



Ref. No. PERS/RULES/2021/-1340

DATE:-31.12.2021

(Circular 35 /2021)

Sub:- Filing of e-nomination for EPF and EPS

1. To ease the process of nomination in PF and EPS, EPFO has started the facility of e-nomination through EPFO website: <https://www.epfindia.gov.in>.
2. **Various benefits of filing nomination digitally are:-**
 - 2.1 It shall help in updating of nomination by the members anytime as per need.
 - 2.2 It shall help in online payment of PF, Pension and Insurance (EDLI) to eligible family members in case of death of members.
3. **The pre-requisites for filing e-nomination are:-**
 - 3.1 The employees shall have to activate their UAN, if not done already at the EPFO portal and link the activated UAN with Aadhaar.
 - 3.2 The Aadhaar should be linked with the mobile number on which the employee shall receive the OTPs w.r.t. e-nomination.
4. **Steps to be followed by the employees for filing e-nomination:-**
 - 4.1 Visit EPFO website : <https://www.epfindia.gov.in> >> Services >> For Employees >> Click 'Member UAN/Online Services'.
 - 4.2 Login with 'UAN and Password'.
 - 4.3 Select 'E-Nomination' under 'Manage Tab'.
 - 4.4 'Provide Details' Tab will appear on screen. Click 'Save'.
 - 4.5 Click 'Yes' to update Family Declaration.
 - 4.6 Click 'Add Family Details'. (More than one nominee can be added)
 - 4.7 Click 'Nomination Details' to declare total amount of share. Click 'Save EPF Nomination'.
 - 4.8 Click 'E-Sign' to generate OTP. Submit 'OTP' sent on mobile number linked with Aadhaar.
5. All the employees are thus requested to file their e-nomination latest by 31.01.2022 by visiting the EPFO website.
6. After filing the e-nomination, the employee is required to take print out (2 copies) of the PDF file generated, sign and submit the same to the concerned SPE who shall file one copy in the personal records of the employee and send the other to F & A (PF) section.

This issues with the approval of Competent Authority.


31/12/2021

Richa Kunal

Sr.Manager(Pers-Rules & CGM(Personnel)'s Sectt

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