



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Govt. of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110 066.

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No. Manual/Amendment/2011/Part

To

All ACCs (Zones)
All RPFC-In-Charge of the ROs.
All RPFC-In-Charge of SROs.

24 MAR 2014

Sub:- Correction of name and date of birth of the EPF Member. Subsequent amendment in the MAP. Part-II-A.

Ref:- Circular No. WSU/9(1)/2013/Settlement of claims/TC /15765 dated 02.12.2013

Sir,

Minutes of the 202nd meeting of the CBT held on 13.01.2014 has been approved and placed at serial no. 714 of 'Office Order & Circulars' on the EPFO website.

2. Consequent to the approval by Central Board of Trustees, EPF, the provisions for correction of the member's name, the name of his/her father or spouse and the date of birth of the member stand incorporated as a new para no. 2.4.1 of the Manual of Accounting Procedure, Part IIA, EPF Scheme, 1952 after para 2.3.2 of chapter 2.

3. The approved new Para 2.4.1 of Manual of Accounting Procedure, Part-II-A, Chapter 2 is enclosed for your guidance.

Encl. As above

Yours faithfully,

(S.K.SINGH)

Regional P. F. Commissioner-II (Manual)

Copy to:-

1. PS to CPFC
2. PS to CVO
3. PS to FA & CAO
4. ALL ACCs (Head Office)
5. Director NATRSS
6. Director Audit / AD Audit /ZAP /ZTI.
7. DD(OL) for issuing Hindi Version
8. Web Administrator with request to upload the circular in website.

(S.K.SINGH)

Regional P. F. Commissioner-II (Manual)

Para No. 2.4.1 MAP, Part -IIA

Any change in the date of birth of a member shall be governed in terms of circular number Pension/3/8/1/2005 dated 12.12.2006 issued by Head Office. As regards correction in the name of the member or the name of father/spouse of the member, the same is to be made only after receipt of joint request from the employee as well as the employer along with any of the following supporting documents:

- (i) PAN Card
- (ii) Voter's Identity Card
- (iii) Passport
- (iv) Driving license
- (v) ESIC Identity Card
- (vi) Aadhaar Card
- (vii) Copy of Bank passbook
- (viii) Ration card
- (ix) Any school/education related certificate
- (x) Certificate issued by Registrar of Birth & Death.
- (xi) Certificate based on the service records of the Central/State Government Organization.
- (xii) Copy of electricity/water/telephone bill in the name of the claimant.
- (xiii) Letter from a recognized public authority or public servant verifying the identity and residence of the member to the satisfaction of the competent authority.

In all cases, correction in the name shall be approved by RPFC-II/OIC of Sub Regional Office or RPFC-II (F&A) of Regional Office, as the case may be. After following the above procedure, Dealing Assistant (Accounts) shall log into the system and carry out the corrections. The section Supervisor (Accounts) will verify and approve the corrections made by the Dealing Assistant (Accounts).