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कर्मचारी भविष्य 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

**Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi – 110066**

[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: 17.12.2015

To,

All Regional P F Commissioner  
In-charge of the Regions/Sub-Regional Offices

**THROUGH WEB CIRCULATION**

**Subject:-Use of UAN- making it compulsory**

Dear Sir,

Your attention is drawn to order issued vide letter No. Coord/. 40(24)2010/DPG review Meeting/11388 dated 22.6.2015 whereby establishments were asked to comply with certain directions. It was desired that the work of approving/uploading KYC data on the UAN portal in respect of each and every employee, dissemination of the same and activation will be completed by 30<sup>th</sup> September, 2015. The time line by which the work was required to be completed is already over and therefore, it is safe to presume at this point of time that every employer has completed the work and the Regional/Sub-Regional Offices have taken necessary action if there is any non-compliance on this account.

2. At this point of time it becomes necessary that every claim form must have a UAN. No claim form should be accepted w.e.f. 1<sup>st</sup> January, 2016 where UAN is not mentioned. Even if when any member makes a complaint, the complaint should be forwarded back to him/her with a clear cut direction that he/she must mention the UAN. There can be issues where the subscriber will complain about not having UAN. In such case, you are to proactively assist the member in getting UAN, no subscriber is harassed on this account. In any case, you were supposed to complete this work by 30<sup>th</sup> September, 2015 and you need to take responsibility for the delay.

3. It is, therefore, directed that henceforth every claim form and every representation/complaint from the subscriber be entertained only with UAN. It can also be thought over that employer should be proceeded against for attesting the form without the

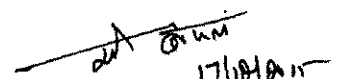
UAN as in that case, there is admission that he has not complied with the directions earlier issued vide letter dated 22.6.2015.

4. It is also pertinent to mention here that EPFO has launched the facility on 9.12.2015 for obtaining UAN online and upfront. This is available on our website at home page<<our services<<Services for citizens for registration for allotment of UAN. So any citizen can now obtain UAN at his/her own by filling up online form and providing certain details.

5. The employers having more than 100 employees and falling in your area should be called to the office and should be explained these provisions very clearly and the action in respect of these establishments should be taken upfront. The data brings out that 80% of the subscribers are covered only by employers having 100 or more employees and therefore, compliance in their cases will mean compliance in respect of 80% of the employees. Any violation in this regard will be viewed seriously. However, you may point out if any difficulty is being faced in the implementation of this circular.

(This issues with the approval of Central P.F. Commissioner)

Yours faithfully,

  
17/10/2015  
(Rajesh Bansal)

**Addl. Central P.F. Commissioner (HQ)**

Copy to : 1.Addl CPFCs(Zones) with the direction to see that the above instructions are carried out by the 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/Zones
4. All RPFC-I, Head Office
5. All RPFC-II/APFC/SO Head Office
6. Rajbhasha for Hindi version.

Yours faithfully,

  
(Jag Mohan)  
**ACC-I (Coordination)**