

Telephone: 011-26163246
FAX: 011- 26175913



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एव रोजगार मंत्रालय भारत सरकार
Ministry of Labour & Employment, Govt. Of India
मुख्यकार्यलय/Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली - 110066
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066
Website : www.epfindia.gov.in

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No. IS/4(1)2017/ 2337

To,
All ACCs in charge of Zones
All RPFC-I/RPFC-II
In-charge of Regional Offices

Subject: Launch of Transfer Claims under Unified Portal in Member and Employer Interface - Regarding.

Sir,

As you are aware, new Facility to apply for Transfer has been launched in the Member Interface and Employer Interface under Unified Portal with effect from 27th May 2017 replacing the functionality of the erstwhile OTC Portal.

- 1) Members can opt to submit their transfer requests online using Online Services → Transfer Request Functionality under the Member Interface.

Member having their AADHAAR, BANK ACCOUNT, BANK IFSC details seeded against UAN in the Unified Portal will only be able to use the online services. However AADHAAR is not mandatory for submitting online transfer request. Additionally, the Date of Joining and Date of Exit with Reason of Exit of the member in the previous establishment should be available on Unified Portal.

Members are required to submit the signed copy of the transfer claim PDF to the selected employer within a period of 10 days.

- 2) Employers have to digitally approve the transfer requests submitted by the members in the Employer interface Online Services → Transfer Claims menu online using Digital Signature of authorised personnel on receipt of signed physical copy of claim request PDF from the member.

Handling of erstwhile pending OTCP Transfer Requests:

Further, for all the in process transfer case requests submitted by member in the erstwhile OTCP portal post 1 March 2017, a facility to download the request in form of PDF has been provided in the Employer and Field Office Interface of the Unified Portal.

- 1) Employers can download the Transfer Claim PDF, get the same signed by the member and after attesting the same send to the concerned EPFO Field Office for processing. Where PDF attested by current employer is received for settlement, the dealing assistants to verify the Date of joining and Date of exit wrt to previous employment as appearing in the PDF before approving the claims.
- 2) Field Offices can use the functionality to download the Transfer Claims PDF's under Field Office Interface and coordinate with employers/members to attest the same before processing.
- 3) The PDF download functionality shall be available for period of one month from the date of issue of this order and employer should ensure that all the pendency with regards to the in process claims under erstwhile OTCP are cleared.

Functionality to verify member details based on UAN / Member ID:

In addition an important functionality to verify member details based on UAN / Member ID is made available under Employer and Field office interfaces of Unified Portal.

The same may be extensively utilised by employers to:

- 1) Verify details of new joiners before completing the New Employee Registration process.
- 2) Verify previous employment details of members based on UAN / Member ID.
- 3) Verify KYC details of members based on UAN / Member ID.

The Field Offices may use the functionality to:

- 1) Attend to Member grievances relating to UAN/Member ID.
- 2) Verify previous employment details of members based on UAN / Member ID.
- 3) Verify KYC details of members based on UAN / Member ID.

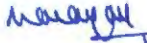
It is observed that employers are registering new joiners in their establishment as Fresh employment cases whereby the member is allotted a new UAN by the system. This is being done in-spite of knowing very well that the member has been working in other establishments before joining in the present establishment. This is going against the aim of "one Member - One UAN" target of EPFO. The above functionality should be properly and thoroughly used to ensure that not more than one UAN is available to a member. Further, the Field offices should ensure that all Employers understand the significance and importance of any member having only one UAN throughout his employment life cycle cutting across multiple establishments

and extensively use the verify member details utility to minimize the allotment of new UAN to any employee who is already allotted UAN under any previous employment.

Field Offices may communicate the functionalities to the employers under their jurisdiction by mail/phone and also interactions with them in other fora.

Screen shots for Members, Employers and Field Offices are enclosed at Annexure-A, B and C respectively. In case of further assistance, toll free number 1800118005 (Office Hours) can be contacted.

Yours faithfully,


20/7/17

(M Narayanappa)

Addl. Central P.F Commissioner (HQ-IS)

Encl: a/a

Copy to:-

- 1) PS to CPFC for information
- 2) RPFC (NDC): With a request to upload on the website.
- 3) RPFC (Helpdesk) to brief the helpdesk personnel on the above.
- 4) Dp. Dir. O.C. for Hindi Version please.

Annexure – A

Member Interface ONLINE SERVICES → TRANSFER REQUEST

The screenshot shows the EPFO Member Interface for a 'TRANSFER REQUEST'. The page is titled 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and is part of the 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The user is logged in as 'NEGJ'. The main navigation menu includes 'Home', 'View', 'Manage', and 'Account'. The 'Account' menu is expanded, showing options for 'CLAIM (FORM-31, 196-10C)', 'TRANSFER REQUEST', 'TRACK CLAIM STATUS', and 'TRACK TRANSFER STATUS'. The 'TRANSFER REQUEST' option is selected.

