



కార్మికుల భవిష్య నిధి సంస్థ
కార్మిక మరియు ఉపాధి మంత్రిత్వ శాఖ, భారత ప్రభుత్వము
ప్రాంతీయ కార్యాలయం : 3 వ లైన్, కృష్ణా నగర్,
గుంటూరు - 522 006, ఆంధ్ర ప్రదేశ్

कर्मचारी भविष्य निधि संगठन
श्रम एवं रोजगार मंत्रालय, भारत सरकार
क्षेत्रीय कार्यालय : तीसरी गली कृष्णा नगर,
गुंटूर - 522 006, आंध्र प्रदेश



Employees' Provident Fund Organisation
Ministry of Labour and Employment, Government of India
Regional Office : 3rd Line, Krishna Nagar
Guntur - 522 006, Andhra Pradesh

No.AP/RO/GNT/Profile/2022-23/

Date: 07.12.2022

To

The Employers

Sub: Correction of Member's Profile (name, father's name, spouse's name, date of birth etc.) – Reg

Dear Sir/Madam,

The office has been receiving several requests for corrections of the member's profiles (the name of the member/father/husband, date of birth, gender etc.). But it is found that some applications don't fulfill the requirements as per the rules and guidelines in this respect.

2. In this context the applicants (employees and employers) submitting joint applications for correction in profiles of the members are requested to follow the rules and prescribed procedure as mentioned hereinafter.

3. The cases of profile correction are categorized as "Minor correction" and "Major correction". The minor and major "correction" are classified as below:

I Minor correction: A correction will be considered as "Minor Correction" –

(i) If the correction is related to expanding the name/surname from abbreviation to full name, or vice versa, without changing the first letter, and if after the correction, the pronunciation of the name doesn't change; e.g. from "R. Kumar" to "Rakesh Kumar", from "V. S. Verma" to "Vijay Shankar Verma" is Minor correction. But from R. Kumar to Suresh Kumar is not a minor correction;

(ii) If the father's name or husband's name is inserted as middle name in AADHAR e.g. "Sunita Kumari" (D/o or w/o Ramesh Kumar) to "Sunita Ramesh Kumari"; and

(iii) If it involves only change in surname of female employees after marriage. e.g. from "Sunita Reddy", W/o. Ramesh Rao, to "Sunita Rao".

In the case of minor correction, there is a provision to apply through online mode.

II Major correction:

(i) All those cases which do not fall in the category of "Minor correction", or any correction leading to complete change in name/father's name, or where correction in more than two fields are involved are cases of "Major corrections".

(ii) Major corrections as described above shall not be done in the online process without obtaining proper documentary proof, including explanation from the employer, and verification of the genuineness of the case as deemed appropriate.

(iii) Moreover the employer has to produce original records of service and wages, such as employee register, increment orders, pay slip, appointment order, any application made to EPF office to correct wrong name in Form-23 (PF slip), etc., on the basis of which employer is certifying the change request.

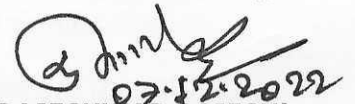
(iv) In case of a closed establishment where the employer or authorized signatory is not traceable/available, the authority to attest the joint declaration shall be any one out of the authorities like a Gazetted Officer, Magistrate, Post/Sub- Post Master, President of the Village Union, President of Village Panchayat where there is no Union Board, Chairman Secretary/Member of the Municipal/District Local Board, Member of Parliament, Member of Legislative Assembly, Member of Municipalities and Municipal Corporations, Village Patel/Village HEADMAN/ Karanam/Revenue Inspector, Notary Public, Member of Central Board of Trustees/Regional Committee, Employee's Provident Fund, Manager of the Bank in which the Bank Account of the claimant is maintained, Head of any recognised educational institution, Justice of Peace, Lekhpal/Patwari, Village Munsiff, Office bearer of the recognised/registered trade union, any authorised official as may be approved by the Commissioner of the concerned EPF office in the case and the correction shall be made exercising due care and caution and only after due verification of the documentary evidence produced in proof of identity, employment etc.

(v) In case of a closed establishment, the applicant has to produce evidence such as appointment letter, pay slip, increment order, PF-slip and any application to correct name in Form 23.

(vi) Such other records as the authority feels required can also be asked for.

In view of the above, it is advised to submit the joint requests accordingly for minor/major correction as the case may be, to enable this office to process the same at the earliest.

Yours faithfully,



(RAJESHWAR RAJESH)

Regional P.F. Commissioner-I
Regional Office, Guntur