



(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14 -भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavisya Nidhi Bhawan, 14, Bhikaji Cama Palace, New Delhi -110066
www.epfindia.gov.in, www.epfindia.nic.in

No. P-8/HRM/2013/1052

Dated: 24.11.2015

To

**All RPFCs I & RPFCs II/In-charge of Office,
Regional and Sub-Regional Offices,
EPFO.**

Sub: Generation of EID for the EPF Employee Pensioners through the HR Software - reg.

Sir/Madam,

As the HR Software launched for EPFO employees is presently handling the details of the currently employed employees, it has been decided by the Competent Authority to provide a facility for the Pensioners also and handling of the post retirement functions for them. A note in this regard has been received from the ACC (HQ) HRM.

2. To facilitate this, there is a need to issue the EID for our retired employees also. The revised format for the generation of the EID for the retired employees is attached and is also available in the login of the Users under the Help Link.

3. All Regional Offices/Head Office/NATRSS/ZTIs are requested to kindly prepare a list of pensioners drawing pension from their respective office. The entire list with the following details should be mailed to the RPFC, NDC in the following format:

Sl. No., Name of the Employee, Designation at the time or retirement/death, date of death (if applicable only) **{in xls only}**

4. EID generation request should be sent in the revised format to the RPFC, NDC for such employees who do not have the EID generated. The search facility in the HR Software facilitates checking whether an employee has got EID or not. As in other cases the EID generation request for the EPF Pensioners/Deceased Employees where Pension is being disbursed to family, may be sent to the following e-mail id:

hr.software@epfindia.gov.in

5. In case of the employees who have since deceased and the family is drawing pension also the EID will be generated in the name of employee only and the Pension Function will link them to the beneficiaries.

6. At present, the scanned photo, signature and the physical signature of the pensioner are not required and the EID request may be certified by the APFC looking after the Pension cases.

Yours faithfully,


(V. Ranganath)

Regional PF Commissioner-I (IS)

Copy for kind information and necessary action to:

1. Addl. Central PF Commissioner (HQ), HRM with reference to note CAT/22(17)2015/HQ/I-Pt. dated 17.10.2015.
2. All Addl. Central PF Commissioners (Zones).
3. Director, NATRSS.



EMPLOYEES' P F ORGANISATION
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

IDS-HRM 1A

INPUT DATA SHEET FOR GENERATION OF EID (PENSIONER)
(To be filled in by the EPF Office for whom the EID is not generated)

PLEASE TYPE THE REQUIRED INFORMATION, OR

FILL IN CAPITAL LETTERS AND WRITE CLEARLY OTHERWISE WRONG EID CAN BE GENERATED

SL NO	FIELD NAME	DATA	REMARKS
1	Title *	Mr. / Ms / Mrs	Strike those not applicable
2	Name *		Type complete name
3	Father's/Spouse *	Father / spouse	Strike one that is not applicable
4	Name of Father/ Spouse *		Type complete name
5	Date of Birth *	/ /	dd/mm/yyyy
6	Date of Joining EPFO *	/ /	dd/mm/yyyy Date on which the employee joined for first time or on Direct Recruitment
7	Designation at the time of Service Leaving*		Type accordingly
8	Date of Service Leaving *	/ /	dd/mm/yyyy
9	Reason * (Superannuation /VRS/ Resignation /Dismissal/ Removal from Service/ Compulsory Retirement/ Death)		Type only one which is applicable
10	Designation at the time of entry in EPFO related to date at sl no 6 *		

NOT REQUIRED

Signature of Applicant EPF Employee

Data verified from records for generation of EID

OFFICE SEAL

Signature of APFC/RPFC of Adm

* MARKED FIELDS ARE MANDATORY