

कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(अम एवं रोजगार मंत्रालय, भारत सरकार) (MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

राष्ट्रीय डाटा केंद्र /NATIONAL DATA CENTER

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Date: 21 NOV 2017

NO. NDC 2017 UAN PAR 2789

To,

All Additional Central PF Commissioners (In-charge of the Zone) All Regional PF Commissioners (In-charge of the Region)

Sub: Introduction of Direct UAN allotment to any citizen at Unified Portal - regarding.

Sir,

As you are aware that UAN is mandatory for filing the member contribution. Currently UAN can be generated by Employer only and the same to be generated before ECR filing of that member. Establishments with large number of new joiners every month, are facing problem in generation of UAN due to mismatch of input data with Aadhaar.

Keeping in view the difficulties faced by employers an open functionality is being provided at Unified Portal through which any citizen (prospective employee) can generate his/her UAN on the basis of Aadhaar. Employee will get OTP on Aadhaar linked mobile and after verification of input data, system will fetch the basic details like Name, DOB, Gender and Father's/Husband's Name etc from UIDAI and the same shall be shown on screen. On the basis of input/fetched details UAN will be generated.

Now, the citizen on going for an employment can submit generated UAN to the employer so that the same UAN will be linked to the member ID allotted to member in that establishment. It will be a great help to employer as well as employees to avail and hassle free service from EPFO.

Offices are requested to widely publicise this utility so that more and more citizens can take advantage of the same.

Yours faithfully,

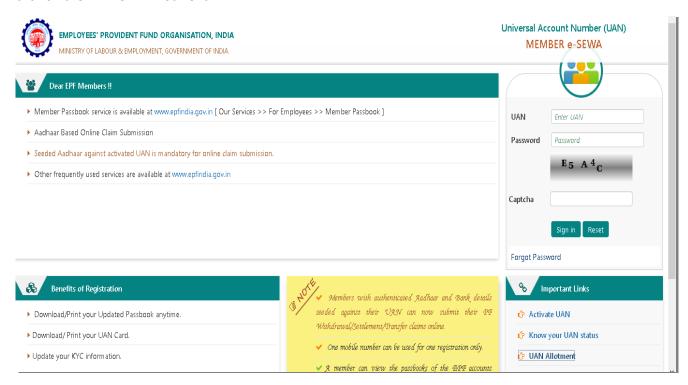
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(K. V. Sarveswaran) Additional CPFC-(HQ)

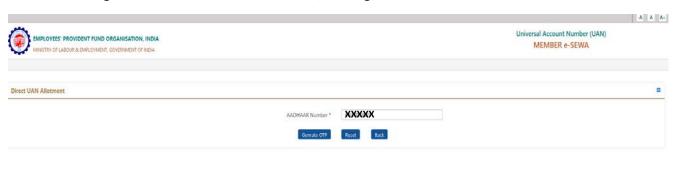
Encl:- Process Flow for UAN Allotment to citizen

PROCESS FLOW - DIRECT UAN ALLOTMENT

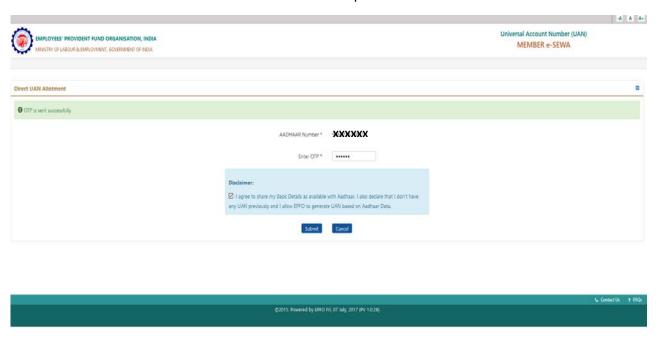
Step 1: On login screen of the Member Portal (https://unifiedportal-mem.epfindia.gov.in/memberinterface/), click on the link "UAN Allotment"



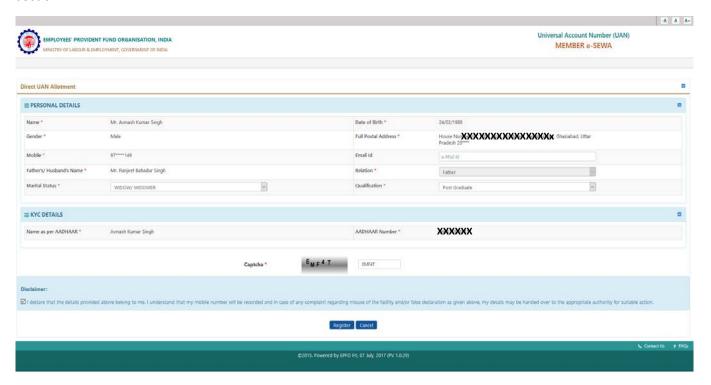
Step 2: In the screen opened now, the user has to enter his/ her Aadhaar Number and click button "Generate OTP". On clicking of the same OTP will be sent to his/ her registered mobile number.



Step 3: On entering the OTP and accepting the Disclaimer provided therein by clicking on the box, the Submit Button will be enabled. Now click the "Submit" button to proceed further.



Step 4: The screen displaying the Basic Details available against the Aadhaar entered by the user will be opened. The user can verify his/ her details and enter the requisite data in the mandatory fields provided in the screen. The user can then click the Register button after entering the captcha and selecting the box in the disclaimer section.



Step 5: On clicking the "Register" button the UAN will be allotted and will be displayed as the message to the user.

