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**SJVN LIMITED**  
**Corporate HR DIVISION**  
**SHANAN, SHIMLA-6**

**Our Shared Vision – 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040**

SJVN/CHQ/HR/Policy/15(30/44)/ 2023- 10071

Dated: 22.03.2023

**CIRCULAR**

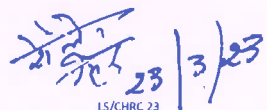
**Sub: Employee Pension Scheme, 1995 – Joint Option to be exercised by Employee and Employer in pursuance to Hon'ble Supreme Court judgment.**

- Ref:-**
- 1) SJVN Circular No. SJVN/CHQ/HR/Policy/15(30/44)/2023/9930 dt. 06.01.2023
  - 2) SJVN Circular No. SJVN/CHQ/HR/Policy/15(30/44)/2023/9943 dt. 13.01.2023
  - 3) SJVN Circular No. SJVN/CHQ/HR/Policy/15(30/44)/2023/9999 dt. 10.02.2023
  - 4) EPFO Order No. Pension/2022/50259/16541 dated 20.02.2023
  - 5) SJVN Circular No. SJVN/CHQ/HR/Policy/15(30/44)/2023/10014 dt. 23.02.2023

1. This has reference to SJVN Circulars issued on Employee Pension Scheme, 1995 subsequent to Hon'ble Supreme Court judgment dated 04.11.2022 in the matter of Special Leave Petition CCS Nos. 8658-8659 of 2019. EPFO vide Order No. Pension/2022/56259/16541 dated 20.02.2023 has notified instructions in compliance of orders contained in Para 44(iii) & (iv) read with Para 44(v) of Hon'ble Supreme Court judgment dated 04.11.2022 in the matter of Special Leave Petition (C) Nos. 8658-8659 of 2019.
2. In pursuance to aforesaid EPFO order no. Pension/2022/56259/16541 dated 20.02.2023, existing/separated employees who were members of the Employees' Pension Scheme (EPS) before 01.09.2014 and continued to be a member on or after 01.09.2014 and did not opt for higher pension under the EPS 95 scheme are eligible to apply for higher pension and they shall have to execute fresh joint option online
3. EPFO has enabled the URL for exercising this joint option under EPS 95 for higher pension, which can be directly accessed using the following link:

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

As per the joint option format at EPFO portal, employees/ex-employees are required to attach documentary proof of compliance under Para 26(6) of EPS 95 scheme. Since SJVN has an exempted PF Trust and PF deduction is done on actual wages for all employees, with SJVN also contributing the employer's share on actual wages and depositing required administrative or inspection charges with EPFO, hence, provision 26(6) of EPF & MP Act 1952 is deemed to be complied with, for which we are providing a certification stating deemed compliance of Para 26(6) of the EPS scheme as "Certificate w.r.t. compliance of Para-26(6) of the Employees Provident Fund Scheme, 1952 for contribution to Provident Fund on salary above the statutory wage ceiling". However, this certificate is subject to acceptance by EPFO and any clarification/guideline/circular issued by EPFO from time to time.

  
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## SJVN LIMITED

### Corporate HR DIVISION

### SHANAN, SHIMLA-6

**Our Shared Vision – 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040**

The details/documents which shall be uploaded while submitting the Joint Option Form online are as below:-

