Telephone: 011-26172680 FAX: 011-26175913



## कर्मचारी भविष्य निधि संगठन

## **Employees' Provident Fund Organisation**

श्रम एव रोजगार मंत्रालय भारत सरकार

## Ministry of Labour & Employment, Govt. Of India

म्ख्यकार्यलय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066

Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066 E-mail: acc.is@epfindia.gov.in

No. R-I/P-20/UAN/2014/Vol.II

To,

Date: 03.11.2015

0 5 NOV 2015

All Additional P.F. Commissioners (Political States) All Regional P.F. Commissioners (Officer-in-charge), Regional Office/Sub-Regional Offices.

Subject: UAN based On-line nomination forms-reg.

Sir/Madam,

On the subject cited above, a facility has been provided to EPFO members to file online nomination forms. The online nomination forms, after due approval by the employers, are being made available to field offices.

- 2. In this regard, it is informed that the EPF members can file online nomination details through UAN member portal. The detailed process has been explained on EPFO website through the link homepage >> UAN Services >> For Members >> Process flow for filing online nomination form. Similarly, a facility has already been provided to the employers to approve the online nomination form submitted by the member using their registered digital signatures on receipt of its duly signed copy from the member. The detailed process flow has been explained on EPFO website through the link homepage >> UAN Services >> For Members >> Process flow for approval of online nomination form. The employer is not required to submit the physical copy of nomination form to the field office.
- 3. The online nomination forms, duly approved by the employer, have now been made available to field offices through OTCP Admin Portal. The detailed process flow for download of file containing online nomination forms for the use of EPFO field offices is placed at "Annexure A".

All the field offices are requested to go through the process flow and 4. download the online nomination forms to a secure folder, to be named "Online Nomination Forms", in the computer system by OTCP Admin for record and further use. The nomination form may be requisitioned and obtained by the Accounts Section from the OTCP Admin on need basis.

Yours faithfully,

Regional PF Commissioner-I (IS)

Copy to:

1. P.S. to CPFC

2. P.S. to FA & CAO

3. P.S. to Chief Vigilance Officer, HQrs

4. P.S. to All Additional Central P.F. Commissioner, Head Office

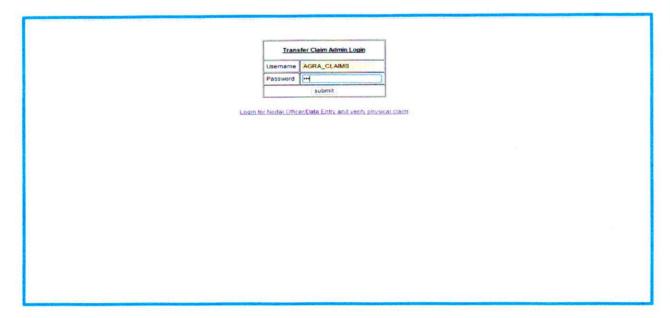
5. RPFC- II (NDC): For webupload please.

Annexure-A

## Process flow for download of file containing On-line nomination forms by EPFO offices

After the Online nomination form of the member is approved by the employer, it is received in the respective field office in a .zip file format for record and necessary action.

The .zip file is available to the field office through the OTCP – Admin Portal login.

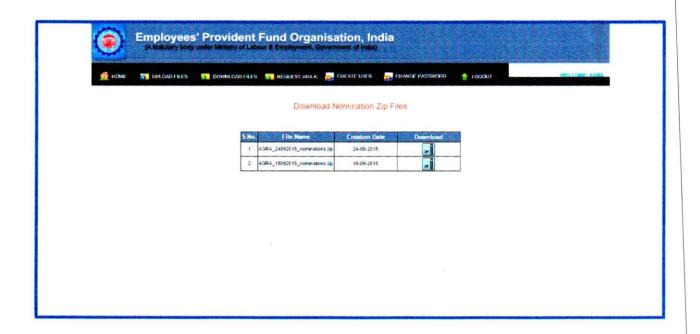


On log-in, the following screen would appear.

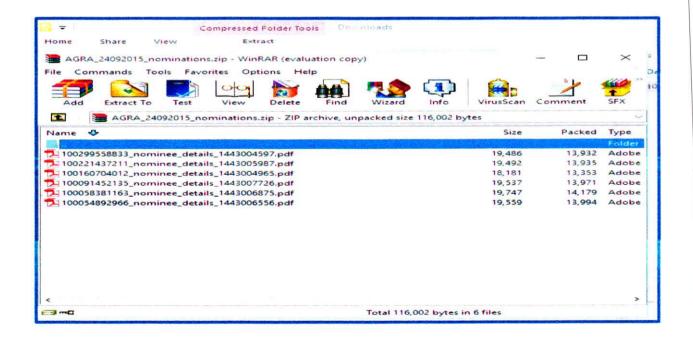


Please click on "Download Nomination zip" under the menu option of "Download File" as shown in the above screen shot.

All the nomination zip files will be displayed on creation date basis. The local EPFO office can download the file.



The downloaded file has all the approved nomination forms in .pdf file format.



The pdf file has the details of nomination filed by the member and approved by the employer.



