

# USER MANUAL

## JOINT DECLARATION

(MEMBER PORTAL)



EMPLOYEES PROVIDENT FUND ORGANIZATION  
HEAD OFFICE, NEW DELHI

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## Introduction

The Employee's Provident Fund Organization (EPFO) is a statutory body under the Ministry of Labour and Employment, Government of India. EPFO provides social security benefits to more than 22 crore members through the following schemes:

1. Employee's Provident Fund Scheme, 1952
2. Family Pension Scheme, 1971
3. Employees' Pension Scheme, 1995
4. Employees' Deposit Linked Insurance Scheme, 1976

EPFO has to deal with various stakeholders during its processes, Members being at the center of focus of all the stakeholders.

The process of Joint Declaration for the correction in UAN profiles by the members is being undertaken as per various circulars. The member data in EPFO's database may be, in some cases, incomplete or has mismatches due to change of establishments by the members.

Due to this, the member profiles data mismatch leading to rejections of claims. The claims settlement also face certain difficulties across all offices due to various reasons related to data mismatch in parameters, namely, (1) Name, (2) Gender, (3) Date of Birth, (4) Father Name/ Name, (5) Relationship, (6) Marital Status, (7) Date of Joining, (8) Reason of Leaving, (9) Date of Leaving, (10) Nationality, (11) Aadhaar Number.

To maintain the correct profile of the member, reduce rejection of the joint declaration, and minimize fraud owing to UAN identity change, the Standard Operating Procedure (SOP) for the Joint Declaration – Member profile correction has been introduced by EPFO and same is being implemented in Unified Portal Application. This document will provide the details of the joint declaration implementation across the interfaces in Unified Portal Application.

## Overview

The Joint Declaration is a joint request of employees duly authenticated by the Employer for the modification/addition of the members' basic profile parameters.

The process includes filing of a Joint Declaration application by the member, approval of JD by the Employer, its receipt in the Field Office and its approval or rejection by the competent authority. The DA/SS as an initiator assigned by the OIC of FO will initiate all such member modification requests through a unified portal. The initiator will examine the JD and the supporting documents submitted and submit the same with his comments to the verifier.

The SS /AO as a verifier will cross-check the member modification requests along with the supporting documents.

The approver RPFC-I/RPFC-II/APFC/AO/SS will approve the member modification request after verifying all the supporting documents.

## Steps to be followed

1. Login to the member interface using your UAN. After login into your member account go to menu, click on **Manage** tab and under it click on **Joint Declaration**.

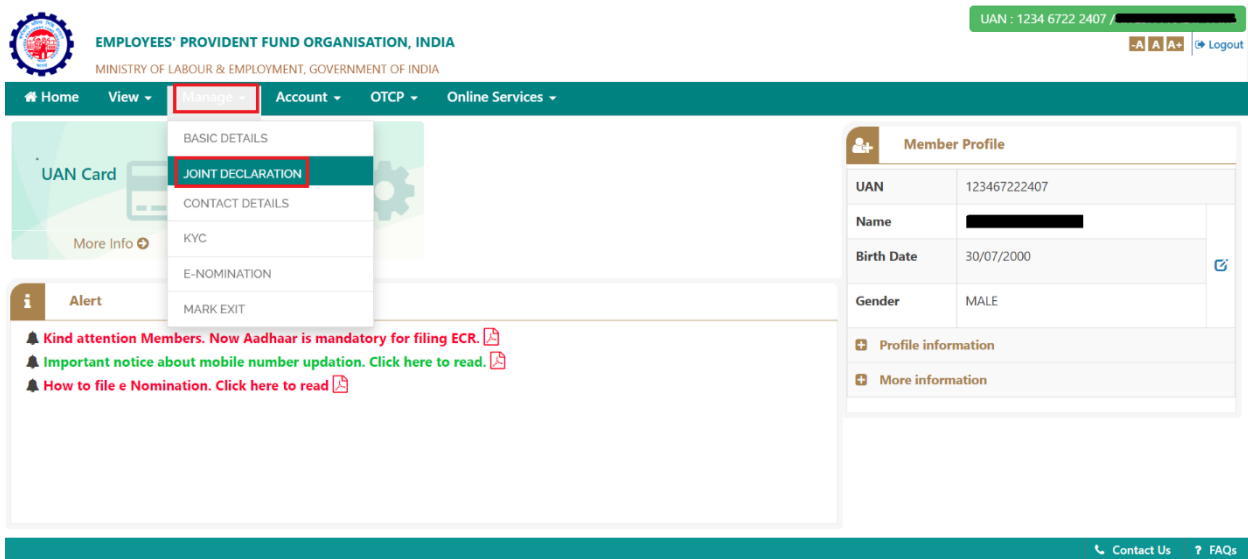


Image-1

2. Select the appropriate Member Id/ PF account no. and Establishment for which you need to make changes and then click on **Get Details**.