Details & Document to be uploaded as per EPFO		Action Required by Employees/ Documents to be uploaded
<p>a) Whether employer's contribution was received on wages exceeding statutory wage ceiling of ₹5000 in EPF prior to 01.06.2001 from the day his salary exceeded ₹5000? (applicable only if date of joining is prior to 01.06.2001)</p>	<p style="text-align: center;"><b>Yes/No</b></p> <p><b>If Yes - Please attach permission under para 26(6) of EPF Scheme.</b> *Only PDF file of size 250 KB is allowed.</p>	<ul style="list-style-type: none"> <li>➤ 'Yes' is to be opted if date of joining is prior to 01.06.2001.</li> <li>➤ Upload "Certificate w.r.t. compliance of Para-26(6) of the Employees Provident Fund Scheme, 1952 for contribution to Provident Fund on salary above the statutory wage ceiling".</li> </ul> <p>Beside above certificate, employees/ex-employees may also attach pay slip for the month of August, 2014 and Sept. 2014 or EPF slip for FY 2014-15.</p>
<p>b) Whether employer's contribution was received on wages exceeding statutory wage ceiling of ₹6500 in EPF prior to 01.09.2014 from the day his salary exceeded ₹6500? (applicable only if date of exit is on/after 01.06.2001) *</p>	<p style="text-align: center;"><b>Yes/No</b></p> <p><b>If Yes - Please attach permission under para 26(6) of EPF Scheme.</b> *Only PDF file of size 250 KB is allowed.</p>	<ul style="list-style-type: none"> <li>➤ 'Yes' is to be opted.</li> <li>➤ Upload "Certificate w.r.t. compliance of Para-26(6) of the Employees Provident Fund Scheme, 1952 for contribution to Provident Fund on salary above the statutory wage ceiling".</li> </ul> <p>Beside above certificate, employees/ex-employees may also attach pay slip for the month of August, 2014 and Sept. 2014 or EPF slip for FY 2014-15.</p>
<p>Whether member wants to use accumulation available in his / her PF account for payment of due contribution for this option?*</p>	<p style="text-align: center;"><b>Yes/No</b></p> <p><b>If Yes - How much is the PF account balance on the date of filing option?*</b></p> <p><b>Please upload documentary proof such as Account Slip / pages of the Passbook etc.</b></p> <p>*Only PDF file of size 250 KB is allowed.</p>	<p>a) Existing Employees to select 'Yes' and enter the amount as reflected on EPF slip. They shall upload the EPF Slip which shall be downloaded from Trust Section on SAP ESS.</p> <p>c) Ex-employees would put 'No' option, as there is no accumulation available in his/her PF Account on account of settlement at the time of their Superannuation / Separation.</p>
<p>Whether member is giving undertaking to deposit the contribution along with interest due till</p>	<p style="text-align: center;"><b>Yes/No</b></p> <p><b>If Yes - Please upload documentary proof</b></p>	<p>a) 'Yes' is to be opted by employees having Insufficient balance in EPF account and by all ex-employees.</p>

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**SJVN LIMITED**  
**Corporate HR DIVISION**  
**SHANAN, SHIMLA-6**

**Our Shared Vision – 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040**

date of payment through his last employer [only when PF account has no/insufficient balance]? *	*Only PDF file of size 250 KB is allowed.	b) The “Undertaking cum indemnity” Format is enclosed, which is to be filled and is to be uploaded.
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The “Step-by-Step Procedure” and “Important Guidelines to submit the online joint option for higher pension on EPFO website” are enclosed at **Annexure-1 and Annexure-2** respectively.

4. As per the EPFO website, the last date for exercising the joint option has been extended up to **03/05/2023**. However, after exercising the joint option for availing pension on higher wages by eligible EPS-95 members, Employer (SJVN Limited) has to verify and validate details in respect of each opting member and considering the quantum of work involved at SJVN’s end as well as the anticipated heavy load on EPFO website/URL, this exercise would require considerable time. Hence, all existing/separated Members of EPS 95 who were/have been members of the Employees’ Pension Scheme (EPS) before 01.09.2014 and continued to be a member on or after 01.09.2014 and did not opt for higher pension under the EPS 95 may submit their Joint Option online on or before **15.04.2023 positively**, in order to enable SJVN to complete the online submission process to EPFO.

**Note:** Members opting for “Joint Option Form” should carefully read the declaration / undertakings given by them, which are available whilst submitting Online Option Form and shall also consider all further Circulars and clarifications as shall be provided by EPFO till closure date of Joint Option on EPFO site.

Further, it is to note that, submission of online Joint Option form does not confer any right on any member for enhanced pension, since the authority to sanction/disburse/revise the pension under EPS 95 is Employees’ Provident Fund Organisation.

This issues with the approval of Competent Authority.

  
(Shallinder Singh)  
HOD (HR)

**Encl: As above**

**Distribution Through e-mail :**

1. CMD
2. D(P)/D(F)/D(E)/CVO
3. All CEOs/HOPs/HODs/Location Incharge(s) - for information of all employees under them.
4. SJVN Intranet/SJVN Retired Employee Corner



## एसजेवीएन लिमिटेड

(भारत सरकार और हिमाचल प्रदेश सरकार का संयुक्त उपक्रम)

### SJVN LIMITED

(A Joint Venture of Govt. of India and Govt. of Himachal Pradesh)

**Certificate w.r.t. compliance of Para-26(6) of the Employees Provident Fund Scheme, 1952 for contribution to Provident Fund on salary above the statutory wage ceiling.**

This is to certify that SJVN Limited, is a Central Public Sector Undertaking (CPSU) under the administrative control of the Ministry of Power, Government of India.

