

**Employees' Provident Fund Organisation,
Ministry of Labour & Employment,
Government of India**

Standard Operating Procedure (SOP) for downloading Pension Payment Order [PPO] issued under Employees' Pension Scheme, 1995 to the EPS Pensioners presented in Electronic form through mobile app/ website of DigiLocker.

FACILITY OF DOWNLOADING PENSION PAYMENT ORDER[PPO] THROUGH DIGILOCKER

Digital Locker, one of the key initiatives under the Digital India initiative, is aimed at eliminating the usage of physical documents and enable sharing of e-documents across government agencies via a mechanism to verify "authenticity" of the documents online. These digitally signed documents can be shared with Government organizations or other entities. EPFO has now made available the Pension Payment Orders of the EPS Pensioner's through DigiLocker. Initially the Pension Payment Order Certificates issued between September, 2017 and September, 2019 have been kept in the Repository .Further addition is underway.

The Standard Operating Procedure is as follows:

Users can download the DigiLocker mobile app from the Google Play Store or visit website <https://digilocker.gov.in>

Prerequisites:

- Citizens with Aadhaar number will be able to access EPFO Issued PPO document through DigiLocker
- Kindly ensure that your current mobile number is registered with Aadhaar number. This will be used to complete eKYC OTP
- You can update your mobile number in Aadhaar by visiting any UIDAI centre

For website

Step 1: Visit <https://digilocker.gov.in>

Sign up

Step 1: Click on 'Sign Up (in case you already have an account, go directly to Sign in)

Step 2: Enter mobile number and then enter OTP received (this mobile number need not be linked to Aadhaar). Click "Verify" to confirm the OTP

Step 3: Enter any username and password to create an account

Step 4: Enter your Aadhaar Number

- Enter your unique 12 digit Aadhaar number

Use Aadhaar Registered Mobile Number – Select ‘Use OTP’

- OTP received on your Aadhaar registered mobile needs to be entered on the screen
 - Click on Verify button
 - After validation of OTP, the application will prompt the user to create ‘Username’ and ‘Password’.
- After successful account creation, the application will show the ‘Dashboard’ page

Sign in

Step 1: Click on ‘Sign In’

- Click on Sign In at the top of the page

Step 2: Enter User Details

User name and Password provided during account creation

Mobile App

Step 1: Download DigiLocker mobile app (by NeGD, MeitY) on Android or iOS

Step 2: Enter mobile number and enter OTP received to verify

Step 3: Enter username and password to create an account

Step 4: You will be prompted to link Aadhaar number.

Enter your 12 digit Aadhaar number there and click “Continue”

Enter OTP received and click “Continue” again

Step 5: After successful account creation, the application will show the ‘Dashboard’ page

Viewing Issued Documents:

- After login into Digital Locker account, click on Issued Documents to view all issued certificates
- Users will be able to view URI of the documents shared with him/her by registered issuers
- Clicking on URI will fetch the actual document directly from issuer database/file system.
 - If not displayed , Press “Get More Now” on website or “Search your issued documents” in mobile app
 - Under Search Document [search for Employees Provident Fund Organization]
 - Press the down arrow

[Pension Certificate will appear]

Give the PPO No (Example GRVSP0081010)

