



कर्मचारी भविष्य निधि संस्थान
EMPLOYEES' PROVIDENT FUND ORGANISATION
भवन, 14, ब्रिक्वाड कामा प्लेस, नई दिल्ली-110066
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
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No: WSU/2022/Rationalisation_of_work_areas/Joint_Declaration/284 Date: 14.09.2023

To

14 SEP 2023

All ACC (HQ) Zones
All ACC Zonal offices
All Regional PF Commissioners
Office in charge of the Regions

Sub: SOP for processing of joint declaration of member profile updation in EPFO.

Ref: Head Office Circular No: WSU/2022/Rationalisation of work areas/Joint Declaration (E-54018)/3638 dated 22/08/2023

Madam/Sir,

Please refer to the subject and circular under reference.

2. In this connection, many references are being received from various field offices regarding SOP on Joint Declaration, as the functionality in the application software has not been developed as yet.
3. Since the IT tool is under development, the Joint Declarations may be taken in offline mode as well. Further, the instructions issued in the SOP under reference, such as Parameters, classification of changes, competent authority to approve changes and documentary proofs to be submitted by members at the time of submission of member profile correction, roles and responsibilities of officers/officials in the field offices, procedures, frequency of changes, authorities to attest the claims in case of closed establishment, timelines for completing the JD, monitoring mechanism and all other relevant directions shall be strictly adhered to.

MSKVV

MSKVV Satyanarayana
ACC(FA)

Copy to:

1. OSD to CPFC, FA and CAO, CVO, Director PDUNASS for information please.
2. All ACC (HQ)s Head Office, All(ACC)s Head Office, All RPFC's Head office.
3. IS division for development of functionality and further necessary action please.