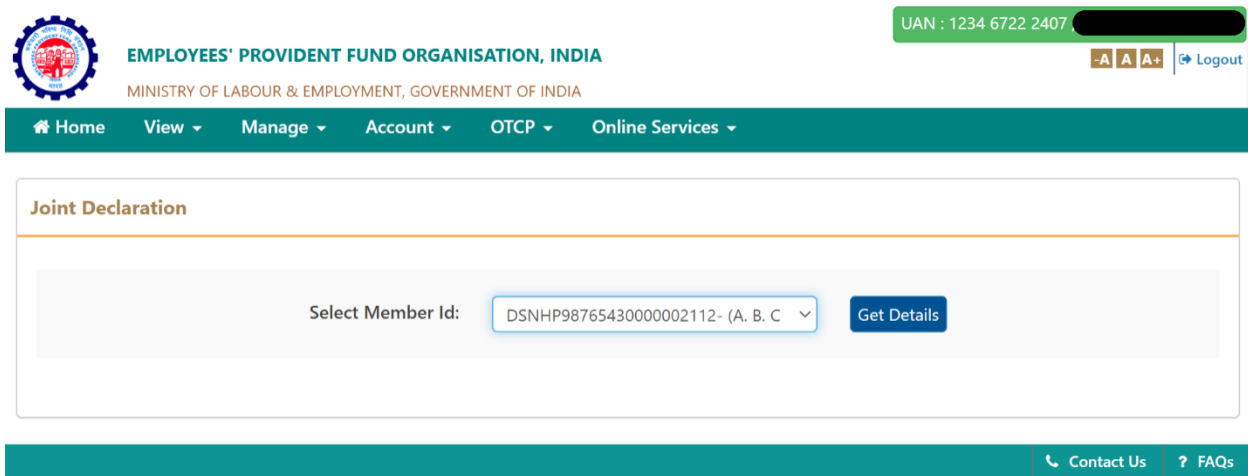


Image-2

- 2.1. If there is already a previous pending request in process for that Member Id/PF account no. then error is encountered as shown in Image-2.1

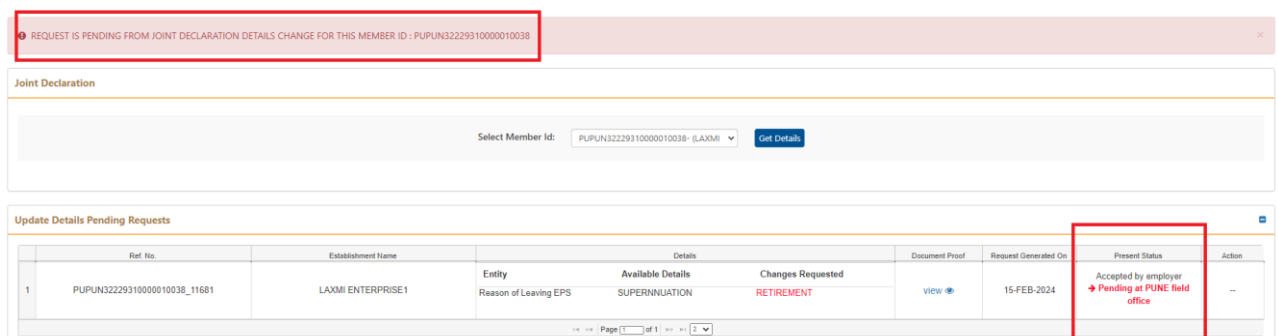



Image-2.1

3. The information pertaining to the member-id/PF account no. present in the database shall be displayed on the screen. The information not available in the database shall be displayed as blank or not available. To enable changes to the required information click on the pencil icon besides the corresponding input boxes.

Provide the correct information desired to be updated against your profile in the corresponding input boxes.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1234 6722 2606

Logout

HomeViewManageAccountOTCPOnline Services

Joint Declaration

Select Member Id: DSNHP9876543000002113- (A. B. C)Get Details

1

UPDATE DETAILS

2

UPLOAD DOCUMENTS

3

PREVIEW/SUBMIT APPLICATION

**Note**

- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- Changes requested should be as per aadhaar for name, date of birth and gender.

