

के. के. जालान, भा.प्र.से.
केन्द्रीय भविष्य निधि आयुक्त

K. K. Jalan, IAS

Central Provident Fund Commissioner



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)

मुख्य कार्यालय : भविष्य निधि भवन,

14, भीकाएजी कामा प्लेस, नई दिल्ली-110066

दूरभाष : 011-26172671, फैक्स : 011-26189910

Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. of India)

Head Office : Bhavishya Nidhi Bhawan,

14, Bhikaiji Cama Place, New Delhi-110 066

Phone : 011-26172671, Fax : 011-26189910

D.O. No R-I/P-6/MIS/2014

300

July 23rd, 2015

24 JUL 2015

189/19

Sub: Facility to download the Member Master-reg.

Dear Employer,

Since the roll out of UAN programme by EPFO in the month of October 2014, 4,67,95,374 UAN have since been allotted and a considerable amount of effort has gone in the process of updating of KYCs . However, it has been noticed that the following activities on part of employer are unsatisfactory:-

- (1) Seeding of Aadhaar, PAN, Bank Account Number
- (2) Confirmation of New/Previous employment through Form 11 on the part of employer.
- (3) UAN activation.

2. You are also aware that the Central Government has since made UAN mandatory for all EPFO service deliveries which has already been conveyed vide our letter No. Coord./40(24)2010/DPG/Review Meeting/11387 dated 22.06.2015 and as such it may be appreciated that only those members who have seeded their Aadhaar, PAN, Bank Account Number and have activated their UAN account would be able to avail the benefits & services envisaged in future. You are therefore urged to immediately extend your urgent assistance not only in clearing the pending Form 11 Confirmation and KYC seeding but also in encouraging your employees to get their UAN accounts activated.

3. In this context, various establishments have been requesting for the provision of a facility whereby the details of every member's UAN account including the activation status is made easily available. Accordingly, a facility has since been developed and is made available at EPFO website >> UAN Services >> UAN Member Master Download on 10.07.2015 wherein an employer may register their request for the list. For registration an employer has to provide particulars of EPFO Office, Establishment Code and Mobile Number registered at ECR Portal. On successful entry a One Time PIN (OTP) is sent to the mobile registered at ECR Portal. After successful registration, the list will be provided after 48 hours and the list generated will be refreshed on daily basis.

4. The Member Master disseminates the following details:

- Member ID
- UAN
- Name of the Member
- Date of Birth
- Father's / Spouse Name

Contd....2..

- Relationship
- Gender
- Date of Joining
- UAN activation status
- e-Mail address
- AADHAAR Number
- Bank details
- PAN and
- Status of pending of Form 11 (if any) at UAN employer (OTCP) Portal.

5. Therefore once again, I would sincerely thank you for your continued support and request you once again to extend your vigorous support in this venture.

Regards,

Yours sincerely,



(K.K. Jalan)



कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय / Head Office

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No. Coord./40(24)2010/DPG/Review Meeting/

11387

ORDER

Date: 22.06.2015

22 JUN 2015

In the matter of : Issue of direction under Para 78(3) of the Employees' Provident Funds Scheme, 1952 for efficient administration of the Scheme.

In view of the directions issued by the Central Government (the Ministry of Labour & Employment, Govt. of India) under Para 78(1) of the Employees' Provident Funds Scheme, 1952, I, K.K.Jalan, Central Provident Fund Commissioner, hereby issue the following directives in exercise of powers delineated under Para 78(3) of the said Scheme :

- Employer of the establishment covered under the Act is directed to get the declaration in Form No. 11(New) from all the employees joining the establishment in a month and eligible to become member of the Fund and upload the same in Universal Account Number (UAN) Portal **within 25 days of close of each month.**
- Employer of the establishment covered under the Act is directed to disseminate the UAN generated by EPFO to all his existing employees who are members of the Fund **within 15 days from the receipt of UAN** and get acknowledgement from them.
- Employer of the establishment covered under the Act is directed to get the UAN activated by his employees who are members of the Fund **within 15 days of such dissemination.**
- Employer of the establishment covered under the Act is directed to duly seed the KYC details of such members (such as bank account details, PAN, AADHAAR etc.) **within one month of the receipt of UAN** so as to enable them to avail the services from EPFO.
- Employer of the establishment covered under the Act is directed to seed AADHAAR Numbers in respect of the members who have got AADHAAR **within one month of receipt of UAN.** Wherever the members do not have AADHAAR, the employer is directed to obtain a certificate from such members of the Fund to the effect that they have no AADHAAR **within one month of receipt of UAN.** As soon as the AADHAAR is submitted by any member, the employer is directed to upload the same on the UAN Portal **within 15 days of receipt.**
- Employer of the establishment covered under the Act is directed to ensure incorporation of UAN and to seed all relevant information in the claim form before forwarding the same to EPFO.

2. Employer of the establishment is directed to carry out the above instructions as per the schedule prescribed above. Failure to adhere to the directions beyond wage month of September, 2015 will amount to non-compliance to the directions and the defaulting establishment shall be liable for action as per the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.

K.K. Jalan

(K.K. Jalan)

Central Provident Fund Commissioner