MAHARASHTRA STATE ELECTRICITY BOARD'S CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- $400\,019$.

Website: - www.mahadiscom.in

No.AD/PF/RSM/D/ 8 6 1

Date- 2 0 DEC 2017

DEPARTMENTAL CIRCULAR NO- 2 0 8

Subject: Introduction of online request functionality by EPFO for correction in Name, DOB and Gender

Employee's Provident Fund Organization (EPFO) has introduced online request functionality for correction in Name, DOB and Gender vide Notification No. NDC/2017/UAN/Pt./2741 dated 21.11.2017.

A Joint Declaration was required to be submitted to the EPFO Office by Employer and Employee to make necessary corrections in the basic details. However in order to reduce paper work and time delay, a functionality has been developed where member can give online request to his/her employer at Member Interface in the Unified Portal for correction in basic details. It is to be noted that EPFO System will compare the requested changes with UIDAI (AADHAR) database. After successful verification only, the request will be transferred to Employer for further approval.

It is to be noted that for processing the request, member should activate their UAN Number on EPFO Website. After UAN Number Activation only, the member will be able to process the request for correction in basic details.

The Process Flow for UAN Activation and Online Request for Corrections in Name, Date of Birth and Gender is enclosed herewith.

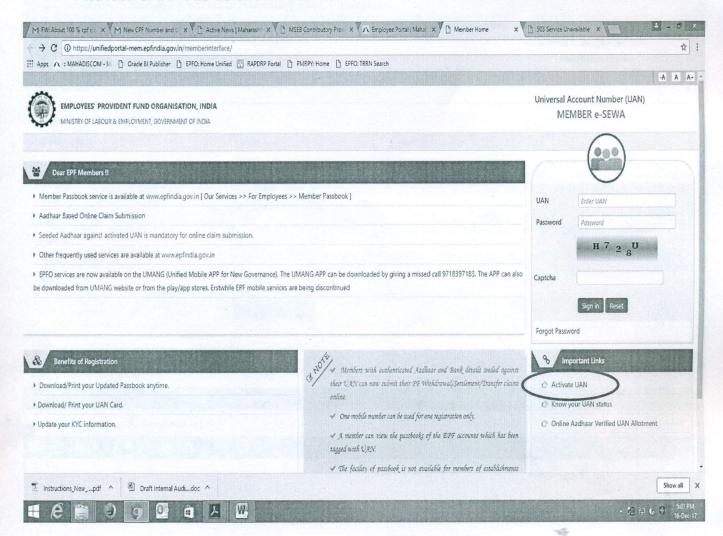
Secretary to the Board of Trustees of MSEB's C.P.F Trust, Mumbai.

Copy to:-

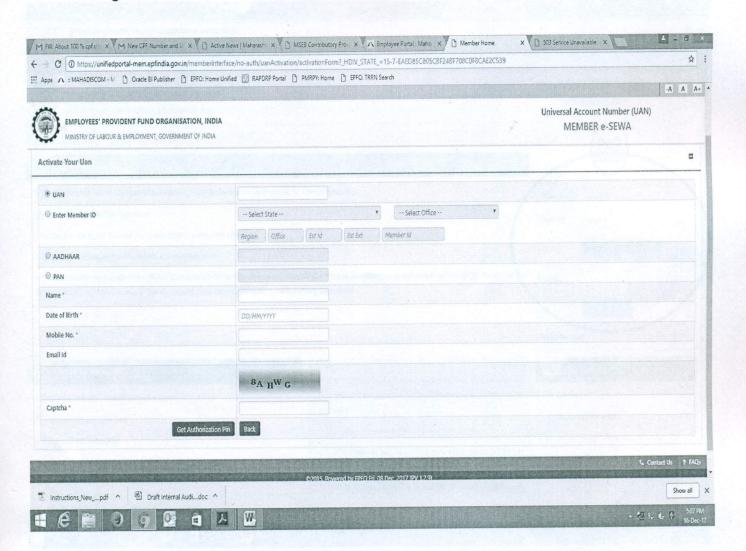
As per mailing list.

Process Flow for UAN Activation and Request for Change in Basic Details

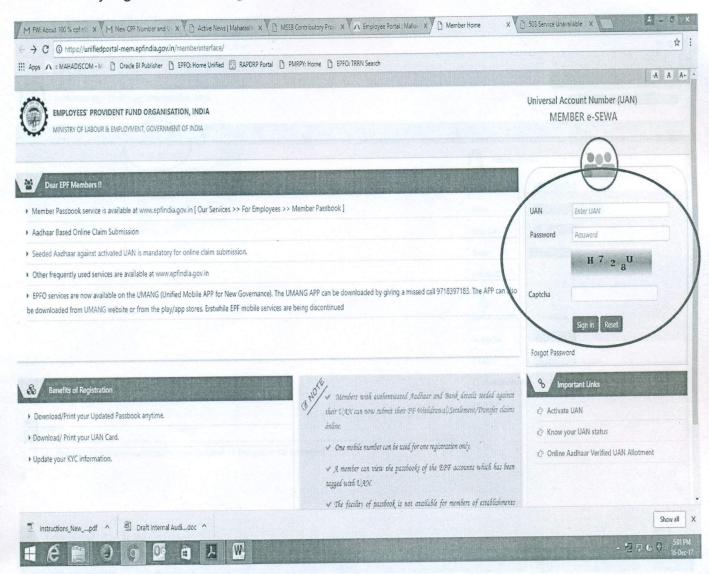
- The Universal Account Number (UAN) allotted to the employees are available on Salary Slips as well as the same is displayed under "My Profile" of CPF Login of MSEB CPF Portal.
- 2. Kindly visit to https://unifiedportal-mem.epfindia.gov.in/memberinterface/. Click on "Activate UAN" Tab as shown below.



