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कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय भारत सरकार)

**Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)**

मुख्य कार्यालय / Head Office

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

www.epfindia.gov.in/www.epfindia.nic.in

No. IS/Project I- Transfer claims/

Dated: 25/07/2013

To

- 1.All Additional CPFCs(Political States)**
- 2.All RPFCs-I, Incharge of Regions**
- 3.All OICs, SROs.**

Subject:- Registration of the digital signature of the authorized signatories of the establishments for online submission of transfer claims- Regarding

Reference:-Head Office Letter No. IS/Project I- Transfer claims/7846 dated 25/07/2013

Sir,

Please refer to Head Office letter No. IS/Project I- Transfer claims/7846 dated 25/07/2013.

2. In the revised process to streamline the processing of transfer claims, it has been decided that an option would be given to the members to submit the claims through online mode. The online claim of transfer would be received from the member duly attested by employer using digital signatures.

3. Thus for the online submission of claims, the registration of the digital signature of the authorised signatories of the establishments is required for attestation of the claims. The process to carry out the activity is explained under:

- (a) The employer would fill up the details of the authorised signatories in the facility provided to the employer at Online Transfer Claim Portal (OTCP) through EPFO website www.epfindia.gov.in. The name, designation and mobile number of the authorised signatories would be furnished by the employer. The employer can then upload the digital certificates of the authorised signatories. The employer can upload the details of maximum of three authorised signatories.

- (b) A letter (in duplicate) is required to be printed by the employer after uploading the digital signatures of each of the authorised signatories. The print button given on the same web page can be used for the purpose. The format of the letter is enclosed as **Annexure A**.
- (c) The letter is to be signed by the employer authorizing the officials of the establishment for the purpose.
- (d) The letter printed for the purpose would also have to be signed by the authorised signatories in the relevant column. This would help in the updation of specimen signatures of authorised signatories with the field offices for processing of physical claims.
- (e) The letter (in duplicate) is to be submitted to the concerned field offices, where a task would be pending in the RO/SRO Admin Portal (For OTCP).
- (f) A Nodal Officer, not below the rank of Accounts Officer, has to be deputed in each field office for completion of registration process at EPFO end. The details of the Nodal Officer deputed for the purpose i.e. Name of the Nodal Officer, Designation and his contact number should be informed at e-mail ID webadmin-epfo@ncl.in by 26/07/2013.
- (g) The Nodal Officer in each office would receive the letter from the establishment. The nodal officer would make entry of the receipt of the letter at RO/SRO admin portal and would send the letter (in duplicate) to the respective accounts group for verification.
- (h) The Dealing Assistant in accounts group would verify the signature of the employer from the office record. He would keep one copy of letter received from the establishment for its record and for specimen signature of authorized signatory. He would return the other copy of the letter to the nodal officer after verification and approval by APFC of accounts group.
- (i) On the receipt of above approval of APFC, accounts group, the nodal officer would approve the pending task in the RO/SRO admin portal (For OTCP) for registration of digital signature of the authorised signatory.
- (j) The employer can then digitally sign and submit the claims.
- (k) In case the employer wants to revoke the signature of the authorised signatory, he will have the option to do so at Online Transfer Claim Portal (OTCP) through EPFO website. On revocation, the digital signatures of the respective signatory would be suspended and any digital claim received thereafter signed digitally by the respective signatory would be rejected. A letter (in duplicate) is required to be printed by the employer after revoking the digital signatures of the respective signatory, which would, then, be required to be submitted by the employer to the EPFO office for completion of the revocation process at portal and for required action in respect of physical signatures. The format of the letter is

enclosed at **Annexure B**. The printout of this request letter for revocation can be taken by the employer from same portal. The remaining process for revocation is same as the process for registration of signature.

4. The detailed workflow for the Nodal officer is explained in the **Annexure C**. The employer is being requested to register the digital signatures of their authorized signatories on EPFO website through SMS and e-mail, wherever available. The detailed instructions for employers are available on EPFO website.

