



**कर्मचारी भविष्य निधि संगठन**  
**Employees' Provident Fund Organisation**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. Of India)  
मुख्य कार्यालय / Head Office

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No.: WSU/9(1)2013/Settlement of claims/TC

Date:

To

15765

2 DEC 2013

**All Regional P.F. Commissioners**  
**In-charge of the ROs/SROs.**

**Subject: Correction in name of PF Member – Provision in Application Software.**

Sir,

IS Division has made a provision in the Application Software for correction in the name, Father/spouse name and Date of Birth of a Provident Fund member in the WAR release 4.27. In this regard, the correction in the name, father/spouse name of the member is to be made only on receipt of joint request of the employee as well as the employer alongwith supporting documents. The documents may be any of the following:-

- (i) PAN Card
- (ii) Voters Identity Card
- (iii) Passport
- (iv) Driving license
- (v) ESIC Identity Card
- (vi) Aadhaar Card
- (vii) Bank passbook copy/Post Office Passbook.
- (viii) Ration card
- (ix) Any school/education related certificate
- (x) Certificate issued by Registrar of Birth & Death.
- (xi) Certificate based on the service records of the Central/State Government Organization.
- (xii) Copy of electricity/water/telephone bill in the name of the claimant.
- (xiii) Letter from a recognized public authority or public servant verifying the identity and residence of the member to the satisfaction of the competent authority.


2. In all such cases, correction in the name may be approved by RPFC-II/OIC of SRO or RPFC-II (F&A) of RO, as the case may be.

3. The request for change in the date of birth of a member is to be carried out as per the guidelines issued by the Head Office vide circular No. Pension/3/8/OR/I/2005 dated 12.12.2006 (placed at 'office orders & circulars' at Sl. No. 24 of 'old circulars').

4. After following the above procedure, DA (Accounts) shall log into the system and carry out the corrections. The SS (Accounts) will verify and approve the corrections made by the DA (Accounts). The process flow for executing the change is enclosed for reference.

Enclosure: As above

Yours faithfully,

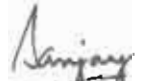


**(Sanjay Kumar)**

**Financial Advisor & Chief Accounts Officer**

**Copy to:**

- 1) PS to CPFC
- 2) PS to CVO
- 3) All Addl. CPFC (Zones)
- 4) All ACC (Head Office)
- 5) Director, NATRSS
- 6) RPFC-I (IS) w.r.t. their UO No. R-I/change request/2009/304 dated 01.11.2013
- 7) All Zonal DD (Vigilance)
- 8) Director (Audit)/DD (Audit)/AD (Audit)/Zonal Audit Parties/ZTIs
- 9) RPFC (NDC) for uploading the same in the website of EPFO
- 10) DD (OL) for issuing Hindi version.



**(Sanjay Kumar)**

**Regional P.F. Commissioner-I (F&A)**