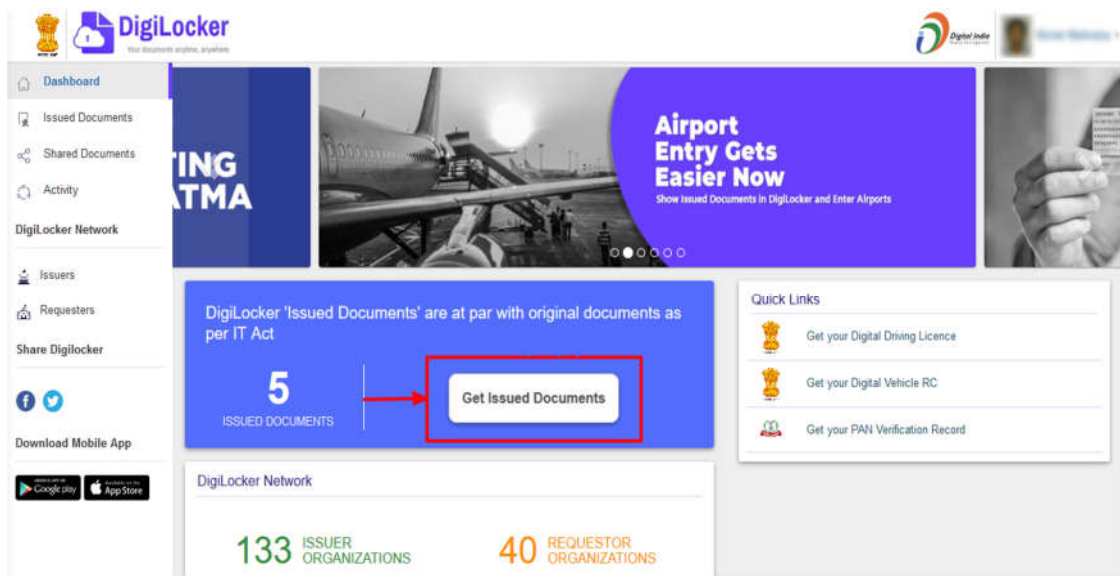
Give Last 4 Digits of Bank Account

Click the box providing consent to Digilocker to share Aadhaar Number,Name,Date of Birth with the issuer for the purpose of fetching the Pension Certificate into DigiLocker

Press Get Document

The Pension Payment Order will be displayed provided the Date of Birth, Last 4 Digits of Bank Account matches with the Aadhaar vis a vis the Pension Record.

The Sample Screens at DigiLocker App are shown below:









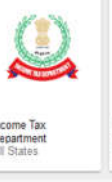
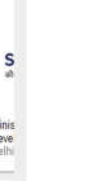
DigiLocker Your documents anytime, anywhere

Search: DigiLocker








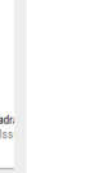
Dashboard

- Issued Documents
- Shared Documents
- Activity
- DigiLocker Network
- Issuers
- Requesters
- Share DigiLocker
- Download Mobile App

Central Government [View All \(9\)](#)

 Employees' Provident Fund Organization Delhi	 Unique Identification Authority of India Govt. of India	 National e-Governance... Delhi	 Central Board of Secondary Education Delhi	 Ministry of Road Transport and Highways All States	 Common Service Centre (CSC) Delhi	 Income Tax Department All States	 Ministry of Development Delhi
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State Government [View All \(36\)](#)

 Andaman & Nicobar 3 Issuers	 Andhra Pradesh 1 Issuer	 Arunachal Pradesh 3 Issuers	 Assam 3 Issuers	 Bihar 5 Issuers	 Chandigarh 1 Issuer	 Chhattisgarh 3 Issuers	 Dadra & Nagar Haveli 1 Issuer
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DigiLocker Your documents anytime, anywhere

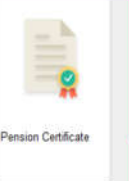
Search: DigiLocker



Dashboard

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Employees' Provident Fund Organization [Back](#)

Pension Payment Order document, as provided by EPFO (<https://www.epfindia.gov.in>), can be downloaded in citizen's DigiLocker account.

 Pension Certificate
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- Dashboard
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-  

To pull documents from partners, select the partner & document using the dropdown and proceed as per instructions.
(In case of problems, see this [demo](#)).

Partner name

Document Type

Pension Payment Order document, as provided by EPFO (<https://www.epfindia.gov.in>), can be downloaded in citizen's DigiLocker account.

Search your document by entering the required details

Date of Birth (prefilled from Aadhaar) Your DOB in Aadhaar should match your DOB in .

PPO NO Example: GRVSP00081010

LAST 4 DIGITS OF BANK ACCOUNT Example: 1234

I provide my consent to share my Aadhaar Number, Date of Birth and Name from my Aadhaar eKYC information with Employees' Provident Fund Organization, Delhi for the purpose of fetching my into DigiLocker.