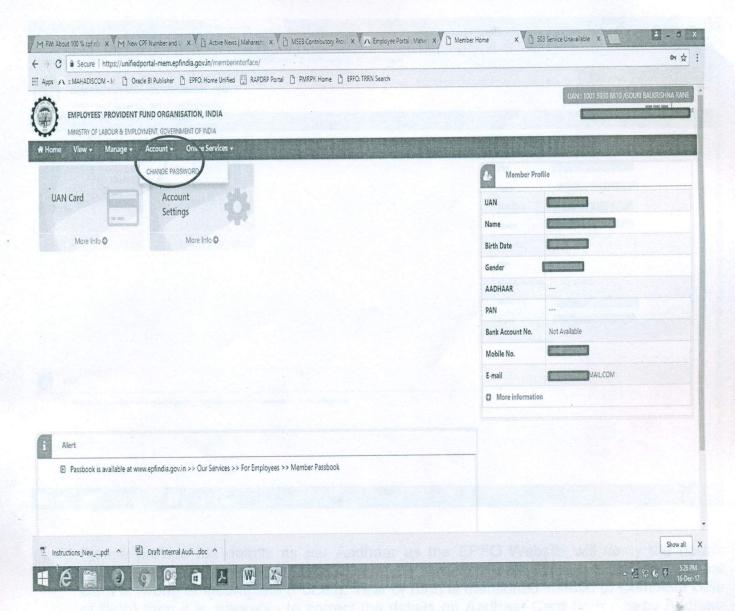
After clicking on "Activate UAN" tab, screen will appear as below. The member/employee
is required to enter his/her details and proceed further. Kindly enter the Authorization Pin
received on mobile number and submit. The password for the UAN Login will be sent
through SMS.



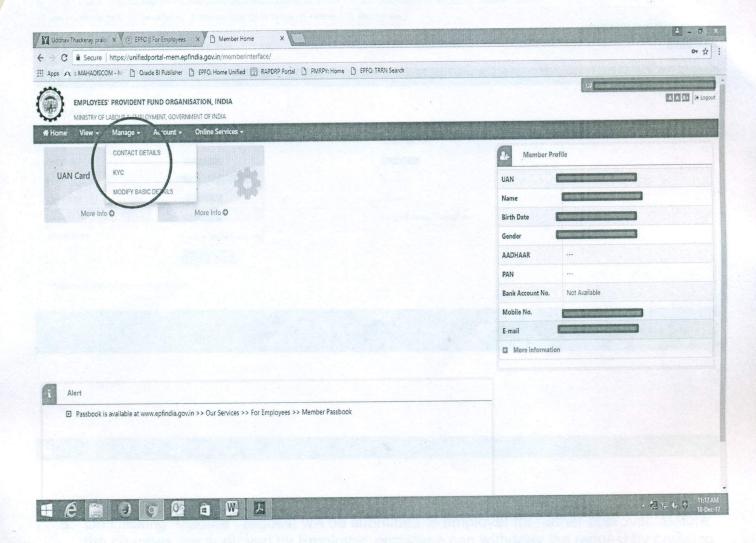
4. Kindly login after entering UAN Number and Password received through SMS.



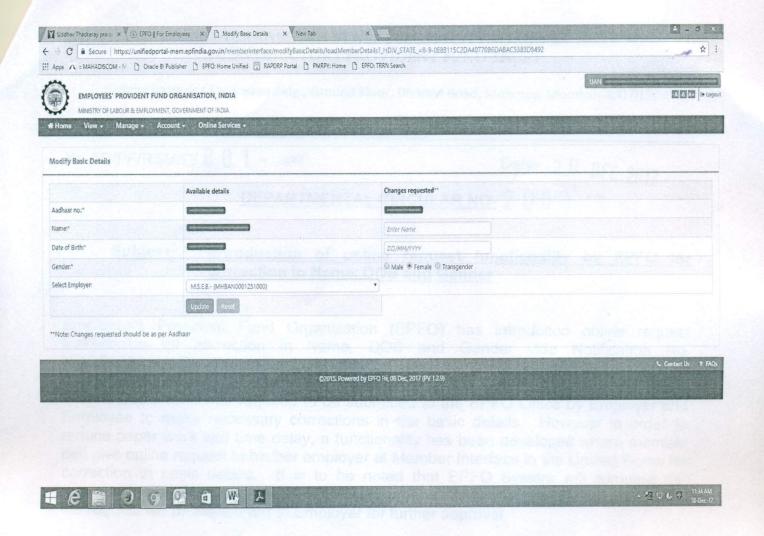
After login, it is advisable to change Password by clicking on "Account>>Change Password". Kindly note down the password changed for future login purpose.



6. For correction, click on "Manager>>Modify Basic Details".



7. Please provide the details as per Aadhaar as the EPFO Website will verify the details entered with UIDAI-Aadhaar Data. Therefore in case the details mentioned on Aadhaar Card is wrong or incomplete (For.e.g. Year of Birth is mentioned instead of Complete Date of Birth) then it is advisable to correct the details on Aadhaar Card from nearby Aadhaar Centres and then only proceed for correction.



- 8. On Clicking "Update", request will be submitted to employer for further approval. Before the changes are approved by Employer, employee can withdraw the request by pressing "Delete Request".
- 9. It is to be noted that after the request is approved by Employer/MSEB CPF Trust the same will approved by the EPFO.