**Update personal details**

Entity	Available details	Changes requested**
Aadhaar No.	*****0192	*****0192
Name	R	R
Date of Birth	22/09/1999	22/09/1999
Gender	MALE	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Father/Mother Name		
Relationship	FATHER	FATHER
Marital Status	UNMARRIED	UNMARRIED
Nationality	INDIAN	INDIAN

**Update service details**

Entity	Available details	Changes requested**
Date Of Joining EPF	01/11/2022	01/11/2022
Date Of Leaving EPF	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPF	NOT AVAILABLE	--Select--
Date Of Joining EPS	NOT AVAILABLE	DD/MM/YYYY
Date Of Leaving EPS	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPS	NOT AVAILABLE	--Select--


☐ मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर देटा प्रदान करने के लिए सहमत हूँ  
I hereby consent to provide my Aadhaar Number, for the purpose of establishing my identity for joint declaration

ProceedCancel

Contact UsFAQs


Image-3

4. In order to proceed with the submission of the application, you have to provide your consent regarding changes required in the profile information and get aadhaar OTP for aadhaar OTP based authentication. Click on the checkbox for consent and click on **Proceed**.



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UAN : 1234 6722 2606

 Logout

Home View Manage Account OTC Online Services

### Joint Declaration

Select Member Id: DSNHP98765430000002113- (A. B. C) [Get Details](#)

1

UPDATE DETAILS

2

UPLOAD DOCUMENTS

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PREVIEW/SUBMIT APPLICATION

**Note**

- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- Changes requested should be as per aadhaar for name, date of birth and gender.

#### Update personal details

Entity	Available details	Changes requested**
Aadhaar No.	*****0192	*****0192
Name	PR [REDACTED] AR	PR [REDACTED] KA
Date of Birth	22/09/1999	22/09/1996
Gender	MALE	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Father/Mother Name	A [REDACTED] AR	A [REDACTED] A
Relationship	FATHER	MOTHER
Marital Status	UNMARRIED	MARRIED
Nationality	INDIAN	ANDORRA

#### Update service details

Entity	Available details	Changes requested**
Date Of Joining EPF	01/11/2022	01/11/2022
Date Of Leaving EPF	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPF	NOT AVAILABLE	--Select--
Date Of Joining EPS	NOT AVAILABLE	DD/MM/YYYY
Date Of Leaving EPS	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPS	NOT AVAILABLE	--Select--


☒ मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर डेटा प्रदान करने के लिए सहमत हूँ  
I hereby consent to provide my Aadhaar Number, for the purpose of establishing my identity for joint declaration

Proceed Cancel

[Contact Us](#) [FAQs](#)

Image-4

- Documents are required to be uploaded against the attributes to be changed. All those attributes against which the information is requested to be changed shall appear for upload of necessary required document. Select the document proof that you have available for the particular fields. Keep the scanned copy of the document proof ready for updation. Refer Annexure for details.



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### Joint Declaration

Select Member Id: DSNHP9876543000002113- (A, B, C)
 [Get Details](#)

1

2

3

UPDATE DETAILS
 UPLOAD DOCUMENTS
 PREVIEW/SUBMIT APPLICATION

**Note**

- Maximum 2MB pdf file size is allowed.
- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- File names must only contain alphanumeric characters, underscores, hyphens, with only the .PDF extension allowed.
- If multiple entities have identical documents to upload, those documents will be considered common for the applicable entities within the Document 1, Document 2, or Document 3 columns.

#### Documents uploads

Change Type	Document 1	Document 2	Document 3
MEMBER NAME	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File         </div>
DATE OF BIRTH	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File         </div>
FATHER/MOTHER NAME	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File         </div>
RELATIONSHIP	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File         </div>
NATIONALITY	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File           No file chosen         </div>	<input checked="" type="checkbox"/> <div>           Select           Choose File         </div>

[Upload](#)
[Reset](#)
[Cancel](#)

[Contact Us](#)
[FAQs](#)

Image-5

6. Upload the supporting documentary proof for the document you have selected. To upload click the **Choose file** button.

6.1. Please ensure the following before uploading the documents :

- No two documents should have the same name.
- There shouldn't be any space in the name of the documents.
- File name must only contain alphanumeric characters, underscores, hyphens.
- Only .pdf extension is allowed.
- Maximum allowed size for the pdf document is 2MB.

6.2. If a specific type of document is selected for a particular attribute, and the corresponding proof of that document is uploaded, there's no need to upload the same document again for any other changes that require the same type of document.

6.3. When all documents are uploaded then click on **Upload** to proceed.

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### Joint Declaration

Select Member Id: DSNHP9876543000002113- (A. B. C) [Get Details](#)

**1** UPDATE DETAILS **2** UPLOAD DOCUMENTS **3** PREVIEW/SUBMIT APPLICATION

**Note**

- Maximum 2MB pdf file size is allowed.
- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- File names must only contain alphanumeric characters, underscores, hyphens, with only the .PDF extension allowed.
- If multiple entities have identical documents to upload, those documents will be considered common for the applicable entities within the Document 1, Document 2, or Document 3 columns.