To extend the benefit of Provident Fund to its employees, SJVN Ltd. has set up a centralised Provident Fund Trust (PF Trust) at Shimla by the name of SJVN EPF Trust, Registered under the name of NJPC Ltd – EPF Trust w.e.f 01.06.1991. The PF Trust is also a recognised Provident Fund under the Income Tax Act, 1961. The PF Trust is managed by the Board of Trustees consisting representatives of Employer's and Employee's.

The establishment is registered with Employee Provident Fund Organisation (EPFO) with establishment code no: HP/SML/18116 and is covered under the jurisdiction of Regional Provident Fund Commissioner (RPFC), Shimla.

The establishment has been granted exemption u/s 27 A of the Employees' Provident Funds Scheme, 1952 framed under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 by the Ministry of Labour & Employment, Government of India vide notification no: S-35015/102/2014-SS.II dated: 22<sup>nd</sup> June, 2015. The said exemption is with effect from 01.06.1991.

Provident Fund of all employees of the establishment are maintained at SJVN EPF Trust, Registered under the name of NJPC Ltd – EPF Trust, Shimla. Rules of the PF Trust have been approved by the EPFO & GOI at the time of grant of exemption u/s 27A. As per clause 30 of the EPF Trust Rules, member's contribution to the Provident Fund is payable @12% of the member Salary i.e. Basic wages and Dearness Allowance (including the cash value of any food concession) and retaining allowance if any or stipend in case of members undergoing training and the Employer also makes matching contribution @12% of member Salary. However, contribution to Employees Pension Scheme, 1995(EPS-95) was remitted to the EPFO @8.33% of the salary limited to the statutory wage ceiling as prescribed from time to time.

All employees of SJVN Ltd. are mandatorily enrolled as Member of the Provident Fund Trust irrespective of the Salary being drawn by them and there is no excluded employee in the Company as defined in Para- 2(f)(ii) of the EPF Scheme, 1952. SJVN Ltd. is also remitting administrative/inspection charges to EPFO at prescribed rate on actual salary drawn by its employee and not on the statutory PF wages. This has also been verified by the EPFO officials during annual compliance audit and special audit, as and when conducted/ordered by EPFO.

Accordingly, it is hereby certified that all employees of SJVN Limited are fulfilling the requirement of para 5(i) of the EPFO Circular no:Pension/2022/56259/16541 dated 20.02.2023 i.e. contribution to Provident Fund on salary exceeding the prevailing wage ceiling as per para-26(6) of the EPF Scheme and are eligible to exercise joint option under erstwhile para 11(3) & existing para 11(4) in line with the EPFO Circular No. Pension/2022/58259/16541 dated 20.02.2023 issued in compliance of the order contained in para 44(iii) & (iv) read with Para 44(v) of the Hon'ble Supreme Court judgement dated 04.11.2022 in the matter of SLP( C ) No: 8658-8659 of 2019.

This certificate is being issued to enable employees to submit their option on the EPFO portal which will be forwarded by SJVN Ltd. to the EPFO after verification.

बैलेन्द्र सिंह  
मुख्य महाप्रबंधक/विभागाध्यक्ष (मा. सं.)  
एसजेवीएन लि., निगमित मुख्यालय  
शक्ति सदन, शानान, शिमला -6 (हि.प्र.)  
23/03/23

**UNDERTAKING CUM INDEMNITY**

Name: \_\_\_\_\_, Employee No:\_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Date of joining in SJVN (DD/MM/YYYY)\_\_\_\_\_

UAN:\_\_\_\_\_, PF Account No:\_\_\_\_\_EPS A/c no:\_\_\_\_\_

I certify that above mentioned particulars are true and correct to the best of my knowledge and information.

I am an employee/ex-employee of SJVN Limited and I am exercising option under erstwhile para 11(3) & existing para 11(4) of the EPS-95 as per the Hon'ble Supreme Court judgement dt. 04.11.2022 in the matter of SLP ( C ) No: 8658-8659 of 2019 about Employees' Pension Scheme, 1995(EPS-95) and EPFO Circular No. Pension/2022/56259/16541 dated 20.02.2023.

