

Very Important Special Instructions to HR regarding new employees joining **Date : 01-Dec-2017**

This is to inform that RPFC (Regional Provident Fund commission) has made it mandatory for all new employees joining in organization to have Aadhar Card number. Hence, before accepting the joining of the employees, HR section must ensure that the new employees have Aadhar card.

Previously date of birth was not there in Aadhar Card. **Now it is mandatory that Aadhar card being submitted by new employees must have correct Date of Birth on the card.** Also name and gender of employee must be correct. If any details are not correct, the same must be corrected in Aadhar card from Aadhar Centres and revised Aadhar card must be submitted to HR section while joining. Without correct details on Aadhar card, employee should not be allowed to join the organization.

While generation of Universal Account Numbers (EPF UAN number) for new employees, it is found that many employees are not giving the previous employment details in **Form No. 11 – Declaration Form**. If the employee has any previous employment where EPF Act 1952 is applicable, they must ensure that they get UAN from their previous organization. For such employees who are not giving previous UAN number, EPFO system is not generating new UAN number due to Aadhar number given by new employee has already been linked to some existing UAN number in EPFO system. i.e. employee must have some previous UAN number to which currently given Aadhar number is linked. This is done by EPFO to avoid double UAN numbers getting allotted to same person.

Correct Aadhar card copy along with Form No 11 and Form No 3.1 and 3.2 must be submitted to CPF section in hard copy so as to reach CPF section at the earliest for allotment of CPF Number and UAN Number. **Note that the PMRPY scheme benefit will not applicable if such employees UAN number is not generated by 1st of the month following the month of joining and his EPS is not filed by 10th of the following month. Hence, to avoid problems, such employees' joining may not be accepted after 15th of every month. If employee joined after 15th, send forms by speed post for allotment of numbers.**

The Form No 11 details entry provision is being made in MSEB CPF Portal. Separate Circular or Instructions will be sent in this regard. After it is done, the Form No 3.1&3.2 and Form no 11 details must also be entered and submitted in the CPF Portal and despatch hard copy to CPF section.

EPS amount deductions are submitted to RPFC on monthly basis based on UAN Number. If above instructions are not followed, EPS cannot not be submitted due to UAN number not present and there will be delay in EPS amount submission to RPFC. This will make skipping of EPS amount payment to RPFC and will lead to penalty as per RPFC rules for delayed payment.