**Documents uploads**


Change Type	Document 1	Document 2	Document 3
MEMBER NAME	<input checked="" type="checkbox"/> Birth Certificate <input type="button" value="Choose File"/> dummy.pdf	<input checked="" type="checkbox"/> Passport <input type="button" value="Choose File"/> dummy2.pdf	<input checked="" type="checkbox"/> Driving License <input type="button" value="Choose File"/> dummy11.pdf
DATE OF BIRTH	<input checked="" type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Passport	<input checked="" type="checkbox"/> School Transfer Cert... <input type="button" value="Choose File"/> dummy12.pdf
FATHER/MOTHER NAME	<input checked="" type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Pensioner Photo Card <input type="button" value="Choose File"/> dummy6.pdf	<input checked="" type="checkbox"/> Passport of Father... <input type="button" value="Choose File"/> dummy13.pdf
RELATIONSHIP	<input checked="" type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Pensioner Photo Card	<input checked="" type="checkbox"/> Passport of Father...
NATIONALITY	<input checked="" type="checkbox"/> Copy of Person of In... <input type="button" value="Choose File"/> dummy5.pdf	<input checked="" type="checkbox"/> Passport	<input checked="" type="checkbox"/> Valid Long Term Vis... <input type="button" value="Choose File"/> dummy4.pdf

Contact Us FAQs

Image-6



7. The summary of the changes requested will be displayed. Verify the requested changes from the summary and check the uploaded supporting documents by clicking on **View all Uploaded Documents**.



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**Joint Declaration**

Select Member Id:
 

DSNHP98765430000002113- (A. B. C)

1

UPDATE DETAILS

2

UPLOAD DOCUMENTS

3

PREVIEW/SUBMIT APPLICATION

Preview Details Changes


Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PR [REDACTED] KA
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] AR	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

☒ I, P [REDACTED] A having UAN 123467222606. PF account DSNHP98765430000002113 and Aadhaar [REDACTED] is/ was with establishment M/S A. B. C AND SONS master . The personal details furnished to EPFO earlier were found to be incorrect /blank, and therefore request for change/updation in the member profile as above.

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 I hereby consent to provide my Aadhaar Number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity.

[Contact Us](#)
[FAQs](#)

Image-7



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UPDATE DETAILS

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PREVIEW/SUBMIT APPLICATION


Preview Details Changes


Sr no.	Document name	View document
1	Birth Certificate	
2	Passport	
3	Driving License	
4	School Transfer Certificate (TC)	
5	Pensioner Photo Card	
6	Passport of Father/Mother	
7	Copy of Person of Indian Origin (PIO) card issued by Government of India	
8	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs,Buddhists, Jain, Parsis and Christians	

Image-8

8. After verification, read the consent message and if you agree click the two checkboxes for consent-

The consent for reason for change and application of the same jointly with the establishment .  
The consent for aadhaar OTP based authentication and then click on **Get OTP**.

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UAN : 1234 6722 2606 /  [Logout](#)

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### Joint Declaration

Select Member Id: DSNHP98765430000002113- (A. B. C) [Get Details](#)

1  
UPDATE DETAILS

2  
UPLOAD DOCUMENTS

3  
PREVIEW/SUBMIT APPLICATION

#### Preview Details Changes

Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PR [REDACTED] A
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] R	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

[View All Uploaded Documents](#)

☒ I, PR [REDACTED] A having UAN 123467222606, PF account DSNHP98765430000002113 and Aadhaar [REDACTED] is/ was with establishment M/S A. B. C AND SONS master. The personal details furnished to EPFO earlier were found to be incorrect /blank, and therefore request for change/updation in the member profile as above.

☒ मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर, बायोमेट्रिक और/या वन टाइम पिन (ओटीपी) डेटा प्रदान करने के लिए सहमत हूँ  
I hereby consent to provide my Aadhaar Number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity.

[Get OTP](#) [Cancel](#)

[Contact Us](#) [FAQs](#)

Image- 9

9. An OTP will be sent to your Aadhaar registered mobile number. Enter the OTP received on your mobile and the Captcha displayed and click on **Submit**.

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Home View Manage Account OTCP Online Services

**Joint Declaration**

Select Member Id: DSNHP9876543000002113- (A. B. C) [Get Details](#)

**1 UPDATE DETAILS** **2 UPLOAD DOCUMENTS** **3 PREVIEW/SUBMIT APPLICATION**

[Preview Details Changes](#)

Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PR [REDACTED] A
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] R	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

[View All Uploaded Documents](#)

OTP has been sent on registered mobile number \*\*\*\*\*9396

One Time Password \* [REDACTED]  
(OTP will be valid for 5 mins)

Captcha \* i1CIX

[Submit](#) [Cancel](#)

Image-10

- 9.1. If the details entered are incorrect and Aadhaar authentication is not successful then an error as shown in Image-10.1 occurs.

