



कर्मचारी भविष्य निधि संगठन  
(श्रम मंत्रालय भारत सरकार)  
**Employees' Provident Fund Organisation.**  
(Ministry of Labour, Govt. Of India)  
मुख्य कार्यालय / Head Office

**Through Web Circulation**

भविष्य निधि भवन, 14-भीकाजी कामाप्लेस, नई दिल्ली-110066  
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[www.epfindia.gov.in](http://www.epfindia.gov.in); [www.epfindia.nic.in](http://www.epfindia.nic.in)

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

Dated: 22.06.2015

To

All Regional PF Commissioners  
In- charge of the Regions/SROs

11388

22 JUN 2015

**Subject : Submission of Form 11(New) and Seeding KYC(Know Your Customer) details in UAN (Universal Account Number) Portal – regarding.**

Sir/Madam,

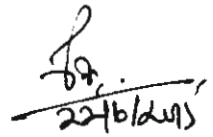
Central Government in exercise of power conferred under section 78(1) of the Employees' Provident Funds Scheme, 1952 directed Employees Provident Fund Organisation to issue order to get the declaration forms in Form-11 (New) duly filled by the members at the time of joining and seed the KYC details in the UAN portal of EPFO before seeking any services from Employees Provident Fund Organisation .

2. Accordingly, the Central P.F.Commissioner in exercise of powers conferred under Para 78(3) of Employees' Provident Funds Scheme 1952, issued order making submission of above information of members compulsory. The said order is enclosed herewith.

3. You are requested to bring it to the notice of the employers of the establishments covered under your jurisdiction.

Enclosure: As above.

Yours faithfully,



(P.K. Udgata)

**Additional Central P.F.Commissioner- I(Compliance)**

Copy to:1. Addl. CPFCs (Zones) with a request to see that the above directions are carried out by the Regional/Sub-Regional offices under their jurisdiction and to monitor the completion of the target.

2. Web Administrator for web upload

Copy for information to:

1. CVO
2. FA & CAO
3. All Addl. CPFCs Head Office/Director NATRSS
4. All RPFC-I, Head Office
5. All RPFC II/APFC/SO Head Office
6. Rajbhasha for Hindi version.



(P.K. Udgata)

**Additional Central P.F.Commissioner- I(Compliance)**



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

11387

Date: 22.06.2015

22 JUN 2015

ORDER

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 :

- a) 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.**
- b) 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.
- c) 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.**
- d) 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.
- e) 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 AADHAR, 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 AADHAR is submitted by any member, the employer is directed to upload the same on the UAN Portal **within 15 days of receipt.**
- f) 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)

Central Provident Fund Commissioner