



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

धर्म एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/Head Office

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Website: www.epfindia.gov.in, www.epfindia.nic.in



No: WSU/2022/Rationalisation of work areas/Joint Declaration/17 Date: 11.03.2024

To

11 MAR 2024

All ACC(HQ)s Zones and Regional offices ,
All ACC(Zones) and Regional offices ,
All Regional PF Commissioners (Zones) and
All Office Incharge of Regional offices

Sub: Standard Operating Procedure (SOP) for processing Joint Declarations for member profile updation in EPFO-reg

Ref: 1. Head office circular no-WSU/2022/Rationalisation of work areas/Joint Declaration/3638 dated 23.08.2023.

Please refer to subject cited above and circular under reference,

2. In partial modification to the circular under reference, following documents have been added in the list mentioned in Table-C of Annexure-I of the SOP under reference for correction in Father/Mother's name:

- Aadhaar card of the member bearing the father/mother name
- PAN card
- 10th or 12 school certificate/mark sheet bearing father/mother name
- Driving license

(This has approval of Competent Authority)

Sushant Kandwal
RPFC-I (WSU)

Copy to:

- OSD to CPFC, FA and CAO, CVO, Director/ PDNASS for information please.
- All ACC(HQ)s (Head Office) for information please.
- All ACCs Head office for information please.