5. A help desk number 1800118005 (Toll free) has also been established to respond to the queries of employer as well as the officials of EPFO in this regard. Help desk will work from 09:45 AM to 05:30 PM on every working day for next two months.

6. The success of the online transfer claim process is dependent upon the number of employers who register their digital signatures of their authorized signatories with EPFO. All efforts should, therefore, be made to get as many employers registered with digital signatures as possible.

Yours faithfully,



(Sanjay Kumar)

Additional Central P.F. Commissioner(IS)

Copy to :-

- 1 All CBT Members, EPF.
- 2 FA&CAO/ Chief Vigilance Officer
- 3 All Addl. CPFCs, Head Office, EPFO.
- 4 PS to CPFC
- 5 Director(Audit)
- 6 Web Administrator with request to upload the circular in website.

(The letter head of the establishment)

Letter No.: < Portal generated >

Date : dd-month-yyyy

Specimen Signature Card**[Letter (in duplicate) to be submitted to <<Regional Office/ Sub-Regional Office, Officename>>]**

To,

The Regional Provident Fund Commissioner,

<EPFO Office Address 1>

<EPFO Office Address 2>

<EPFO City> , <EPFO State>

Reference: Establishment Code Number : <est_id>**Subject: Submission of Authorized Signatory Information with respect to M/s <est_name> for claims/returns related matters in EPFO– regarding.**

Sir,

The following official is hereby authorized to deal with all correspondences including attestation of claims/ returns for M/s <est_name> in connection with EPF matters. The specimen signature of the official are placed below in the prescribed space.

2. The digital signature of the authorized signatory has been uploaded on the portal to digitally sign and forward claims/ returns to EPFO. Necessary action may kindly be taken to enable the digital signature at your end.

S. No.	Name of the Authorized Signatory	Designation	Specimen Signature	Digital Signature Valid Upto
			1.	
			2.	
			3.	

3. I undertake that:

(a) In case of expiry of validity of digital signature of the authorized signatory, the digital signature in respect of the respective authorized signatory would be uploaded on the portal after its renewal.

(b) In case of de-authorization of the above official before expiry of the validity of digital signature, the same would be revoked from the Portal instantly and EPFO would be informed about the same by submitting revocation request letter immediately for completion of the revocation process.

(c) The specimen signatures of the authorized signatory as above would, however, be valid for physical claims/ returns till a request letter for the revocation of the authorized signatory is submitted in the EPFO office.

Thanking you,

Yours faithfully,

(Signatures of employer with Company Seal)

For EPFO Office UseSignature of employer verified from EPFO office records

Signature of Dealing Assistant with name stamp

Date:

Signature of Assistant Commissioner with name stamp

Date:

Approved on RO/SRO admin Portal

Signature of Nodal officer with name stamp

Date:

(The letter head of the establishment)

Letter No: < Portal generated >

Date : dd-month-yyyy

Revocation of Specimen Signatures**[Letter (in duplicate) to be submitted to <<Regional Office/ Sub-Regional Office, Officename>>]**

To,

The Regional Provident Fund Commissioner

<EPFO Office Address 1>

<EPFO Office Address 2>

<EPFO City> , <EPFO State>

Reference: Establishment Code Number : <est_id>**Subject: Revocation of Authorized Signatory Information with respect to M/s <est_name> for claims/returns related matters in EPFO– regarding.**

Sir,

It is hereby informed that following signatory for M/s <est_name> authorized earlier to deal with all correspondences including attestation of claims/ returns in connection with EPF matters have been revoked on the portal. The following official is no longer authorized to attest and forward any claim/return either through his digital signature or through his signature on physical claim/return.

2. Necessary action may kindly be taken to revoke the digital signature and physical signature of the following person at your end.