I hereby submit that I have withdrawn my Provident Fund from SJVN EPF Trust, Registered under the name of NJPC Ltd – EPF Trust or balance in my provident fund may be insufficient to pay due arrears of contribution on my actual salary from the date of joining EPS-95 with applicable interest into the Pension Fund with EPFO.

I hereby undertake to pay due amount of arrears of contribution and interest at applicable rate upto the last date of the month in which payment is made in a single tranche within the timeline prescribed by the SJVN Ltd. in this regard, for remittance to EPFO, on time.

I understand that if I fail to deposit the full amount payable by me with SJVN Ltd. being my last employer within such period as may be directed in line with the EPFO guidelines in this regard, my joint option under erstwhile para 11(3) & existing para 11(4) of the EPS-95, shall be liable to be treated as Null and Void.

I understand that based on my undertaking, my joint option shall be forwarded by my employer along with undertaking of the Trustees of NJPC Ltd – EPF Trust and I hereby undertake to indemnify SJVN Limited and Trustees of NJPC Ltd – EPF Trust in case any liabilities arises on or any loss is suffered by SJVN Limited and /or Trustees of NJPC Ltd – EPF Trust due to my failure to deposit due amount of contribution with applicable interest with SJVN Ltd. for remittance to EPFO within the time line as may be prescribed by EPFO in this regard.

I am aware that in case of false declaration and wilful misrepresentation, appropriate action as considered may be taken against me by SJVN Limited/and or EPFO.

Date:

Signature

Place:

Name:

# STEP BY STEP PROCEDURE

## STEP-1

Open URL: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

## STEP-2

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

Universal Account Number (UAN)  
MEMBER e-Sewa

G20  
भारत 2023 INDIA

वसुधैव कुटुम्बकम्  
ONE EARTH • ONE FAMILY • ONE FUTURE

Dear EPF Members !!

**advance claim.**

- Important notice about Aadhaar linking. [Click here](#)
- Benefits for Unorganised workers registering on a SHRAM portal. [Click here](#)
- Kind attention Members. Now Aadhaar is mandatory for filing ECA. [Click here](#)
- Important notice about EDLI. [Click here to read](#)
- Important notice about Bank Account Linking with UAN. [Click here to read](#)

EPFO NEVER ASKS YOU TO SHARE YOUR PERSONAL DETAILS LIKE AADHAAR, PAN, BANK DETAILS ETC OVER PHONE.  
EPFO NEVER CALLS ANY MEMBER TO DEPOSIT ANY AMOUNT IN ANY BANK.  
PLEASE DO NOT RESPOND TO SUCH CALLS.

Benefits

- Download/Print your...
- Download/Print your UAN Card.
- Update your KYC information.

Important Links

- Pension on Higher Salary: Exercise of Joint Option under para 13(3) and para 10(4) of EPS-1995 on or before 31.05.2025. **NEW**
- Pension on Higher Salary: Online application for validation of Joint Option
- Activate UAN
- Know your UAN
- Direct UAN Allotment by Employees
- Death claim filing by Beneficiary
- UAN Allotment for existing PF

## STEP-3

unifiedportal-mem.epfindia.gov.in/memberinterface/index.jsp

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

Unified Member Portal / Pension On Higher Wages

Exercise of joint option for the Employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to para 13(3) of EPS-1995

[Click Here](#)

**Click Here**

**INSTRUCTIONS FOR UAN BASED**

- The following information being entered should be as per EPFO records
- UAN of member
- Member's Aadhaar number, Name and Date of birth should be as available in EPFO records
- Member should have a valid Aadhaar linked mobile number which is as per UIDAI records.

