



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार / *Ministry of Labour & Employment, Govt. of India*
No.14, Bhavishya Nidhi Bhavan, Bhikaiji Cama Place, New Delhi 110 066

No. PA/FA&CAO Sectt/Allotment of Unique PF No./2012/

Dated: 31-08-2012

For Web Circulation Only

To,

All Additional Central P.F. Commissioners/ Director (NATRSS)/
All Regional Provident Fund Commissioner-I
Employees' Provident Fund Organisation

Subject: Allotment of Unique Provident Fund Account No. –regarding.

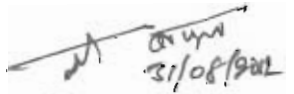
Sir,

Please find enclosed the proposed procedure for allotment of unique provident fund account number to the EPF subscribers.

The above proposed procedure may be analysed and examined thoroughly. Difficulties and suggestions on the above proposed procedure may be intimated to the undersigned by 4th September 2012.

Yours faithfully,

Enclosure – As above.


31/08/2012

(Rajesh Bansal)

Financial Advisor and Chief Accounts Officer

Subject: Allotment of Unique Provident Fund A/c No.....

Provident Fund Account No. in Employees' Provident Fund Organisation is allotted to an employee by the establishment. The same employee, if he joins another establishment after leaving the first establishment is again allotted a different P.F. A/c No. by the second establishment. As such one particular person may have more than one P.F. A/c No. if he has served in more than one establishment. This system of allotment of more than one P.F. A/c No. to a single person has resulted into various problems in the functioning of the E.P.F.Organisation as well as difficulties for the individual employee to get various benefits from E.P.F.Organisation. For the last so many years there is a demand from the employers as well as the employees to have one P.F. A/c No. to an employee which will remain the same through out the service life of the employee irrespective of the number of establishments he has joined. EPF Organisation is seized of the matter and finding out ways and means to have this system in place. However, till date no such system could be formalised. CPFC held review Meetings at Chandigarh, Hyderabad and Mumbai recently and in the said Meetings this issue was also discussed and it was desired that at the earliest possible this problem should be resolved and a system should be put in place to allot one P.F. A/c No. to an employee which will remain the same throughout the service life of the employee irrespective of number of establishments he joins. FA&CAO and ACC (IS) were asked to look into it.

Accordingly, following system is proposed which may be examined and considered for implementation:-

Firstly, the existing system of allotment of P.F. A/c No. is briefly explained as under:-

1. P.F. Code No. is issued by the Field Offices i.e. Regional Offices/Sub Regional Offices of EPFO to an establishment covered under the EPF & MP Act, 1952, for example ,M/s Universal Associates an establishment working under the jurisdiction of Regional office, Faridabad will be allotted a P.F. Code No. as HR/FBD/42503.
2. The establishment allots P.F. A/c No. to its employees. In the above example, M/S Universal Associates, if having 24 employees will allot P.F. A/c Nos. to its employees as under:-

Sr.No.	Name of the Employee	P.F. A/c No.
1.	A	HR/FBD/42503/1
2.	B	HR/FBD/42503/2
3.	C	HR/FBD/42503/3
4.	D	HR/FBD/42503/4
5.	E	HR/FBD/42503/5
6.	F	HR/FBD/42503/6
7.	G	HR/FBD/42503/7
8.	H	HR/FBD/42503/8
9.	I	HR/FBD/42503/9
10.	J	HR/FBD/42503/10
11.	K	HR/FBD/42503/11
12.	L	HR/FBD/42503/12
13.	M	HR/FBD/42503/13
14.	N	HR/FBD/42503/14
15.	O	HR/FBD/42503/15
16.	P	HR/FBD/42503/16
17.	Q	HR/FBD/42503/17
18.	R	HR/FBD/42503/18
19.	S	HR/FBD/42503/19
20.	T	HR/FBD/42503/20
21.	U	HR/FBD/42503/21
22.	V	HR/FBD/42503/22

23.	W	HR/FBD/42503/23
24.	X	HR/FBD/42503/24

In case, any new employee joins the establishment M/S Universal Associates, the establishment is required to get Form-11 filled up from the employee. This Form-11 is meant to know whether the new employee is already a member of the P.F. or not. This information will enable the establishment to decide whether the new employee is required to become the member of P.F. or not. If the employee is to be made a member of the P.F. by the new establishment, the establishment allots P.F. A/c No. to the new employee in sequential order. In the above example, the new employee will be allotted the following P.F. A/c No.:-

Sr.No.	Name of the Employee	P.F. A/c No.
25.	Y	HR/FBD/42503/25

If he is already a member of P.F. then the establishment is also required to get Form-13 filled in from the employee for getting his old P.F. balance transferred to his new P.F. A/c No. allotted by the present establishment.

