

CORPORATE ACCOUNTS SECTION,
Bharat Sanchar Bhavan, 1st Floor
Harish Chandra Mathur Lane, Janpath
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-CA/30/2022-CA-ERP-FICO

Dated: 21.02.2023

To,
The Chief General Managers/IFAs,
Bharat Sanchar Nigam Limited
All Circles.

Sub.: Correction in Employee data in EPFO Records

References have been received from circles regarding correction of name, date of birth, date of joining (including instances where pre-induction training periods, which may not have been considered). In this regard, kindly refer EPFO FAQs at https://www.epfindia.gov.in/site_en/FAQ.php. Copy of some relevant FAQs are attached as Annexure A.

From the information available with BSNL CO, following steps are involved:

- (a) A joint declaration by the employee and the employer is to be submitted to the concerned EPF office in the proforma attached herewith as Annexure B. The declaration for change in date of joining is to be submitted at the office where the initial joining was given.
- (b) The employer is required to submit the joint declaration with a forwarding request letter on official letterhead to the concerned EPF office.

All concerned are instructed to take necessary action on priority as some of the employees may be eligible for higher pension.


21/2/2023
(Surajit Mandol)

Sr. General Manager (CA)

Copy to:
The PGM (Estt)/ GM(Pers.)/ DGM(R&P) BSNL Corporate Office, New Delhi.

FAQ 246 - Do I need to upload documents on the EPFO Portal while requesting change in date of birth?

Ans : In case you have requested for a change in date of birth which as per aadhar is having a difference of more than 3 years a document in support of the date of birth in Aadhar has to be uploaded.

FAQ 266 - How to change Name and DOB in EPFO records as per Aadhaar Card?

Ans :

- > Visit Member Unified Portal as mentioned in
- > Enter UAN, Password and CAPTCHA.
- > Click Sign-in
- > Click Manage and then Click Modify Basic Details
- > Enter Aadhaar, Name and DOB as per Aadhaar. Click Save/Submit. Click Yes
- > Inform your Employer to approve your Name Change Request.

FAQ 275 - My Date of Exit (DoE) is wrong and /or my Date of Joining (DoJ) is wrong/missing in my UAN. How can I get them entered correctly ?

Ans : The Employer can make a request to the concerned PF Office for corrections.

FAQ 331 - What are the documents required for change in Date of Birth of EPF members ?

Ans :

Any of the following documents may be accepted as valid proof of date of birth:

- Birth certificate issued by the Registrar of Births and Deaths
- Any School / education related certificate
- Certificate based on the service records of the Central/State Government Organization.
- Passport
- Any other reliable document issued by a Government department.
- In the absence of proof of date of birth as above, Medical certificate issued by Civil Surgeon after examining the member medically and supported with an affidavit on oath by the member duly authenticated by a competent court.
- Aadhaar /e-Aadhaar:

The change in date of birth shall be accepted as per Aadhaar / e- Aadhaar upto a maximum range of plus or minus three years of the date of birth recorded earlier with EPFO.

Joint Declaration by the Member and the Employer

Date: _____

To,

The Regional PF Commissioner,

Sub: Joint declaration by the member and the employer

Dear Sir,

I, _____ am / was an employee / ex-employee of
 _____ furnishing below herewith correct details with aforesaid establishment:

UAN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Aadhaar:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Particulars	As in UAN	Correct
Name		
Father / Husband Name		
PF / EPS Account No.		
Date of Birth (DD/MM/YYYY)		
Date of Joining (DD/MM/YYYY)		
Date of Leaving (DD/MM/YYYY)		

The reason for variation in Name / DOB is explained in the employer's forwarding letter dated _____. I am also enclosing herewith self-attested copy of ID proof (PAN card / Aadhar card - the same is approved in KYC). The same is attested by the Employer / Ex-employer.

***Aadhar should be approved in KYC for Member Name & DOB corrections.** If for any reason Aadhar is not seeded, reason for the same should be mentioned in the forwarding letter.

An early action in this regard will be highly appreciated.

Yours Faithfully,

Name & Signature of Applicant

Certified that the above information is correct & request as made by the applicant may please be accepted.

Encl.: As Above

Signature with Establishment Seal

Joint Declaration By the Member and The Employer

SAMPLE CASE

Date: 10.02.2023

To
The Regional P F Commissioner

Sub: Joint declaration by the member and the employer

Dear Sir,

I, MANOJ KUMAR, HRMS No-201001124, UAN No-100157316688 am an employee of BSNL furnishing below herewith correct details with aforesaid establishment :-

Particulars	Correct	Wrong
Name		
Father/ Husband Name		
PF/ EPS Account No.	GJAH00050140000000080	Missing in EPF Service History
Date of Birth (DD/MM/YYYY)		
Date of joining (DD/MM/YYYY)	15.03.2010	Missing in EPF Service History
Date of leaving (DD/MM/YYYY)	28.02.2013	Missing in EPF Service History

I am also enclosing herewith self attested copy of ID proof (Any one - PAN card/ Voters' Identity Card/ Passport/ Driving License/ Aadhar Card) for your ready reference
Therefore, you are requested to make necessary changes in your records (if required) under intimation to me
An early action in this regard will be highly appreciated

Yours Faithfully

Name & Signature of Applicant MANOJ KUMAR

Manoj Kumar

Name of Authorized Signatory

[Signature]

Signature With Establishment Seal

(K SYAM KUMAR)
K SYAM KUMAR (सह)
Asstt. Manager (Pay Bill)
एन सीएस ऑफिस, नई दिल्ली
B.S.N.L. Corporate Office, New Delhi

Encl. 10/02/23