S.No	Name	Designation

Thanking you,

Yours faithfully,

(Signature of employer with Company Seal)

For EPFO Office UseSignature of the employer verified from EPFO office records

Signature of Dealing Assistant with name stamp

Date:

Signature of Assistant Commissioner with name stamp

Date:

Revocation done on RO/SRO admin Portal

Signature of Nodal officer with name stamp

Date:

Process flow for registration of Digital Signatures of Authorized Signatories of Establishments

Purpose: Online Transfer Claim facility will be available only for members where the Digital Signatures of their employer are registered on portal. For registering Digital Signature Certificate (DSC) on the Online Transfer Claim Portal (OTCP), the employer has to upload the DSC on EPFO's portal through their login and password (same as ECR) and generate a request letter. Duly signed request letter will be sent to the concerned EPFO Office by the employer. On receiving the request letter in EPFO office, following steps will be followed for registration of digital signature of the authorized signatory of the establishment.

Step 1: Request letter will be received by the Nodal Officer.

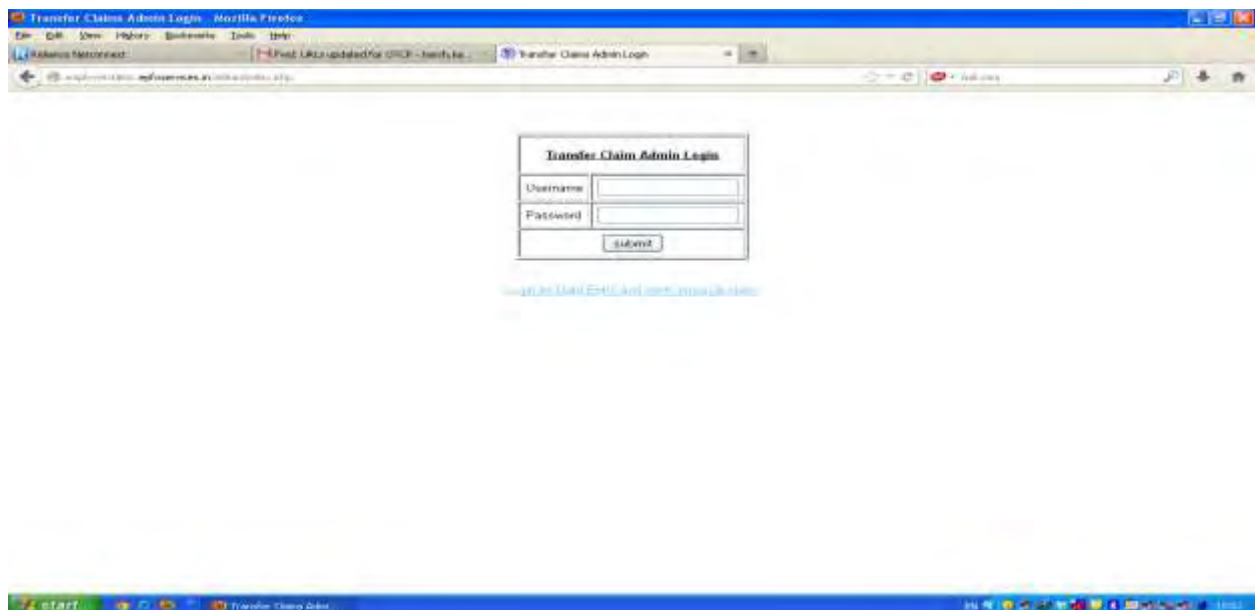
Step 2: Receipt Date will be immediately entered on portal by going to RO/SRO admin portal (For OTCP) or directly opening the following link <http://employerclaims.epfoservices.in/admin>.

Step 3: The request letter would be sent to the concerned accounts group by the Nodal Officer for verification of signature of employer.

