



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation

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

भविष्य निधि भवन, 14 भीकाजी कामा प्लेस, नई दिल्ली - 110066.  
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in) [www.epfindia.nic.in](http://www.epfindia.nic.in)

**For Web Circulation Only**

No.: WSU/5(1)2003

Date: 20.07.2012

To

20 JUL 2012

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

**Subject: Facility to generate Member Passbook, Employee Passbook and On-request Passbook through Employees' Portal on EPFO website – Reg.**

Sir,

A facility of E-Passbook to EPF Members has been devised by the IS Division, Head Office through Member Portal on EPFO website. The EPF Members can directly approach the EPFO website and after entering certain necessary details, they can get themselves registered. The registered EPF Members can obtain E-Passbook after entering Establishment Code/Extn. (if any) / Employee Number and Name as per PF slip.

2. The E-Passbook shall be available subject to following conditions:

- (i) Reconciliation of Challan Data alongwith ECR with Bank Statement;
- (ii) For active members only;
- (iii) No Passbook shall be available for Settled Members/Inoperative Members/Negative Balances/Exempted Establishments.

3. A new function i.e. ADMIN >> Master >> GENERATE MEMBER PASSBOOK FOR EMPLOYER E-SEWA under SUPER ADMIN-EDP Role has been introduced having following four Radio Button options:

- (i) GENERATION OF MEMBER PASSBOOK: The generated PDF file would be uploaded to the Employer's Portal on EPFO website. The PDF would be generated against TRRN. It contains all the transaction of the members against the establishment in a single PDF. Further, the transactions would be available since last approved accounting year onwards (Sample attached).
- (ii) REGENERATION OF MEMBER PASSBOOK: The PDF file may be regenerated (if required).

- (iii) EMPLOYEE WISE PASSBOOK: The generated PDF file would be uploaded on the Member Portal on EPFO website. The PDF would be generated for all the members individually containing all the transactions since opening of his/her account or data available in the new System.
- (iv) EMPLOYEE WISE PASSBOOK (ON-REQUEST): These employees who could not obtain their respective passbook through Member Portal, may send their request. All such requests would be curtailed into a txt file, for uploading & accepting into Application Software. If requisite data relating to the member is available in the System, the same would be furnished to requesting member (Sample attached).

The generated files can be uploaded through Sl. No. 9 "Data Upload" (option "U/L Form 23) facility available on EPFINDIA website.

Yours faithfully,



**(Abhay Ranjan)**

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

**Copy to:**

- 1) PS to CPFC
- 2) PS to FA&CAO
- 3) All Addl. CPFC (Zones)
- 4) ACC (IS) w.r.t. their UO Note dated 13.07.2012
- 5) Director, NATRSS
- 6) Director (Audit)/DD (Audit)/AD (Audit)/Zonal Audit Parties/ZTIs
- 7) RPFC (NDC) for uploading the same in the website of EPFO
- 8) DD (OL) for issuing Hindi version.



**(M.S. Arya)**

**Regional P.F. Commissioner–II (WSU)**



**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour and Employment, Govt. of India)  
**BHAVISHYA NIDHI BHAWAN, SCO 5-8**  
**SECTOR 12,(NEW MINI SECRETARIAT),KARNAL**  
**HARYANA,132001**

