

Through web circulation

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कर्मचारी भविष्य निधि संगठन  
(श्रम मंत्रालय भारत सरकार)

**Employees' Provident Fund Organisation**  
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय/Head Office

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**No. IS/Project I - Transfer Claims**

**Dated:- 25.11.2013**

**To**

**All ACCs (Political States),  
All RPFC-I(In-charge of Regions),  
All OICs, Sub-Regional Offices.**

**25 NOV 2013**

**Subject:- Registration of Digital Signature Certificates of the authorised signatories of the establishments - Regarding.**

Please refer to the letter No. IS/Project I - Transfer Claims/ 8141 dated 25.07.2013 on the subject cited above.

2. In this regard, a functionality has been provided on the portal to upload the scanned copy of the request letter received from the employer. It may be noted that the request letter has the specimen signature of the authorised signatory of the establishment. The process flow for upload of the scanned copy of the request letter is enclosed herewith for guidance.

3. It is expected that the field offices would take necessary action in this regard so that a proper record of the specimen signatures of the authorised signatories is maintained.

Yours faithfully,

  
(Sanjay Kumar)

**Additional Central PF Commissioner(IS)**

**Copy to:-**

- 1. All Additional CPFCs, Head Office**
- 2. PS to CPFC.**

## **Process flow for uploading of request letters submitted by employers for registration/ revocation of Digital Signature Certificate(DSC)**

The request letters submitted by the employers for registration/ revocation of Digital Signature Certificates (DSC) of authorized signatories are to be scanned and uploaded for the purpose of record. The scanned letter is to be uploaded after the registration of the Digital Signature Certificates (DSC) of an authorized signatory is complete and the scanned letter should have all the required signatures.

- On entry and validation of username and password by the Nodal Officer on the RO/SRO admin portal (For OTCP), the following screen will be displayed. On rolling mouse over “**DIGITAL SIGNATURE**” link, more options will open.

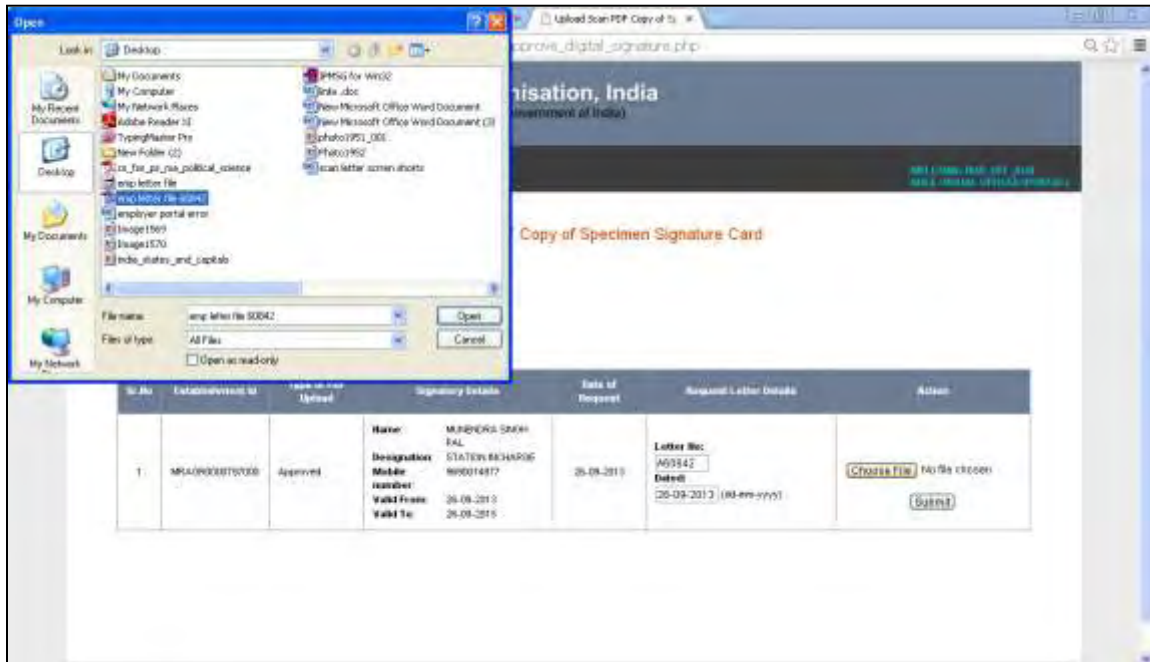


- Please click on “**UPLOAD/APPROVE/REVOKE/REJECT PDF**” option. The following screen would be displayed.

**(Here it must be noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only)**



- Enter Letter No. and Date which is mentioned on the letter submitted by



Employer to the EPF office. Then click on the button Choose File.

- Select file name of scanned letter and click on the “Open” button. (**The allowable upload file would only be .pdf or .jpg file and the maximum size of the file should not more than 200 KB and 150 dpi.**)



- Click on submit Button.



- Please click on OK button.



- If message appears on the screen that "DSC uploaded pdf for Establishment id \_\_\_\_\_ complete", it means the Scanned letter has been uploaded on the Central Server.

**IMPORTANT : It is reiterated that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only.**