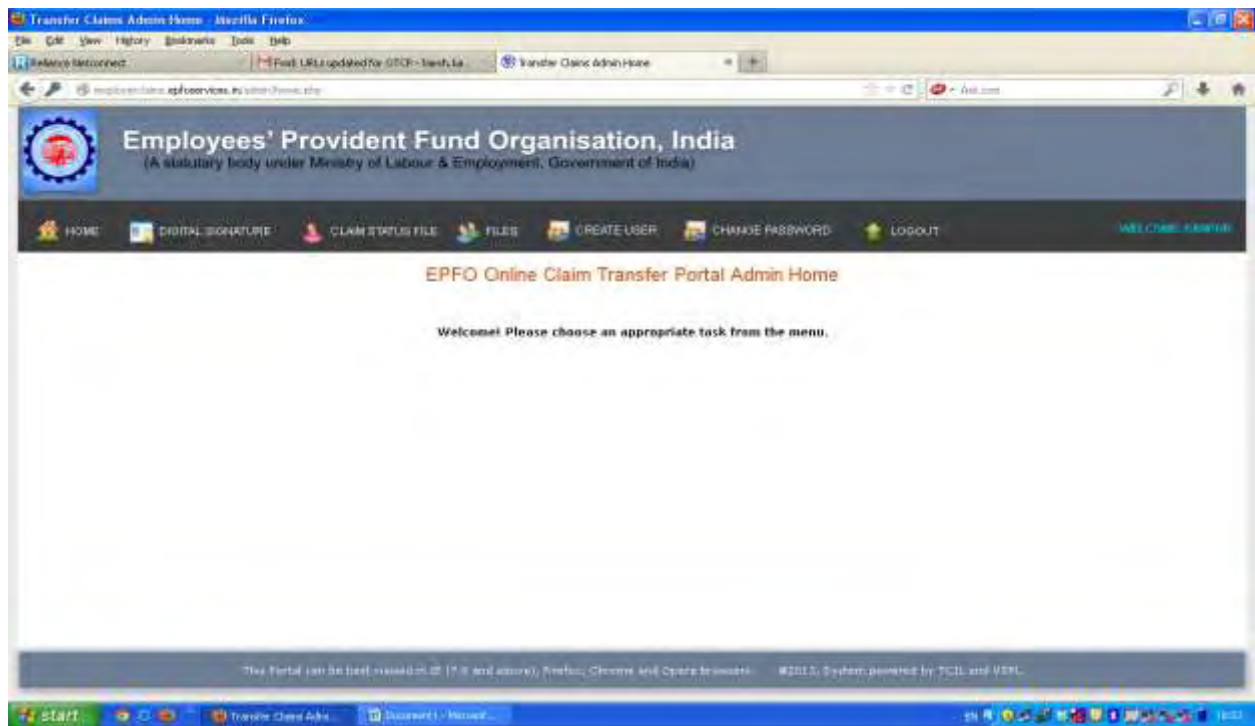
Step 4: On receipt of the request letter from the accounts group, the Nodal Officer would approve/reject the digital signatures on the portal.

The detailed process has been explained below with screen shots of each step ***(Here it must be noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only)*** :

- The Nodal Officer may visit the RO/SRO admin portal (For OTCP) or may open URL <http://employerclaims.epfoservices.in/admin> on the web browser.



- User name and One-time Password will be intimated separately.
- After entry and validation of username and password, the following screen will be displayed.



- On rolling mouse over “DIGITAL SIGNATURE” link, more options will open. Please click on “REQUESTS PENDING” option.



- On clicking “Requests Pending” option, list of all pending requests will be displayed.
- On receiving the hard copy of the request letter from employer, the Nodal Officer has to first receive the letter on portal.

Digital Signature Certificate Approval/ Revoking Requests

Establishment Id: Search

Sr.No	Establishment Id	Type of Request	Date of Receipt	Signatory Details	Date of Response	Regional Letter Details	Action
1	UPLX00006032000	Approve DSC	 Receive	Name: KESARI SANJAY Designation: RPFC Mobile number: 9586864668 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Letter yet to be received.
2	UPLX00041461000	Approve DSC	 Receive	Name: KESARI SANJAY Designation: RPFC Mobile number: 9586864668 Valid From: 16-08-2012 Valid To: 15-08-2014	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Letter yet to be received.

