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कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTRE

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No. NDC/Digilocker/PPO/2020/112

Dated: 04.03.2020

To

All Addl. Central PF Commissioners (HQ),
All Addl. Central PF Commissioners (Zones),
All Regional PF Commissioners/Officers-in Charge of Regional Offices.

Sub: Provision of downloading digital copy of Pension Payment Order (PPO) from Digilocker- reg.

Madam/Sir,

With reference to the context cited above, EPFO has collaborated with NISD and has made available the digital version of the Pension Payment Order (PPO) for the Pensioners of Employees' Pension Scheme at Digilocker Portal for the benefit of the stakeholders. By collaborating with NISD, EPFO seeks to improve its service delivery by creating a digital highway that can facilitate exchange of digitally signed documents amongst the issuers, citizens and the other Government service providers. The PPO issued by EPFO to the EPS pensioners has been made available at Digilocker Portal in shape of a Digital Certificate which any concerned EPS Pensioners can download by registering on Digilocker.

2. You are, therefore, requested to bring to the knowledge of all EPS Pensioners about this facility available to Pensioners.
3. The detailed standard operating procedure is attached with this circular.

Encl. : As stated above.

Yours faithfully,


(V. Ranganath)
Addl. CPFC (IS)

Copy to: PS to CPFC for kind information of CPFC.

**Employees' Provident Fund Organization ,
Ministry of Labour & Employment,
Government of India**

Standard Operating Procedure (SOP) for downloading of Pension Payment Order [PPO] issued under Employees' Pension Scheme, 1995 to the EPS Pensioners presented in Electronic form through mobile app platform DigiLocker.

FACILITY OF DOWNLOADING PENSION PAYMENT ORDER[PPO] THROUGH DIGILOCKER

Digital Locker, one of the key initiatives under the Digital India initiative, is aimed at eliminating the usage of physical documents and enable sharing of e-documents across government agencies via a mechanism to verify "authenticity" of the documents online. These digitally signed documents can be shared with Government organizations or other entities. EPFO has now made available the Pension Payment Orders of the EPS Pensioner's through DigiLocker.

The Standard Operating Procedure is as follows:

Users can download the DigiLocker mobile app from the Google Play Store.

Step 1: Access digital locker at <https://digitallocker.gov.in/>

Prerequisites:

- Citizens with Aadhaar number can create Digital Locker accounts
- Kindly ensure that your current mobile number is registered with Aadhaar number
- You can update your mobile number in Aadhaar by visiting any UIDAI centre

Step 2: Click on 'Sign Up

Step 3: Enter your Aadhaar Number

- Enter your unique 12 digit Aadhaar number

Use Aadhaar Registered Mobile Number – Select 'Use OTP'

- OTP received on your Aadhaar registered mobile needs to be entered on the screen
- Click on Verify button
- After validation of OTP, the application will prompt the user to create 'Username' and 'Password'.

Step 5: User ID Creation

- The application will prompt the user to create 'Username' and 'Password'. Enter your desired User name and Password for 'Digital Locker' account
- Click on SignUp button
- After successful account creation, the application will show the 'Dashboard' page

2 Sign In into Digital Locker Account Step 1: Click on 'Sign In'

- Click on Sign In at the top of the page

Step 2: Enter User Details

User name and Password provided during account creation

Viewing Issued Documents:

- After login into Digital Locker account, click on Issued Documents to view all issued certificates
- Users will be able to view URI of the documents shared with him/her by registered issuers
- Clicking on URI will fetch the actual document directly from issuer database/file system.
 - If not displayed , Press Get More Now
 - Under Search Document [search for Employees Provident Fund Organization]
 - Press the down arrow
[Pension Certificate will appear]

Give the PPO No (Example GRVSP0081010)

Give Last 4 Digits of Bank Account

Click the box providing consent to Digilocker to share Aadhaar Number, Name, Date of Birth with the issuer for the purpose of fetching the Pension Certificate into DigiLocker

Press Get Document

The Pension Payment Order will be displayed provided the Date of Birth, Last 4 Digits of Bank Account matches with the Aadhaar vis a vis the Pension Record.

The Sample Screens at DigiLocker App are shown below:

- Dashboard
- Issued Documents
- Uploaded Documents
- Shared Documents
- Activity

DigiLocker Network

- Issuers
- Requesters

Share DigiLocker



Download Mobile App

Indian Railways Now Accepts DigiLocker As valid ID proof
Show Issued Aadhaar and Driving Licence In DigiLocker as valid ID proof

+

Congratulations! Your DigiLocker is linked with Aadhaar. And your digital Aadhaar is available here.

3 Issued documents are provided into DigiLocker by registered issuers directly and are at par with original documents as per the IT Act.

[Get More Now](#)

ISSUED DOCUMENTS

Latest Notifications

- You can now access DigiLocker from online banking of Karnataka Bank.
- CBSE students can get their digital marksheet, passing certificates & migration certificates from here. (If you find some discrepancy in your documents, contact CBSE Regional Office)
- DigiLocker iOS app is now available on the Apple appstore. You can download it from here.
- DigiLocker Android app now has over 1 million users. Download it now if you haven't already done.



Q DigiLocker



Shalendra Kumar Pant...

- Dashboard
- Issued Documents
- Uploaded Documents
- Shared Documents
- Activity
- DigiLocker Network
- Issuers
- Requesters
- Share DigiLocker
- Download Mobile App



Central Government

View All

Employees' Provident Fund Delhi	Unique Identification Authority of India Govt. of India	National e-Governance Division Delhi	Central Board of Secondary Education Delhi	Ministry of Road Transport and Highways All States	Common Service Centre (CSC) Delhi	Income Tax Department All States

State Government

View All

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https://digilocker.gov.in/index.php/apps/dashboard/smart#



DigiLocker



Shalendra Kumar...

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Employees' Provident Fund Organization



Penstion Certificate



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DigiLocker Network

- Issuers
- Requesters

Share DigiLocker



Download Mobile App

To pull documents from partners, select the partner & document using the dropdown and proceed as per instructions.
(In case of problems, see this demo)

Partner name: Employees' Provident Fund Organization, Delhi

Document Type: Pension Certificate

Search your document by entering the required details

Date of Birth (prefilled from Aadhaar): 28-09-1965

PPO NO: Example: GPVSP00011001

LAST 4 DIGITS OF BANK ACCOUNT: Example: 1234

I provide my consent to share my Aadhaar Number, Date of Birth and Name from my Aadhaar eKYC information with Employees' Provident Fund Organization, Delhi for the purpose of fetching my into DigiLocker.

Get Document