



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:

- 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.
- 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.
- 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.



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No. WSU/37(1)2019/DOB

Date: 3/4/20

To

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

Sub: Change of Date of Birth of EPF/EPs members.

Ref: 1) HO circular No. Pension-3/8/OR/2005/69869 dated 12.12.2006.
2) HO circular No. Pension-I/Instructions/Guidelines/2017/20225 dated 12.12.2017.

Sir,

Please refer to the above said subject.

2. In supersession of circulars cited above, in case of a dispute in the date of birth, **any** of the following documents may be accepted as valid proof of date of birth:

- Birth Certificate issued by the Registrar of Births and Deaths.
- Any school/education related certificate.
- Certificate based on the service records of the Central/State Government Organisations.
- Passport.
- Any other reliable document issued by a government department.
- 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.
- Aadhaar/e-Aadhaar: The change in date of birth shall be accepted as per Aadhaar/e-Aadhaar upto a maximum range of plus or minus three years of the date of birth recorded earlier with EPFO.

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

Yours faithfully,

Sanjay
(Sanjay Kumar)
Addl. CPFC