGANISATION INDIA
 BOARD OF DIRECTORS & EMPLOYERS' GOVERNMENT OF INDIA

Home Member Establishment Claims Payments Dashboards User Admin

Activity Details (1/1)

Activity Type: Member Bulk Exit Status: Approved

Search Cancel

Type	Reference	Applied Date	Status	Remarks
Member Bulk Exit - 2 Items				
8967 Member Bulk Exit	app_2016111434711622.txt	11-NOV-2016	Approved	**
8968 Member Bulk Exit	app_20161114302912870.txt	10-NOV-2016	Approved	**

© 2015 Powered by DFO

Member's details for UAN generation/ linking

S. No.	Field Name	Type	Mandatory	Remark/Validation
1.	Personal Title	Selection	Yes	Values (Mr., Ms., Mrs.)
2.	Name	Text	Yes	
3.	Gender	Selection	Yes	Values (Male, Female, Transgender)
4.	Date of Birth	Date Picker	Yes	Should not be future date and prior to 1916
5.	Father's/Husband Name	Text	Yes	
6.	Relation	Selection	Yes	w.r.t S.No. 5 Values (Father, Husband)
7.	Marital Status	Selection	Yes	Values (Married, Unmarried, Widow/Widower, Divorcee)
8.	Mobile Number	Text Box	No	10 digit numeric
9.	Email ID	Text Box	No	
10.	Date of Joining	Date Picker	Yes	Should not be future date and prior to 1952
11.	Monthly Wages as on joining	Text Box	Yes	
12.	International Worker	Check Box	No	
13.	Country of origin	Selection	Yes (If International worker flag checked)	Selection from list of all countries
14.	Passport Number	Text Box	Yes (If International worker flag checked)	
15.	Passport Valid From	Date Picker	Yes (If International worker flag checked)	
16.	Passport Valid Up to	Date Picker	Yes (If International	

			al worker flag checked)	
	KYC Details			
17.	KYC	Check Box	No	Multiple KYC may be checked. Values (Bank, PAN, AADHAR, Passport, Driving License, Election Card, Ration Card, NPR)
17(1)	Document Number (Number given on KYC)	Text Box	Yes (If respective Check Box is checked)	Validation as per KYC checked. If document number is already available in database, system will throw the error that previous employment is available.
17(2)	Name as per KYC	Text Box	Yes (If respective Check Box is checked)	
17(3)	IFSC Code	Text Box	Yes (If Bank is selected as KYC)	
17(4)	Expiry Date	Date Picker	Yes (If Passport or Driving License are selected as KYC)	

UAN Linking Logic

S. No.	Information available against UAN			Information provided by Present Employment at the time of registration/ linking			Matching status between information against UAN and Present Employer			Linking		
	Name	DOB	Aadhar /PAN	Name	DOB	Aadhar /Pan	Name	DOB	Aadhar /PAN	Allowed	Allowed with Alert	Not Allowed
1	✓	x	x	✓	✓	x	✓	x	NA	✓	x	x
2	✓	x	x	✓	✓	x	x	x	NA	x	x	✓
3	✓	✓	x	✓	✓	x	✓	x	NA	x	x	✓
4	✓	✓	x	✓	✓	x	x	x	NA	x	x	✓
5	✓	✓	x	✓	✓	x	✓	✓	NA	✓	x	x
6	✓	✓	x	✓	✓	x	x	✓	NA	x	✓	x
7	✓	✓	✓	✓	✓	x	x	x	NA	x	x	✓
8	✓	✓	✓	✓	✓	✓	x	x	x	x	x	✓
9	✓	✓	✓	✓	✓	✓	x	✓	x	x	✓	x
10	✓	✓	✓	✓	✓	✓	✓	x	x	x	x	✓
11	✓	✓	✓	✓	✓	✓	✓	✓	x	x	✓	x
12	✓	✓	✓	✓	✓	✓	x	x	✓	x	✓	x
13	✓	✓	✓	✓	✓	✓	✓	x	✓	x	✓	x
14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	x

- In case of individual registration/ linking and "Allowed with alert", an alert message will be shown to employer and his/her consent will be obtained that employer wants to link UAN even there are discrepancies between information available against UAN and provided by employer. In case employer wants to continue with linking, information available with UAN will be carried forward and same may be changed later through separate functionalities.
- In case of bulk registration and "Allowed with alert", alert message will be displayed in PDF with the advice that if employer approves the pdf file these entries will be ignored and if employer wants to link UAN even with discrepancies, the same can be done only through individual registration.
- If employer declares an employee as a fresh new employment and provides Aadhaar/PAN at the time of registration, if the same Aadhaar/PAN is already seeded with some UAN, the employer will be prompted that this KYC is already seeded with some UAN and employer has either to provide UAN or register without KYC. However, after registration, the employer can seed same KYC with new UAN.

7. EPPF कोड उपलब्ध कराने संबंधी प्रक्रिया -

जिला कार्यक्रम पदाधिकारी (साक्षरता) अपनी विवरणी यथा- पैन कार्ड या अपना पैन सं०, अपना नाम, अपने पिता का नाम, अपनी जन्मतिथि, अपना मोबाईल नं० एवं अपना ईमेल आई०डी० लेटर हैड पर लिखकर संबंधित जोनल ऑफिस EPPF कोड उपलब्ध कराने संबंधी आवेदन पत्र देंगे। कौन से जिले किस जोन के अंतर्गत आयेगे इससे संबंधित विवरणी निम्न रूप में है:-

पटना जोन	मुजफ्फरपुर जोन	भागलपुर जोन
पटना, भोजपुर, बक्सर, रोहतास, कैमूर, नालंदा, जहानाबाद, अरवल, औरंगाबाद, गया एवं नवादा	वैशाली, मुजफ्फरपुर, शिवहर, सीतामढ़ी, पूर्वी चम्पारण, पश्चिमी चम्पारण, सारण, सिवान, गोपालगंज, दरभंगा, मधुबनी, समस्तीपुर एवं बेगूसराय	मुंगेर, लखीसराय, शेखपुरा, जमुई, खगड़िया, भागलपुर, बांका, पूर्णियां, अररिया, कटिहार, किशनगंज, सहरसा, सुपौल एवं मधेपुरा
कार्यालय पता एवं मो० सं० भविष्य निधि भवन, आर० ब्लॉक, रोड नं०-६, पटना, पिन- 800001 (बिहार) दूरभाष सं० 0612-2227139, 2973277	कार्यालय पता एवं मो० सं० भविष्य निधि कार्यालय, सूर्या कॉम्पलेक्स, लक्ष्मी चौक, पो०-एम०आई०टी०, जिला- मुजफ्फरपुर, पिन- 842003 (बिहार) दूरभाष सं० 0621- 2263963, 2263966, 2262448	कार्यालय पता एवं मो० सं० भविष्य निधि कार्यालय, आदमपुर चौक, भागलपुर, पिन- 812001 (बिहार) दूरभाष सं० 0641- 2421190, 2421196, 2409875