

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. The header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The page title is "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". A yellow "NOTE" box contains the following information: "Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their PF Withdrawal/Settlement/Transfer claims online.", "One mobile number can be used for one registration only.", and "A member can view the passbooks of the EPF accounts". The login form on the right side includes fields for "UAN" (with a masked value "100..."), "Password" (with a masked value "....."), a "Captcha" (with the text "H Z P Y G"), and buttons for "Sign in" and "Reset". There is also a "Forgot Password" link.

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

The screenshot shows the "Member Profile" page of the EPFO Member Interface. The header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The page title is "UAN : 1009 9450 7718 /Mr. NEERAJ KUMAR". The main content area is divided into two sections: "UAN Card" and "Member Profile". The "UAN Card" section includes a "CONTACT DETAILS" button, a "KYC" button, and a "MODIFY BASIC DETAILS" button. The "Member Profile" section displays the following information: "UAN: 100994507718", "Name: Mr. NEERAJ KUMAR", "Birth Date: 13/05/1980", "Gender: MALE", "Mobile No.: 9123456789", "E-mail: N.KUMAR@EPFO.ORG", "Last Updated: 15/05/2020", and "Password Change Date: 13/05/2020". There is also an "Alert" section at the bottom left and a "15 of 24 - Clipboard" notification at the bottom right.

Step 3: Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)

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

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

Changes requested**

Name: SATISH CHANDRA PANDEY HANU CHANDRA PANDEY

Date of Birth: 23/05/57 01/05/57

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

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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”

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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

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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 implemented from 1st October 2018 without the erstwhile member id. Please refer to the new format 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 menu with options like Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services. Below the menu, there is a search bar labeled "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 menu with options like Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services. Below the menu, there is a search bar labeled "Enter UAN:" with a "Search" button. The main content area displays a message: "NO RECORDS FOUND".

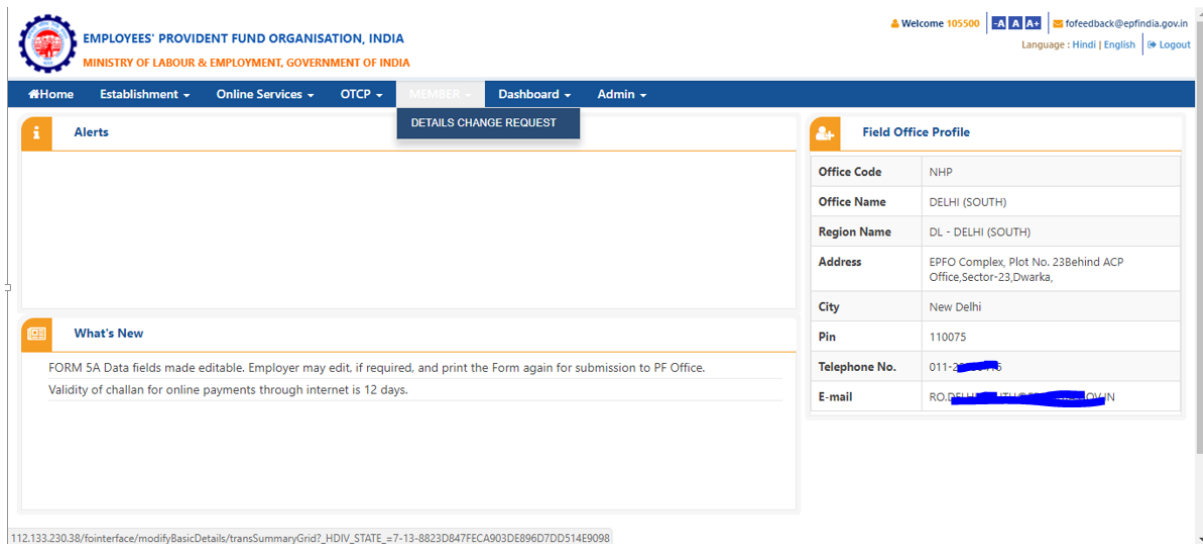
Below the message, there is a section titled "Requests Processed by Employer" with a search bar and a table with the following data:

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]	63[REDACTED]9	Approved by employer -> Pending at field office
					Name: SANJAY CHANDRA PANDEY	HARSH VARDHAN KAUSHIK	
					DOB: 23-JAN-1985	01-JAN-1967	

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