

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

K. K. Jalan, IAS

Central Provident Fund Commissioner



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोज़गार मन्त्रालय, भारत सरकार)

मुख्य कार्यालय : भविष्य निधि भवन,

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Employees' Provident Fund Organisation

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

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No. R-I/P-20/UAN/2014/

Date: 28.07.15

Dear Employer,

The Universal Account Number (UAN) program which has been launched by EPFO was with the specific intent to introduce best practices in the area of service delivery to ensure greater ease of doing business both for the employers as well as the employees. In this context, this Organisation has been reaching out to you from time to time seeking your active participation in the program to make it a success. It has been emphasized in the past that the most critical activities in the program are the dissemination of UAN to your employees, seeding of their respective KYCs with UAN, completion of member details, confirmation of first time employment or previous employment (Form 11) on the UAN portal and most importantly, encouraging every employee to activate his/her UAN account.

2. During the course of period, a need has been expressed by several employees that the establishments would be requiring the status data in respect of their employees in the UAN program and resultantly, the Organisation has extended several facilities in this context through its website www.epfindia.gov.in. Recently, every establishment has also been provided with a facility to download its Member Master which carries all details relevant to the UAN program. Further, online video tutorials on every aspect pertaining to this program has also been placed on the website for your convenience.

3. Accordingly, it is requested that the tools and facilities that have been provided by this Organisation for your ease and convenience, may kindly be used to the maximum extent and the pending tasks that are very critical to the program may be completed at the earliest in your own best interests. Your active participation is once again urged in this context.

Yours sincerely,

(K. K. Jalan)