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कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour &amp; Employment, Govt. Of India)

मुख्य कार्यालय / Head Office

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No. WSU/10(1)2013/Changes in MAP/

3949

Date: 31/10/2017

01 NOV 2017

To

All Addl. CPFC (HQ/Zone)

Regional P.F. Commissioners-in charge of Regional offices

**Sub: Correction in name of PF member – Re-delegation of powers thereof.**

**Ref:** 1) HO circular dated 02-12-2013 (at Sl. No. 572 of 'office orders/circulars' for 2013-14)  
2) Subsequent circular dated 16-11-2016 (place at Sl. No. 466 of 'office orders/circulars' for 2016-17)

Sir/Madam,

Please refer to the above said subject.

- As per the existing provisions, correction in the member's name or his/her father's/spouse's name is to be made on receipt of joint request of the employee as well as the employer along with the supporting documents. Such corrections are to be approved by RPFC-II/OIC in case of SRO and RPFC (F&A) in case of RO. A part of these powers was subsequently delegated to APFC(Accounts), only in the case of correction of spelling mistakes in names up to two letters and change of surname in case of female employees on account of marriage.
- On this delegation, various issues have been highlighted by the field offices that presently adequate number of RPFC-II level officers are not available in many of the field offices. As a result, RPFC-I/OIC are handling this work in addition to their regular assignments which is hampering the speedy disposal of such cases.
- After reviewing the above, it has been decided that henceforth powers for correction in the name of PF member shall be delegated to one or two APFCs authorised by the OIC for the purpose. This delegation shall be applicable in all the cases of name correction of PF member.

5. Further, IS division will develop a dashboard for cases in which correction of particulars (name, date of birth) is made with viewing facility for the OIC concerned. OIC shall regularly monitor the dashboard and take appropriate corrective action, if found necessary.

6. This has approval of Central P.F. Commissioner.

Yours faithfully,



**(Udita Chowdhary)**  
**Addl. CPFC (F&A)**

**Copy to:**

1. ACC-HQ (IS) with request to arrange for requisite provisions in dashboard and in the application software.
2. RPFC (NDC) for web upload
3. DD (OL) for translation in Hindi.