



# कर्मचारी भविष्य निधि संगठन

## Employees' Provident Fund Organization

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली - 110 066.

Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110066

Telephone: 011- 26185580 Fax: 011-26179337 Email: rc.wsu@epfindia.gov.in

No. WSU/37(1)2019/DOB

Date: 3/4/20

To

All Addl. CPFC (Zones),  
RPFC-I/OIC of Regional Offices.

**Sub: Delegation of powers for change of date of birth in member records.**

**Ref: HO circular No. Pension-II/Instructions/Guidelines/2016-17/33314 dated 10.03.2017**

Sir,

Please refer to the above said subject.

2. In supersession of Head office circular No. Pension-II/instructions/Guidelines/2016-17/33314 dated 10.03.2017, the following guidelines are issued with immediate effect:

- i) The authority for allowing change in date of birth shall henceforth be Assistant P.F. Commissioner. RPFC-in-charge of Regional Office may entrust this task to one or more APFCs. In case of vacancy in the cadre of APFC, the work may be entrusted to RPFC-II level officer.
- ii) Any correction in date of birth upto a year shall be done automatically by the system but the same shall be restricted for correction only once.
- iii) The history of correction in date of birth shall be visible to the approving authority for change in date of birth and settlement of claims.

3. This has approval of Central P.F. Commissioner.

Yours faithfully,

*Sanjay*  
(Sanjay Kumar)  
Addl. CPFC

**Copy to:**

ACC (IS) for necessary amendments in the application software. The auto correction at 2(ii) above may be done only in such cases where name of member and father's name or husband's name match.