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**Joint Declaration**

Select Member Id: PUPUN32229310000010038- (LAXMI) [Get Details](#)

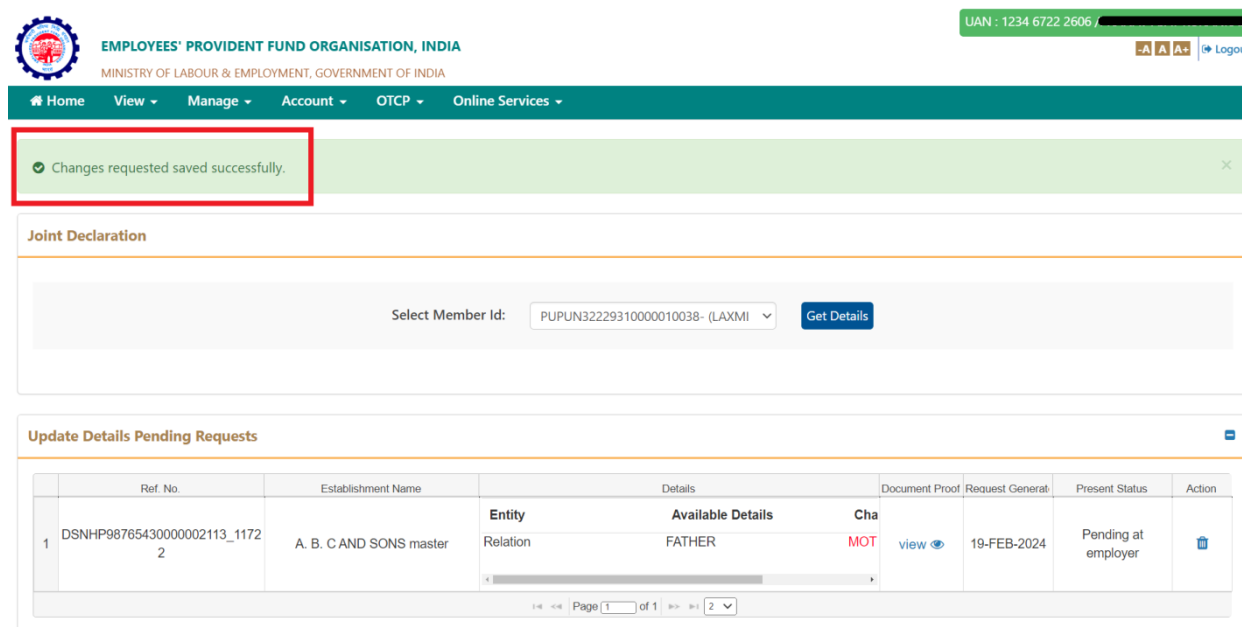
**Update Details Processed Requests**

Ref. No.	Establishment Name	Details	Document Proof	Request Generate	Present Status									
1 PUPUN32229310000010038_11461	LAXMI ENTERPRISE1	<table border="1"> <thead> <tr> <th>Entity</th> <th>Available Details</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Nationality</td> <td>NOT AVAILABLE</td> <td>BANGLA</td> </tr> <tr> <td>Marital Status</td> <td>UNMARRIED</td> <td>DIVORC</td> </tr> </tbody> </table>	Entity	Available Details	Change	Nationality	NOT AVAILABLE	BANGLA	Marital Status	UNMARRIED	DIVORC	<a href="#">view</a>	05-FEB-2024	Rejected by employer Remark - rejected
Entity	Available Details	Change												
Nationality	NOT AVAILABLE	BANGLA												
Marital Status	UNMARRIED	DIVORC												

Image-10.1

10. If the verification is successful then you will get a message- **Changes requested saved successfully.**

You can view the submitted request on the same page under the tab – **Update Details Pending Requests.**