(a) Members Pass Book

4/15

Statement of Accounts of Mr./Ms. DESH RAJ as on 12/07/2012 12:24:29

Establishment ID & Name :HRKLN0036376000 **CHANDRIKA PRESS PRIVATE LIMITED**

Member ID :HRKLN0036376000000004

Employer E-Sewa --- TRRNO :2011205000994

Date of Joining (EPF):NA

Date of Joining (EPS):NA

Date of Birth:NA

Transaction Date	Updated on	Particulars	Deposits		Withdrawals		Diverted to Pension fund
			Employee Share	Employer Share	Employee Share	Employer Share	
01/04/2009	01/04/2009	Opening Balance Interest Updated upto 31/03/2009	2717	831	0	0	1854
01/04/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month4/2009	468	143	0	0	325
01/05/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month5/2009	468	143	0	0	325
01/06/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month6/2009	345	105	0	0	240
01/07/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month7/2009	407	125	0	0	282
01/08/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month8/2009	468	143	0	0	325
01/09/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month9/2009	516	157	0	0	359
01/10/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month10/2009	516	157	0	0	359
01/11/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month11/2009	516	157	0	0	359
01/12/2009	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month12/2009	516	157	0	0	359
01/01/2010	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month1/2010	516	157	0	0	359
01/02/2010	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month2/2010	364	111	0	0	253
01/03/2010	31/03/2011	Current Contr. Ref No.-HRKLN3103110012 for the month3/2010	516	157	0	0	359
01/05/2012	26/06/2012	Current Contr. Trm-2011205000994 Ref No.-HRKLN2606120289 for the month5/2012	307	94	0	0	213
		Total	8640	2637	0	0	5971

Closing Balance as on : 12/07/2012 12:24:29

Employee Share : 8640

Employer Share : 2637

Pension Fund : 5971

This is a system generated report printed on 12/07/2012 and hence signature is not required

Disclaimer: Information shown in member statement of accounts is indicative and based upon approved transactions only and is subject to further verification.



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**SECTOR 12,(NEW MINI SECRETARIAT),KARNAL**  
**HARYANA,132001**

MEMBER PORTAL

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Statement of Accounts of Mr./Ms. JAI CHAND as on 12/07/2012 14:45:21

Establishment ID & Name :HRKKNL0000144000 METRO MOTORS

Member ID :HRKKNL0000144000000515

(iii) \$ (iv)  
Employee wise Passbook

Transaction Date	Updated on	Particulars	Date of Joining (EPS):NA		Date of Birth:NA		Diverted to Pension fund
			Employee Share	Employer Share	Employee Share	Employer Share	
01/04/2008	01/04/2008	Opening Balance Interest Updated upto 31/03/2008	4283	1310	0	0	2862
01/04/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month42008	271	83	0	0	188
01/05/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month52008	280	86	0	0	194
01/06/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month62008	397	122	0	0	275
01/07/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month72008	348	106	0	0	242
01/08/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month82008	337	103	0	0	234
01/09/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month92008	348	106	0	0	242
01/10/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month102008	336	103	0	0	233
01/11/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month112008	314	96	0	0	218
01/12/2008	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month122008	354	108	0	0	246
01/01/2009	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month12009	360	110	0	0	250
01/02/2009	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month22009	308	94	0	0	214
01/03/2009	19/11/2009	Current Contr. Ref No.-HRKKNL1811090293 for the month32009	347	106	0	0	241
31/03/2009	31/03/2009	Interest Updated upto 31/03/2009	517	158	0	0	0
01/04/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month42009	348	106	0	0	242
01/05/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month52009	324	99	0	0	225
01/06/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month62009	360	110	0	0	250
01/07/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month72009	312	95	0	0	217
01/08/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month82009	360	110	0	0	250
01/09/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month92009	337	103	0	0	234
01/10/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month102009	354	108	0	0	246
01/11/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month112009	360	110	0	0	250
01/12/2009	27/09/2010	Current Contr. Ref No.-HRKKNL2709100221 for the month122009	360	110	0	0	250

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01/01/2010	27/09/2010	Current Contr. Ref No.-HRKNL2709100221 for the month12010	325	99	0	0	226
01/02/2010	27/09/2010	Current Contr. Ref No.-HRKNL2709100221 for the month22010	360	110	0	0	250
01/03/2010	27/09/2010	Current Contr. Ref No.-HRKNL2709100221 for the month32010	360	110	0	0	250
31/03/2010	31/03/2010	Interest Updated upto 31/03/2010	908	278	0	0	0
Total			13868	4239	0	0	8529

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Closing Balance as on : 12/07/2012 14:45:21  
 Employee Share : 13868  
 Employer Share : 4239  
 Pension Fund : 8529

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EPFO Admin Panel

- NEFT
- CLAIM
- MEMBAL
- ANX-K UL
- ANX-K DL
- NDC-HO
- U/L Form 23

Upload Form 23 *(Member Passbook) Employee Passbook*

Upload Form 23 File

Upload file:

Upload only files with tar extension

(Max size 150MB)

[Show E-Passbook Request File\(s\)](#)