



कर्मचारीभविष्य निधि संगठन  
(श्रम मंत्रालय भारत सरकार)

**Employees' Provident Fund Organisation  
(Ministry of Labour, Govt. Of India)**

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामाप्लेस, नई दिल्ली-110066

**BhavishyaNidhiBhawan, 14- Bhikaiji Cama Place, New Delhi – 110066**

[www.epfindia.gov.in/www.epfindia.nic.in](http://www.epfindia.gov.in/www.epfindia.nic.in)

No.R-I/UID/2010/

30051

Dated:-

21 JAN 2013

To

1. All Additional CPFCs (Political States)
2. All RPFCs-I (in-Charge of Region)

Reference: H.O. letter No. R-I/UID/2010/Pt/27938 dated 20.12.2012.

Subject:- Leveraging Aadhaar number to improve the services of EPFO.

This is in continuation to earlier letter referred above. It is reiterated that the Aadhar platform can be leveraged to improve the services of EPFO by using it as Know-Your-Customer (KYC) credentials of EPF members. It has been decided to make the Aadhaar numbers mandatory for the new members. However for the existing members, the seeding of Aadhaar numbers has to be done in a time-bound manner.

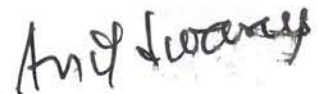
To carry out the process of collection of Aadhaar numbers of EPF members the following action plan has been devised:-

- (a) The field offices should contact the local UIDAI authorities requesting them to set up camps for enrolment in industrial areas and other places, which they find suitable for the purpose. District authorities may also be contacted if they are organizing camps for such enrolments.
- (b) The information may be captured in the format that would be made available along with the instructions for modalities to capture details in the employer portal on the EPFO website. Clear instructions should be given to the employers to maintain the information in the excel format till the facility to capture/upload information on employer portal is made available.

- (c) As in respect of the new EPF members joining on and after March 1, 2013, the submission of Aadhaar number would be mandatory, the field offices should inform the employers to collect the Aadhaar details as above mandatorily in respect of all its new members. In respect of the members, who have not been issued Aadhaar number, employers should give the Enrolment ID (EID) which are provided at the time of enrolment. EID would be converted to Aadhaar number later on. The information is to be kept in the format as explained above till the facility is made available on the employer portal.
- (d) The Aadhaar details in respect of pensioners are to be collected directly or through banks. In this regard, legible copies of Aadhaar letter issued by UIDAI, first page of Pension Payment Order (PPO) and first page of passbook containing Bank Account No. and IFSC code. A provision would be given in the system to generate letters as enclosed at **Annexure 'A'** with PPO number, name and address in English, which can be despatched in window envelope to the pensioners. The local office may print the translation of the letter in vernacular language on a leaflet and attach it with the letter for better communication.
- (e) The publicity for the same should be made by field offices through local newspapers. Simultaneously, the publicity would be provided through website, SMS and e-mail (wherever available).
- (f) The development of facility to be provided on employer portal for the purpose is under process and would be provided shortly. Thereafter, the Aadhaar details would be captured/uploaded in the format provided through Employer portal.

It is, therefore, requested to take necessary action as above to ensure the collection of data in respect of all new members joining on or after 1<sup>st</sup> March, 2013 on monthly basis and In respect of existing members by 30<sup>th</sup> June, 2013.

Yours faithfully,



(Anil Swarup)

Central Provident Fund Commissioner

Copy to:-

1. FA & CAO
2. Chief Vigilance Officer
3. All Additional CPFCs, Headquarters
4. Chief Engineer
5. RPFC(HRM)
6. Director (Audit)
7. All Deputy Director (Vigilance) Zonal Offices
8. All Deputy Director (Audit) Zonal Offices
9. Web administrator with a request to upload it on EPFO website.

**Subject: Furnishing AADHAAR related information for EPF pensioners and beneficiaries.**

EPFO is in the process of collecting Aadhaar details in respect of its pensioners. It is therefore, requested to submit legible photocopies of AADHAAR letter issued by UIDAI, first page of PPO & Pass book of bank account where pension is being remitted (containing Bank Account Number & IFSC Code) in respect of all the beneficiaries. The copies may be submitted directly to EPF Office or the pension paying Bank Branch. The PPO number should be mentioned on the photocopies of both AADHAAR letter and Pass book.