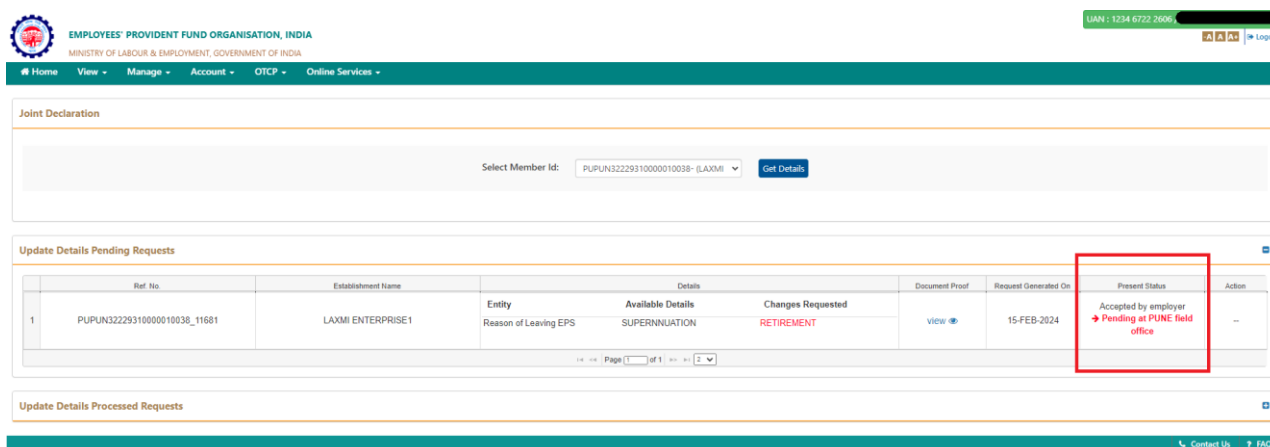
The screenshot shows the Employees' Provident Fund Organisation, India portal. At the top, there is a header with the organization's name and logo. Below the header, there is a navigation bar with links: Home, View, Manage, Account, OTCP, and Online Services. A green banner at the top right displays the UAN: 1234 6722 2606 and a Logout button. A green message box with a checkmark icon states "Changes requested saved successfully." Below this, there is a section titled "Joint Declaration" with a "Select Member Id:" dropdown menu showing "PUPUN32229310000010038- (LAXMI)" and a "Get Details" button. The "Update Details Pending Requests" tab is active, showing a table with the following data:

Ref. No.	Establishment Name	Details	Document Proof	Request Generated On	Present Status	Action
1 DSNHP98765430000002113_1172 2	A. B. C AND SONS master	Entity Relation FATHER Cha MOT	view	19-FEB-2024	Pending at employer	

Page 1 of 1

Image-11

11. The status of the request keeps changing as it passes through various stages. It can be checked in – **Update Details Pending Requests** tab under the column **Present Status.**



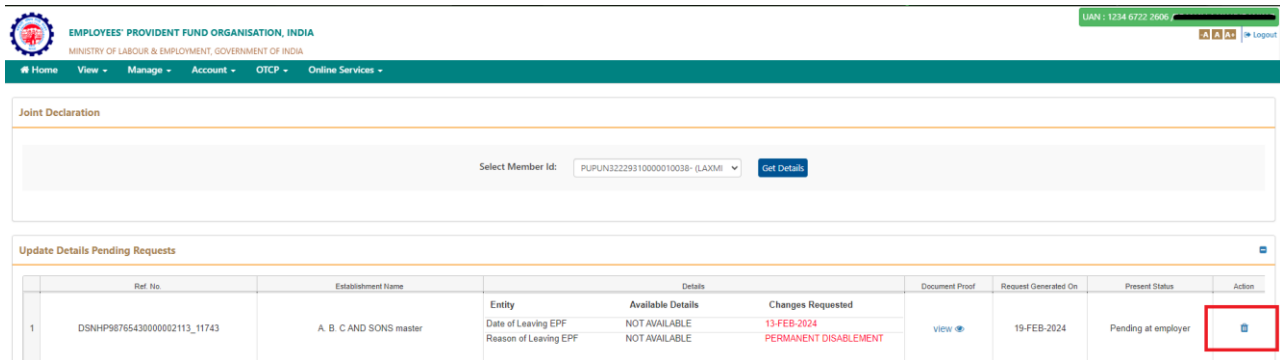
The screenshot shows the Employees' Provident Fund Organisation, India portal. At the top, there is a header with the organization's name and logo. Below the header, there is a navigation bar with links: Home, View, Manage, Account, OTCP, and Online Services. A green banner at the top right displays the UAN: 1234 6722 2606 and a Logout button. A green message box with a checkmark icon states "Changes requested saved successfully." Below this, there is a section titled "Joint Declaration" with a "Select Member Id:" dropdown menu showing "PUPUN32229310000010038- (LAXMI)" and a "Get Details" button. The "Update Details Pending Requests" tab is active, showing a table with the following data:

Ref. No.	Establishment Name	Details	Document Proof	Request Generated On	Present Status	Action
1 PUPUN32229310000010038_11681	LAXMI ENTERPRISE1	Entity Reason of Leaving EPS SUPERANNUATION Changes Requested RETIREMENT	view	15-FEB-2024	Accepted by employer → Pending at PUNE field office	

Page 1 of 1

Image-12

12. A pending request can be deleted by clicking on the bin icon in the Action columns under the tab **Update Details Pending Requests**. But note that it can only be deleted till it has not been processed by the employer.



