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कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

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

मुख्य कार्यालय / **Head Office**

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150 YEARS OF CELEBRATING THE MAHATMA

No.HRD/2/2019/Medical Scheme/122

Date:- 07.08.2019

08 AUG 2019

To,

All ACC (HQ) /ACC/PDNASS/Zones
All RPFCs/ASD/Region/ZTI

Sub:- Functionality for entering EPFO Staff Pensioners details in HR Software Application- regarding.

Sir/Madam,

Functionality for entering EPFO Staff Pensioners data in existing HR Software is deployed and available to all offices.

It is requested to enter the data relating to all staff pensioners-family pensioners dealt at your offices. The manual for the same is enclosed. Clarification, if any, may be raised by the field office in the issue tracker.

The task may be completed on priority by 26.08.2019.

Encl: As above

Yours faithfully,

7/8/19

(Sarojani Rane)
Addl. Central P.F. Commissioner (HRD)

Copy to:-

1. **RPFC, NDC for web circulation**
2. Hindi Section for Hindi Version
3. Guard File

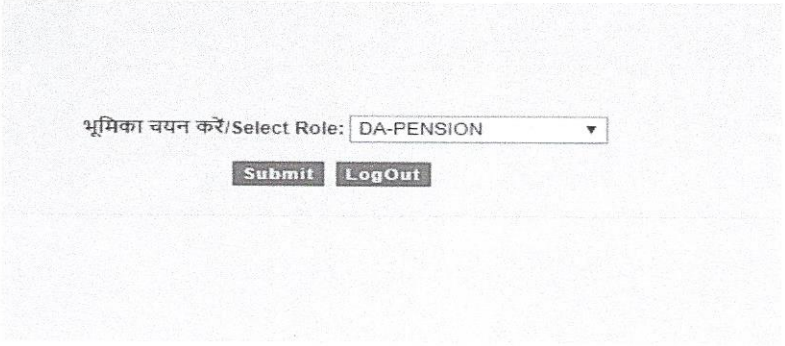
(Naveen Juneja)
Regional P.F. Commissioner (HRD)

7/8

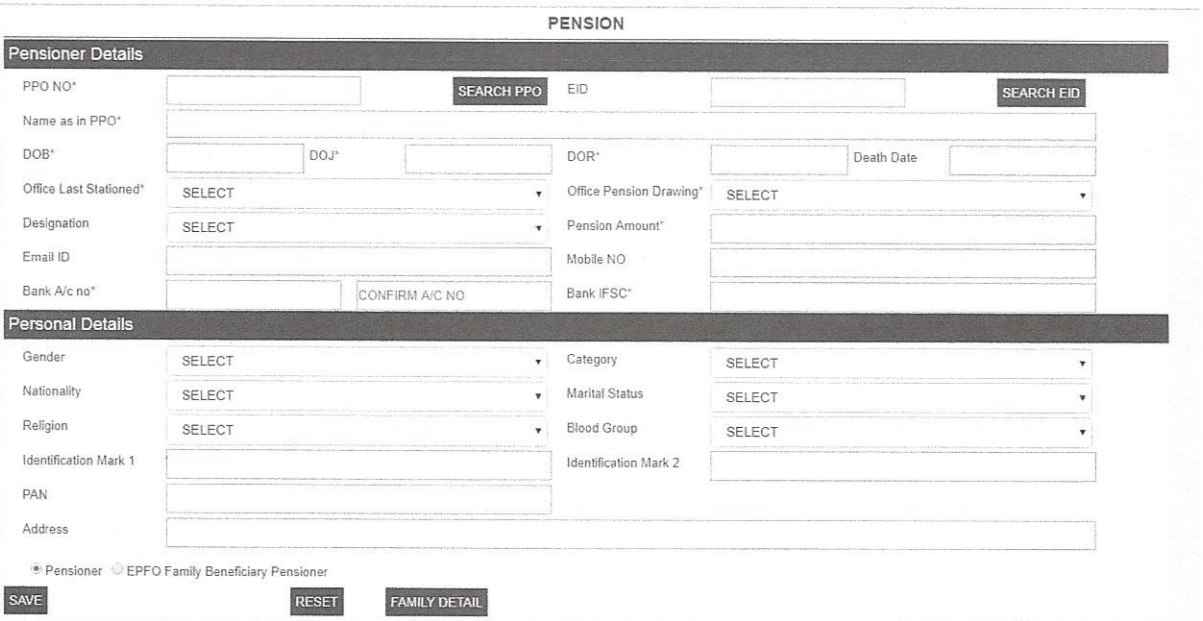
MANUAL FOR CAPTURING THE RETIRED EPFO PENSIONERS

STEPS:

1. Field offices will create user and assign "DA Pension" to Dealing Assistant who is handling the EPFO staff pension's details.
2. Select the DA Pension Role



3. Click on Pension in Pension menu

4. In the first instance, the User will enter the PPO No and EID No [if available and in case of EPFO officials retired on or after 2015] and then click no "SEARCH EID" the detail data in respect of the EPFO official will be populated and the user has to enter the additional details required for the EID and then click on "SAVE" button.

If no data is populated in response to the Search button, then user has to enter all the details in respect of the EPFO official available from the manual PPO record maintained in the Office and then click on "SAVE" button.