



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTER

पहली मंजिल, ई पी एफ ओ, कॉम्प्लेक्स, प्लॉट नं. 23, सेक्टर-23, द्वारका, नई दिल्ली - 110075
1st Floor, Bhavishya Nidhi Bhawan, Plot No.23, Sector-23, Dwarka, New Delhi-110075
www.epfindia.gov.in, www.epfindia.nic.in



No. NDC/2017/UAN/रिज/2789

Date : 21 NOV 2017

To,

All Additional Central PF Commissioners (In-charge of the Zone)
All Regional PF Commissioners (In-charge of the Region)

Sub: Introduction of Direct UAN allotment to any citizen at Unified Portal – regarding.

Sir,

As you are aware that UAN is mandatory for filing the member contribution. Currently UAN can be generated by Employer only and the same to be generated before ECR filing of that member. Establishments with large number of new joiners every month, are facing problem in generation of UAN due to mismatch of input data with Aadhaar.

Keeping in view the difficulties faced by employers an open functionality is being provided at Unified Portal through which any citizen (prospective employee) can generate his/her UAN on the basis of Aadhaar. Employee will get OTP on Aadhaar linked mobile and after verification of input data, system will fetch the basic details like Name, DOB, Gender and Father's/Husband's Name etc from UIDAI and the same shall be shown on screen. On the basis of input/fetched details UAN will be generated.

Now, the citizen on going for an employment can submit generated UAN to the employer so that the same UAN will be linked to the member ID allotted to member in that establishment. It will be a great help to employer as well as employees to avail and hassle free service from EPFO.

Offices are requested to widely publicise this utility so that more and more citizens can take advantage of the same.

Yours faithfully,

(K. V. Sarveswaran)
Additional CPFC-(HQ)

Encl:- Process Flow for UAN Allotment to citizen

PROCESS FLOW - DIRECT UAN ALLOTMENT

Step 1: On login screen of the Member Portal (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>), click on the link “UAN Allotment”

The screenshot shows the EPFO Member Portal login interface. At the top left is the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". At the top right, it says "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".

Dear EPF Members !!

- 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.
- Other frequently used services are available at www.epfindia.gov.in

Benefits of Registration

- Download/Print your Updated Passbook anytime.
- Download/ Print your UAN Card.
- Update your KYC information.

NOTE

- 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.
- A member can view the passbooks of the EPF accounts

Important Links

- Activate UAN
- Know your UAN status
- UAN Allotment

Login Form:

UAN:

Password:

Captcha:

Buttons: Sign in, Reset

Forgot Password:

Step 2: In the screen opened now, the user has to enter his/ her Aadhaar Number and click button “Generate OTP”. On clicking of the same OTP will be sent to his/ her registered mobile number.

The screenshot shows the "Direct UAN Allotment" page. At the top left is the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". At the top right, it says "Universal Account Number (UAN) MEMBER e-SEWA". The main content area is titled "Direct UAN Allotment" and contains a form for entering the Aadhaar Number.

Direct UAN Allotment

AADHAAR Number *

Buttons: Generate OTP, Reset, Back

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Step 3: On entering the OTP and accepting the Disclaimer provided therein by clicking on the box, the Submit Button will be enabled. Now click the "Submit" button to proceed further.

The screenshot shows the 'Direct UAN Allotment' page. At the top left is the EPFO logo and text: 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. At the top right, it says 'Universal Account Number (UAN) MEMBER e-SEWA'. A green banner at the top of the form area says 'OTP is sent successfully'. Below this, there is a field for 'AADHAAR Number *' with the value 'XXXXXXXX'. Underneath is a field for 'Enter OTP *' with a masked input '*****'. A blue box contains a 'Disclaimer:' with a checked checkbox and the text: 'I agree to share my Basic Details as available with Aadhaar. I also declare that I don't have any UAN previously and I allow EPFO to generate UAN based on Aadhaar Data.' Below the disclaimer are 'Submit' and 'Cancel' buttons. At the bottom of the page, there is a footer: '©2015. Powered by EPFO Frt, 07 July, 2017 (PV 1.0.29)' and links for 'Contact Us' and 'FAQs'.

Step 4: The screen displaying the Basic Details available against the Aadhaar entered by the user will be opened. The user can verify his/ her details and enter the requisite data in the mandatory fields provided in the screen. The user can then click the Register button after entering the captcha and selecting the box in the disclaimer section.

The screenshot shows the 'Direct UAN Allotment' page with personal and KYC details. The top header is the same as in Step 3. The form is divided into two sections: 'PERSONAL DETAILS' and 'KYC DETAILS'.
PERSONAL DETAILS:
Name *: Mr. Avinash Kumar Singh
Date of Birth *: 24/02/1988
Gender *: Male
Full Postal Address *: House No. XXXXXXXXXXXXXXXXXXXX Ghaziabad, Uttar Pradesh 201100
Mobile *: 97XXXX149
Email id: e-Mail Id
Father's/ Husband's Name *: Mr. Rajjeet Bahadur Singh
Relation *: Father
Marital Status *: WIDOW/ WIDOWER
Qualification *: Post Graduate
KYC DETAILS:
Name as per AADHAAR *: Avinash Kumar Singh
AADHAAR Number *: XXXXXX
Below the details is a 'Captcha *' field with the image 'E M F 4 T' and the input 'EMF4T'. A 'Disclaimer:' section has a checked checkbox and the text: 'I declare that the details provided above belong to me. I understand that my mobile number will be recorded and in case of any complaint regarding misuse of the facility and/or false declaration as given above, my details may be handed over to the appropriate authority for suitable action.' Below the disclaimer are 'Register' and 'Cancel' buttons. The footer at the bottom is the same as in Step 3.

Step 5: On clicking the “Register” button the UAN will be allotted and will be displayed as the message to the user.

The screenshot displays the EPFO Member e-SEWA portal interface. At the top left, the logo of the Employees' Provident Fund Organisation, India, is shown alongside the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". At the top right, the text "Universal Account Number (UAN)" and "MEMBER e-SEWA" is displayed. Below the header, a section titled "Direct UAN Allotment" contains a green notification box with the message: "You Application with Ref No 201711167 is approved. Your UAN is 100427670546. Please activate your UAN using Activate UAN functionality on https://unifiedportal-mem.epfindia.gov.in/memberinterface/". Below this message, there is a form field labeled "AADHAAR Number" with a text input box containing "AADHAAR NUMBER". Underneath the input box are three buttons: "Generate OTP", "Reset", and "Back". At the bottom of the page, a footer contains the copyright information "©2015. Powered by EPFO Pvt. 07 July, 2017 (PV 1.0.29)" and a "Contact Us" link.