

MAHARASHTRA STATE ELECTRICITY BOARD'S  
CONTRIBUTORY PROVIDENT FUND TRUST

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No/AD/PF/Admin /D/1026

Date: 08 DEC 2020

**DEPARTMENTAL CIRCULAR NO : 218**

**Sub:** E- nomination and Aadhar seeding in UAN at EPFO website.

**Ref:** 1. Circular No. 198 dated 14.01.2016.

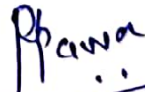
2. This office Departmental Circular No. 208 dtd. 20.12.2017  
& 209 dated 26.12.2017.

3. Departmental Circular No. 214 dated 05.09.2019.

In connection with the above cited subject & references thereof, instructions regarding activation of UAN, linking Aadhar with UAN and furnishing certain KYC details (viz. Bank / PAN / Mobile etc.) at EPFO website were given from time to time. Besides, instructions regarding e-nomination facility were also given. However, it is observed that progress of above mentioned updation is still unsatisfactory as many of the employees have still not linked their KYC and not done e-nomination at EPFO website.

It is once again stated that in order to promote theme of 'Digital India' & process all its claim at online platform, the EPFO has made it mandatory to link Aadhar and other KYC details with UAN and do e-nomination in order to receive employee claims like Pension etc. Hence, it is once again requested to all employees to link Aadhar and other KYC details with UAN and do e-nomination at EPFO website at the earliest. Detailed instructions regarding e-nomination are annexed herewith.

**Encl. :Annex. A**

  
Secretary  
Board of Trustees  
M.S.E.B., C.P.Fund.

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## Annexure "A"

Steps required for e-nomination :

- 1) Visit EPFO website. Select "Services"  $\Rightarrow$  Select "For employees"  $\Rightarrow$   
Select from lower left corner " Member UAN/Online Service (OCS/OTCP)"
- 2) Enter your UAN no. and Password along with captcha. Select "Manage"  $\Rightarrow$   
Select E-nomination
- 3) For e-nomination, Please ensure to upload photograph (size below 100 kb) and  
other relevant details.
- 4) Enter Nominee's address, Aadhar details and mobile no. along with  
photograph in relevant columns.
- 5) E-nomination will be completed only after Aadhar based e-signature. If aadhar  
virtual ID is not available with you or not printed on aadhar card, follow step 6  
below.
- 6) For Aadhar based E-Signature,  $\Rightarrow$  Select "Manage"  $\Rightarrow$  Select "E-  
nomination"  $\Rightarrow$  Select "E- Sign "  $\Rightarrow$  Select "Get Virtual ID"  
Copy & Paste the link  $\Rightarrow$  Go to My Aadhar  $\Rightarrow$  Aadhar Service  
Click Virtual ID (VID) Generator.
- 7) Enter VID number.
- 8) After Aadhar based E-sign, download copy of nomination Form No. 2 in PDF  
format.