Personal information

Name:	[REDACTED]	Mobile:	[REDACTED]	Email ID:	-
Bank Account No.:	[REDACTED]	IFSC:	SBIN0001416	Aadhaar No.:	[REDACTED]

Details of present account into which transfer will be affected

UAN:	[REDACTED]	P.F. Account No.:	[REDACTED]
Establishment Name:	[REDACTED]	Establishment Address:	[REDACTED]
	LTD., NEW DELHI		
Date of joining:	01/01/2008	PF Account Held By:	DELHI (SOUTH)
Member Name:	[REDACTED]	Date of Birth:	24/03/1993
Father/Spouse Name:	BALWANT SINGH	Relationship:	FATHER

Step 1 : Select details of previous accounts (which are to be transferred)

103.194.45.12/memberinterface/otcp/memberinterface/loadTrClaimHome?_HDIV_STATE_=24-11-C78303C88AD70036F8DF60CF0363D1DE

Annexure – B

1) Employer Interface : Online Services → Transfer Claims

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments Dashboards User Online Services OTC

Submitted By Member Submitted Due To UAN arising TRANSFER CLAIMS Search by Tracking Id

Transfer Requests 0

Show 10 entries

Member Name	Previous MID	Present MID	Claim Date	Action
No pending claims found				

Showing 0 to 0 of 0 entries Previous Next

2) Employer Interface: Dashboards → MEMBER SERVICE DETAILS

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments User Online Services OTC

Search Member Service Details MISSING DETAILS
ACTIVE MEMBER
EXITED MEMBER
MEMBER SERVICE DETAILS

Member ID (Own Establishment): DS NHP 1518645 000
Member ID (Any): AP HYD 0002647 000
UAN: Enter UAN

To generate Member ID in required format, click Get MID

Member Service Details

UAN	Member Id	Member Name	Establishment Name	Date of Joining	Date of Exit
100308483407	APHYD0002847000002772Z	RANVEER SINGH	TRANSPORT CORPORATION OF INDIA LIMITED	12-JAN-2007	

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Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
https://unifiedportal-emp.epfindia.gov.in/epfo/estfbReports/memberService?_HDIV_STATE_n17-28-C681A672F6C63FC6BDAFA2105612CE08

3) Employer Interface: OTCP → PDF - PENDING CASES

The screenshot shows the EPFO Employer Interface. The header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", and a user profile section with a name and a "Logout" link. The navigation menu contains "Home", "Member", "Establishment", "Payments", "Dashboards", "User", "Online Services", and "OTCP". The "OTCP" menu is expanded, showing "TRANSFER CLAIMS" and "PDF-PENDING CASES".

The main content area is titled "Download Pending Transfer Claim PDF." and contains a form with the following fields:

- TRACKING ID: 999249051704030075523
- PREVIOUS MEMBER ID: [Empty]
- CURRENT MEMBER ID: [Empty]

A "Submit" button is located below the form. Below the form, a table displays pending cases:

TRACKING ID	PREVIOUS MEMBER ID	CURRENT MEMBER ID	DOWNLOAD/VIEW PDF LINK
999249051704030075523	PYKRP00457940000001224	PYKRP00184530000040913	VIEW/DOWNLOAD

The Windows taskbar at the bottom shows the system clock as 2:38 PM on 01-07-2017.

Annexure-C

1) Field Office Interface OTC → PDF—PENDING-CASES

The screenshot shows the EPFO Field Office Interface. The page title is "PDF - PENDING CASES". The navigation menu includes Home, Establishment, Online Services, Admin, OTC, and Dashboard. The main content area displays a table of pending cases. The table has the following data:

TRACKING ID	PREVIOUS MEMBER ID	CURRENT MEMBER ID	DOWNLOAD/VIEW PDF LINK
999310051704030159280	MHSAN0045880030022018	TNMA500540550005002045	VIEW/DOWNLOAD

1) Field office Interface Online Services → Verify Member Details

The screenshot shows the EPFO Field Office Interface. The page title is "VERIFY MEMBER DETAILS". The navigation menu includes Home, Establishment, Admin, OTC, and Dashboard. The main content area displays a form for verifying member details. The form has the following fields:

- Member ID (Own Establishment): [DS] [NHR] [000000] [00] OR
- Member ID (Any): [] [] [] [] OR
- UAN (Any): [Enter UAN] [Search] [Submit]