

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 Universal Account Number (UAN) and MEMBER e-SEWA are displayed. The login form includes fields for UAN, Password, and Captcha, along with "Sign in" and "Reset" buttons. A "Forgot Password" link is also present. Below the login form, there are sections for "Dear EPF Members!!" with service links, "Benefits of Registration" with download and update options, a "NOTE" box with registration instructions, and "Important Links" for activating UAN, checking status, and allotment.

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

The screenshot shows the Member Profile page. The header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The UAN and member name (Mr. NEERAJ KUMAR) are displayed. The navigation menu includes Home, View, Manage, Account, and Online Services. The "Manage" menu is open, showing options for CONTACT DETAILS, KYC, and MODIFY BASIC DETAILS. The "Modify Basic Details" option is selected. 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.INDIA
Last Updated	15/05/2020
Password Change Date	13/05/2020

An "Alert" box is visible at the bottom left. A "Clipboard" notification at the bottom right indicates "15 of 24 - Clipboard Item not Collected: Delete items to increase available space".

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

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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

63 [redacted] 9

Details As per UAN

Changes requested**

Name.* SA [redacted] CHANDRA PANDEY

HA [redacted] IK

Date of Birth.* 23 [redacted] 5

01 [redacted] 57

Gender.* Male

Male Female Transgender

Is Establishment Closed?: No Yes

Select Employer: [MA [redacted] 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”

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UAN : 10 [redacted] 3 /Mr. SA [redacted] CHANDRA PANDEY

Home View Manage Account Online Services

Pending requests

Reference Number	Establishment Name	Details	Present Status	Action
2	MA [redacted] COATS LTD	View	Pending at employer	Delete request

Contact Us FAQs

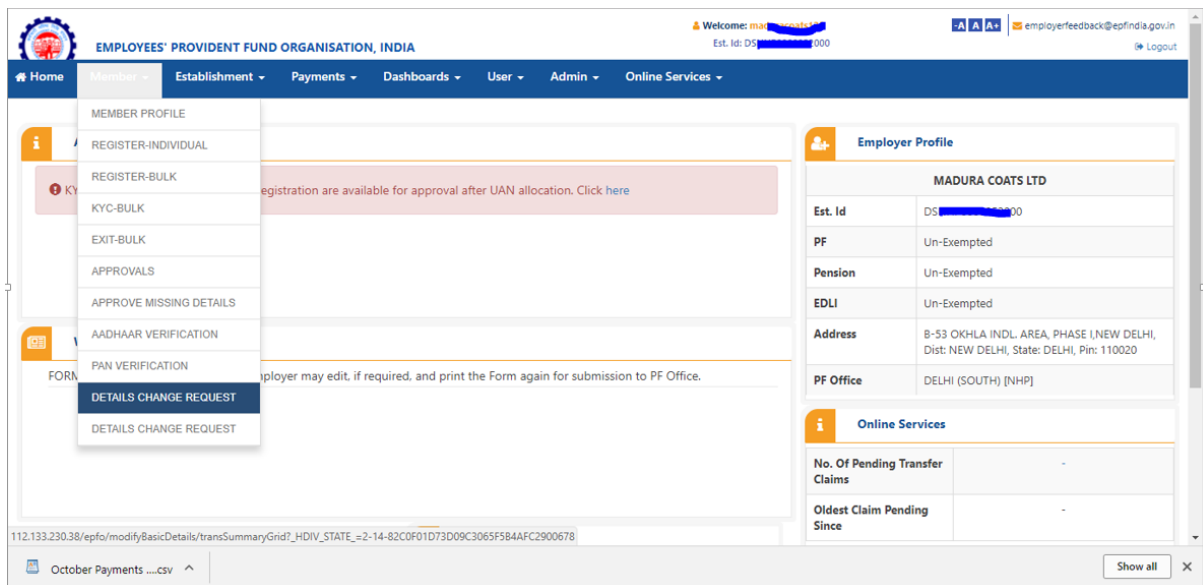
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Step 5: Employer will login to Employer Interface of Unified Portal

<https://unifiedportal-emp.epfindia.gov.in/epfo/>



Step 6: Employer can view the change requests submitted by employees by clicking on “Member>Details Change Request”



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

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”

Field Office Profile	
Office Code	NHP
Office Name	DELHI (SOUTH)
Region Name	DL - DELHI (SOUTH)
Address	EPFO Complex, Plot No. 23Behind ACP Office, Sector-23, Dwarka,
City	New Delhi
Pin	110075
Telephone No.	011-26111111
E-mail	RO.DELHI@EPFOINDIA.GOV.IN

Step 11: After due verification Dealing Hand can submit his/her recommendations to Section Supervisor.

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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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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