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Home View Manage Account OTC Online Services

Joint Declaration

Select Member Id: PUPUN32229310000010038- (LAXMI) Get Details

Update Details Pending Requests


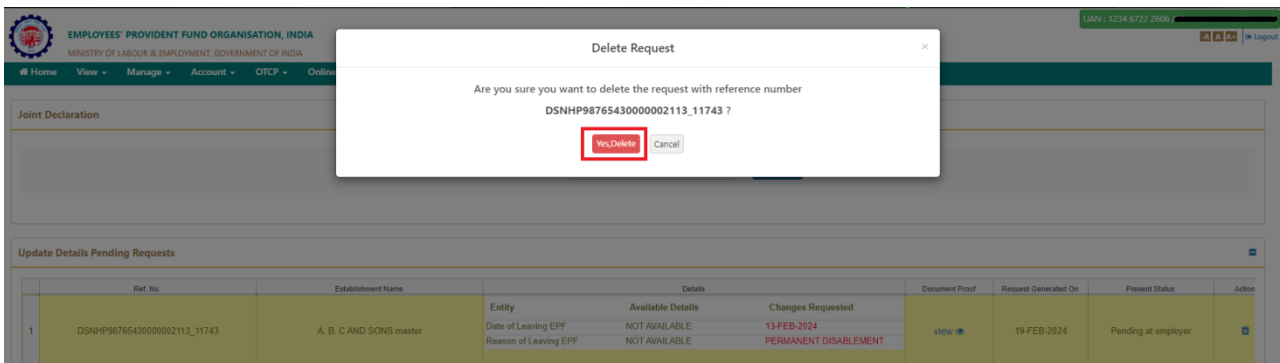
Ref No.	Establishment Name	Details			Document Proof	Request Generated On	Present Status	Action	
		Entity	Available Details	Changes Requested					
1	DSNHP9876543000002113_11743	A. B. C AND SONS master	Date of Leaving EPF Reason of Leaving EPF	NOT AVAILABLE NOT AVAILABLE	13-FEB-2024 PERMANENT DISABLEMENT	view	19-FEB-2024	Pending at employer	

Image-13



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
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UAN : 1234 6722 2606

Home View Manage Account OTC Online Services

Joint Declaration

Select Member Id: PUPUN32229310000010038- (LAXMI) Get Details

Update Details Pending Requests

Delete Request

Are you sure you want to delete the request with reference number DSNHP9876543000002113\_11743 ?

Yes, Delete Cancel


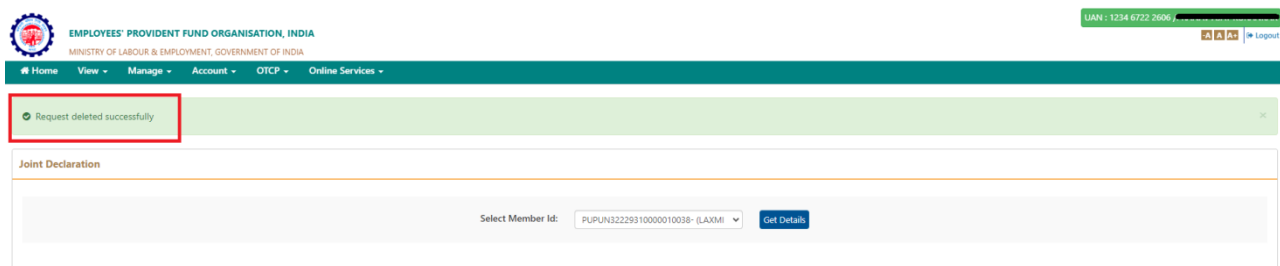
Ref No.	Establishment Name	Details			Document Proof	Request Generated On	Present Status	Action	
		Entity	Available Details	Changes Requested					
1	DSNHP9876543000002113_11743	A. B. C AND SONS master	Date of Leaving EPF Reason of Leaving EPF	NOT AVAILABLE NOT AVAILABLE	13-FEB-2024 PERMANENT DISABLEMENT	view	19-FEB-2024	Pending at employer	

Figure 14



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1234 6722 2606

Home View Manage Account OTC Online Services


Request deleted successfully

Joint Declaration

Select Member Id: PUPUN32229310000010038- (LAXMI) Get Details

Image-15

13. Finally when the request is processed at field office level or if it gets rejected at employer level, then it gets under the tab – **Update Details Processed Requests**. Under this tab all the previous request history which was approved/ rejected can be seen.