- The Nodal officer is required to enter date of receipt and click on “Receive” button. After that Nodal Officer has to send this letter to concerned Account Group for verification of signature of employer with records.

Digital Signature Certificate Approval/ Revoking Requests

Establishment Id: Search

Sr.No	Establishment Id	Type of Request	Date of Receipt	Signatory Details	Date of Response	Regional Letter Details	Action
1	UPLX00006032000	Approve DSC	23-07-2013 Receive	Name: KESARI SANJAY Designation: RPFC Mobile number: 9586864668 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Letter yet to be received.
2	UPLX00041461000	Approve DSC	 Receive	Name: KESARI SANJAY Designation: RPFC Mobile number: 9586864668 Valid From: 16-08-2012 Valid To: 15-08-2014	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Letter yet to be received.

- On clicking “Receive” button, the following screen will appear.

Digital Signature Certificate Approval/ Revoking Requests

Establishment Id: Search

Sr.No	Establishment Id	Type of Request	Date of Receipt	Signatory Details	Date of Request	Request Letter Details	Action
1	UPLK0008032090	Approve DSC	23-07-2013	Name: KESARI SAKHAI Designation: RPF C Mobile number: 8588866468 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Approve Choose reason: Reject
2	UPLK00041461030	Approve DSC	 Receive	Name: KESARI SAKHAI Designation: RPF C Mobile number: 8588866468 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Letter yet to be received.

- After getting back the same letter from Account Group, Nodal Officer will approve/reject the DSC depending upon whether the accounts group has verified/ rejected the signatures of employer.

Digital Signature Certificate Approval/ Revoking Requests

Establishment Id: Search

Sr.No	Establishment Id	Type of Request	Date of Receipt	Signatory Details	Date of Request	Request Letter Details	Action
1	UPLK0008032090	Approve DSC	23-07-2013	Name: KESARI SAKHAI Designation: RPF C Mobile number: 8588866468 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No: A275 Dated: 23-07-2013 (dd-mm-yyyy)	Approve Choose reason: Reject
2	UPLK00041461030	Approve DSC	 Receive	Name: KESARI SAKHAI Designation: RPF C Mobile number: 8588866468 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No: Dated: (dd-mm-yyyy)	Letter yet to be received.

- Once the DSC is approved, it will move to “List of Approved/Expired DSC” under the “DIGITAL SIGNATURE” link.

Employees' Provident Fund Organisation, India
(A statutory body under Ministry of Labour & Employment, Government of India)

HOME | DIGITAL SIGNATURE | CLAIM STATUS FILE | FILES | CREATE USER | CHANGE PASSWORD | LOGOUT | WELCOME UNKNOWN

Digital Signature Certificate Approval/ Revoking Requests

Request Approval for Establishment Id UPLK00066032000 complete.

Sr.No	Establishment Id	Type of Request	Date of Receipt	Signatory Details	Date of Request	Request Letter Details	Action
1	UPLK00066032000	Approve DSC		Name: KESARI SANJAY Designation: RPFC Mobile number: 9588890488 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	23-07-2013	Letter No.: Dated: (dd-mm-yyyy)	Letter yet to be received.

Employees' Provident Fund Organisation, India
(A statutory body under Ministry of Labour & Employment, Government of India)

HOME | DIGITAL SIGNATURE | CLAIM STATUS FILE | FILES | CREATE USER | CHANGE PASSWORD | LOGOUT | WELCOME UNKNOWN

List of Approved/ Revoked/ Expired DSC

Establishment Id

Sr.No	Signatory Details	Approval Request Letter Details	Approval Date	Present Status	Revocation Request letter details
1	Name: KESARI SANJAY Designation: RPFC Mobile number: 9588890488 Valid From: 16-08-2012 Valid To: 15-08-2014 IP Address: 115.241.136.18	Est.Id: UPLK00066032000 Est.Name: LUCKNOW BOARDING SERVICE Letter No.: A271	23-07-2013	Approved	Not Applicable

IMPORTANT : It is reiterated that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only.