

कर्मचारी भविष्य निधि संगठन

(श्रम और रोजगार मंत्रालय, भारत सरकार)

क्षेत्रीय कार्यालय, भविष्य निधि भवन,  
चोक्किकुलम, मदुरै-625 002



**Employees' Provident Fund Organisation**  
(Ministry of Labour & Employment – Govt. of India)  
Regional Office, Bhavishya Nidhi Bhavan,  
Chokkikulam, Madurai-625 002

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सत्यमेव जयते

No.TN/RO/MD/MDU/Filing of E-nominations/2022

Date: 22/07/2022

To

All Employers,

Sub: EPFO, Head Office has decided to give Award to the establishment for filing of E-nomination - Reg.

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Sir/Madam,

The Employees' Provident Fund Organisation, Ministry of Labour and Employment, Government of India is one of the largest social security organisations of the world and provides social security benefits to about 4.5 Crore employees and their families in India by way of Provident Fund, Pensionary benefits & Insurance as per the Employees' Provident Funds & Miscellaneous Provisions Act, 1952.

You are well aware that EPFO has announced E-nomination process for Employees Provident Fund account holders to ensure social security for their families and nominees. Members can file their e-nomination online via Universal Account Number on EPFO official website at [epfindia.gov.in](http://epfindia.gov.in).

For members, filing an e-nomination through UAN requires only self-declaration and no need to submit any physical documents or approvals while filing or revising their e-nomination. In fact, necessary changes can be made by logging into their UAN accounts.

EPFO has not fixed any deadline for filing of e-nomination and it is not mandatory for availing any advance claims.

E-nomination enables expeditious settlement of Member Pension Claim through online and providing EPF/EPS/EDLI benefits to eligible nominees on death of member without visiting offices of EPFO or attestation by employer.

The steps for filing e-nomination are as follows:-

- 1) Visit EPFO website >>Services>>For Employees>>Click 'Member UAN/Online service (OCS/OTCP)'.
- 2) Login with 'UAN and Password'.
- 3) Select 'E-nomination' under 'Manage Tab'.
- 4) 'Provide details' tab will appear on screen. Click Save.
- 5) Click 'Yes' to update Family Declaration.
- 6) Click 'Add Family Details'. (More than one nominee can be added)
- 7) Click 'Nomination Details' to declare total amount of share. Click 'Save EPF Nomination'.
- 8) Click 'E-Sign' to generate OTP. Submit 'OTP' sent on mobile number linked with Aadhaar.

Further, EPFO, Head Office has decided to give award to one establishment from each region i.e East, West, North, South & NER who will complete highest no. of filing of e-nomination by 31.03.2023.

Hence, it is requested to complete e-nomination for all the employees on or before 31.03.2023.



(AMIYA KANT)  
Regional P. F. Commissioner-I