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**Joint Declaration**

Select Member Id: PUPUN32229310000010038- (LAXMI) [Get Details](#)

**Update Details Processed Requests**

Ref. No.	Establishment Name	Details	Document Proof	Request Generate	Present Status									
1	PUPUN32229310000010038_11461	<div> <div>LAXMI ENTERPRISE1</div> <table> <tr> <th>Entity</th> <th>Available Details</th> <th>Change</th> </tr> <tr> <td>Nationality</td> <td>NOT AVAILABLE</td> <td>BANGLA</td> </tr> <tr> <td>Marital Status</td> <td>UNMARRIED</td> <td>DIVORC</td> </tr> </table> </div>	Entity	Available Details	Change	Nationality	NOT AVAILABLE	BANGLA	Marital Status	UNMARRIED	DIVORC	<a href="#">view</a>	05-FEB-2024	Rejected by employer Remark - rejected
Entity	Available Details	Change												
Nationality	NOT AVAILABLE	BANGLA												
Marital Status	UNMARRIED	DIVORC												

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## ANNEXURE

**LIST OF ACCEPTABLE DOCUMENTS FOR GETTING CORRECTED / UPDATING THE  
PARAMETERS AS MENTIONED ABOVE.**

**Table-A (Name and Gender)**

<b>1. Name, 2. Gender</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Passport
2.	Death Certificate
3.	Birth Certificate
4.	Driving License
5.	Service photo identity card issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks
6.	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet issued by board/ University containing name and photograph
7.	Bank Pass Book having name and Photograph Cross Stamped by bank official
8.	PAN Card/ e-PAN
9.	Ration / PDS photo Card
10.	Voter ID/ e-Voter ID
11.	Pensioner Photo Card/Freedom Fighter Photo Card
12.	CGHS/ ECHS/ / Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card
13.	ST/ SC/ OBC certificate with photograph ST/ SC/ OBC certificate with photograph
14.	For Full name/first name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1st instance of the Full name/ first name change)
15.	Valid Visa along with Foreign Passport (valid only) issued in case of other Foreign Nationals

16.	Freedom Fighter Card having photo
17.	Copy of Person of Indian Origin (PIO) card issued by Government of India
18.	Copy of Overseas Citizen of India (OCI) card issued by Government of India
19.	Tibetan Refugee Card (Accompanied by one more ID)
20.	Other Supporting Document

### **Table-B (Date of Birth)**

<b>3. Date of Birth</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Birth Certificate issued by the Registrar of Births and Deaths.
2.	Marksheet issued by any recognized Government Board or University. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate containing Name and Date of Birth
3.	Certificate based on the service records of the Central/State Government Organizations.
4.	In the absence of proof of date of birth as above, Medical Certificate issued by Civil Surgeon after examining the member medically and supported with an affidavit on oath by the member duly authenticated by a Competent Court.
5.	Passport
6.	PAN by IT department
7.	Central/ State Pension Payment Order
8.	CGHS/ ECHS/ Medi-Claim Card issued by Centre/ State/ UTs Govts./ PSUs having Photo & Date of Birth
9.	Domicile Certificate issued by the Government
10.	Other Supporting Document



**Table-C (Father/Mother Name and Relationship)**

<b>4. Father/Mother Name, 5. Relationship</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Passport of Father/Mother
2.	Ration card/PDS Card
3.	CGHS/ECHS/ Medi-Claim Card with photo issued by Centre/ State Govts./ PSUs.
4.	Pension Card
5.	Birth Certificate issued by of Birth, Municipal Corporation and other notified local Government bodies like Taluk, Tehsil etc.
6.	Marriage Certificate issued by the Government
7.	Photo ID card issued by Central/ State Govt. like Bhamashah, Jan-Aadhaar, MGNREGA, ARMY Canteen card etc.
8.	Other Supporting Document

**Table-D (Marital Status)**

<b>6. Marital Status</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Marriage Certificate issued by the government
2.	Divorce Decree
3.	Passport
4.	Other Supporting Document

**Table-E (Date of Joining)**

<b>7. Date of Joining</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Employee register
2.	Attendance register
3.	Appointment letter or any other document as establishment maintain under any central or State labour act
4.	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory supported by ECR of the employee during the said period
5.	Other Supporting Document

**Table-F (Reason of Leaving)**

<b>8. Reason of Leaving</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Resignation letter
2.	Letter from establishment on their letter head clearly stating the reason of leaving supported by ECR of the employee during the said period
3.	Termination letter issued to employee
4.	Any document as establishment deems fit to establish exit reason of employee duly signed by the Employer or the authorized signatory of the establishment on their letterhead
5.	Other Supporting Document

**Table-G (Date of Leaving)**

<b>9. Date of Leaving</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Resignation letter/termination letter
2.	Experience certificate or any other document as establishment maintain under any central or State labour act
3.	Wage slip/salary slip/full and final letter
4.	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory
5.	Other Supporting Document

**Table- H (Nationality)**

<b>10. Nationality</b>	
<b>S. No.</b>	<b>Name of Document</b>
1.	Copy of passport
2.	Copy of Person of Indian Origin (PIO) card issued by Government of India
3.	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
4.	Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals
5.	Tibetan Refugee Card (Accompanied by one more ID)
6.	Other Supporting Document

**Table-I (Aadhar)**

<b>11. Aadhaar</b>	
<b>S. No.</b>	<b>Name of Document</b>
1	Aadhaar card/e-aadhaar card with linked active mobile phone