The establishment will go on allotting P.F. A/c No. to its new employees as above. With effect from 1.4.2012 after the introduction of ECR the establishment is required to fill in the ECR through internet wherein P.F. A/c No., name of the employees and the details of P.F. and allied contributions are mentioned. The Software automatically after verifying basic details in the ECR, generates a challan with a unique identification number. The employer of the establishment has the option to deposit the dues shown in the challan through Internet Banking of State Bank of India or to get the print out of the challan and deposit the same alongwith the cheque/draft with the designated branch of the SBI. The Software reconciles the ECR with the deposited challans through the Unique Identification Number of the challan. After this reconciliation the ECRs are ready to be up-loaded in the concerned Field Offices' Server. In the instant example, the ECR of the establishment after reconciliation will be up-loaded into the Server of Faridabad

Regional Office. In the Regional Office, Faridabad Server after this ECR is uploaded, the Software automatically up-dates the individual P.F. A/cs of the establishment. A facility has already been provided to the employers to check the status of credit of P.F. amount in the individual P.F. A/c Nos. through Internet. Similar facility is also being provided to the individual employees to see their P.F.A/c details through Internet.

Because of the ECR system in place w.e.f. 1.4.2012 as explained above, a new possibility for allotting one P.F. A/c No. to an employee which will remain the same throughout his service life even after he leaves one establishment and joins another establishment has cropped up. This can be put in place without having any major changes in the Business Rules as well as without any requirement of Hardware. This possibility is explained as under:-

1. The establishment will be allotted P.F. Code No. as per the existing practice. No change is required.
2. The establishment will allot P.F. A/c No. in the initial stage of coverage as is being allotted presently. No change is required in the existing system.
3. On joining the new employee Form-11 will require to be filled in by the new employee as is being done presently. No change is required.

If in Form-11 it is mentioned that the new employee is already having P.F. A/c No. then the following changes are proposed:-

- a) The establishment will not allot new P.F. A/c No. as is being done at present, instead the establishment will keep a separate Register other than the Register wherein the establishment is allotting P.F. A/c No. to its existing employees. In the separate register, old P.F. A/c No. of the new employee will be recorded. In the above example, if the new employee "Y" is already having his old P.F. A/c No. PN/CHD/4580/12 the establishment will not allot P.F. A/c No. HR/FBD/42503/25 but instead the establishment will enter the old P.F. A/c No. and the name of the new employee in a separate register for records.

- b) For depositing of Monthly P.F. and allied dues the establishment will up-load ECR through the Internet for its 25 employees wherein the P.F. A/c No. of its existing 24 employees will be HR/FBD/42503/1-24 and for the new employee "Y" the P.F. A/c No. will be mentioned as PN/CHD/4580/12.

No major change in the system is required. After entering ECR the system will generate the challan and the amount will be deposited by the establishment as is being done presently. The Software will reconcile the ECR with the challans as is being done now. After reconciliation, ECRs will be ready for up-loading in the respective Field Offices' Server. In the Example, the ECR of a particular month of the establishment M/s Universal Associates will be available for up-loading in the Server of the Regional Office, Faridabad. In this ECR there will be P.F. A/c Nos. of some of the employees which are not dealt by Regional office, Faridabad. Therefore, only the P.F. A/c Nos. Of those members will be up-loaded by the system of Regional office, Faridabad which are maintained at Regional Office, Faridabad only. The rest of the P.F. A/c Nos. will not be up-loaded at Regional Office, Faridabad. In the present example, the P.F. A/c of "Y" having P.F. A/c No. PN/CHD/4580/12 will not be up-loaded at Regional Office, Faridabad. This P.F. A/c No. is maintained in the system of Chandigarh Regional Office and as such the P.F. deposited by the establishment against this employee is required to be sent to Regional Office, Chandigarh. In order to do this another MIS Report is required to be generated by the Software which reconciles the ECRs with the challans. The Software will segregate those P.F. A/cs. in one particular ECR which are not pertaining to that establishment which up-loaded the ECR. And those segregated records will be copied in separate files, Field office-wise and Establishment Code No. wise. These segregated files will be sent to the concerned field Offices for up-loading in their systems. After this up-loading in the respective field offices system, the existing Software available in the field office server will up-date P.F.A/cs. of the members. A separate field may also be inserted in the member accounts to show the name of the establishment which has deposited the P.F. dues for a particular month.

The P.F. Member will be able to view his P.F. A/c details through internet facility being made available by the IS Division.