Contact Us ? FAQs

© 2015. Powered by EPFO. Sd. 04 Mar 2023 (V. 1.0.0)

This site is best viewed at 1024 x 1080 resolution in Mozilla Firefox 58.0+

## STEP-4

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

Registration request for exercising of Joint options under para 11(3) and 11(4) of EPS-1995 Home

**1**

GET AUTHORIZATION  
PIN

**2**

VALIDATE USER

**3**

SUBMIT APPLICATION

**4**

ACKNOWLEDGEMENT  
NUMBER GENERATED

Fill Details

UAN *	<input type="text" value="Enter UAN"/>	←
Name *	<input type="text" value="Enter Name"/>	←
Date of Birth *	<input type="text" value="DD, MM, YYYY"/>	←
AADHAAR *	<input type="text" value="Enter Aadhaar"/>	←
Aadhaar Linked Mobile Number *	<input type="text" value="Enter Aadhaar linked mobile"/>	←
Captcha *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; font-family: monospace; font-size: 0.8em;">L 4 9 6</div> <input type="text" value="Enter Captcha"/>	

**Tick Here**

I hereby give my consent for OTP based Aadhaar authentication for establishing my identity for the purpose of exercising joint option under para 11 (3) and 11 (4) of EPS, scheme.  
मैं इस प्रकार योजना के पैरा 11(3) और 11(4) के तहत संयुक्त विकल्प के उपयोग के उद्देश्य से अपनी आधार सत्यापित करने के लिए अंतिमी उपभोक्ता द्वारा प्रमाणिकरण के लिए अपनी सहमति देता हूँ।

Get OTP Cancel

## STEP-5

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

**1**

GET AUTHORIZATION  
PIN

**2**

VALIDATE USER

**3**

SUBMIT APPLICATION

**4**

ACKNOWLEDGEMENT  
NUMBER GENERATED

**Pension On Higher Wages Application Form**

**Joint Option Form**

**[From the Employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to para 11(3) of EPS-1995]**

To be exercised by eligible members of EPS-1995 on or before 03rd May, 2023 in accordance with para 44(iv) read with Para 44(v) of the order dated 4.11.2022 of the Hon'ble Supreme Court in SLP No. 8658-8659 of 2019.

**Tick Here**

**Disclaimer**

I have gone through Supreme Court Judgement dated 04.11.2022 in SLP (C) No.8658-8659 of 2019 and I am registering this joint option in terms of directions contained in the said judgement. I undertake that the pension will be calculated subject to formula determined under the Scheme for this purpose.

# STEP-6



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

## UAN Details

UAN		AADHAAR	
Name		Date Of Birth	
Gender		Father's/Spouse Name	
Aadhaar Linked Mobile Number		PPO Number (if any)	N.A.
PPO Date	N.A.	EPFO Regional Office by which PPO was issued	N.A.

## Service Details

Member ID *	DOJ FPS	DOE FPS	DOJ EPS	DOE EPS
	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

Add Row

## Member Details

Add previous employer details, if applicable (by adding row)

Email Id *	Enter Email Id		
Aadhaar Linked Bank Account Number *	Bank Account Number	IFSC Code *	IFSC Code

Add details

# STEP-7



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Upload the documents as applicable

## Joint Option & Contribution Details

Whether employer's contribution was received on wages exceeding statutory wage ceiling of ₹5000 in EPF prior to 01.06.2001 from the day his salary exceeded ₹5000? (applicable only if date of joining is prior to 01.06.2001) \*  Yes  No

Please attach permission under para 26(G) of EPF Scheme. \* Only PDF file of size 250 KB is allowed.

Attach certificate by employer

Browse... No file selected.

Whether Employer's contribution was received on wages exceeding statutory wage ceiling of ₹6500 in EPF prior to 01.09.2014 from the day his salary exceeded ₹6500? (applicable only if date of exit is on or after 01.06.2001) \*  Yes  No

Please attach permission under para 26(G) of EPF Scheme. \* Only PDF file of size 250 KB is allowed.

Attach certificate by employer

Browse... No file selected.

Whether member wants to use accumulation available in his / her PF account for payment of due contribution for this option? \*

Yes  No

How much is the PF account balance on the date of filing option? \*

Enter PF amount and attached EPF slip

Amount

Please upload relevant documentary proof such as Account Slip / pages of the Passbook etc. \* Only PDF file of size 250 KB is allowed.

Browse... No file selected.

Whether member is giving undertaking to deposit the contributions along with interest due till date of payment through his last employer [only when PF account has no/insufficient balance]? \*

Yes  No

Please upload relevant documentary proof \* Only PDF file of size upto 250 KB is allowed.

Attach undertaking

Browse... No file selected.

Ensure to attach certificate by employer and undertaking in desired format  
Any deviation in certificate shall not be accepted  
Any deviation in undertaking will be analysed on case-to-case basis  
Ensure PF balance is correctly entered

## STEP-8

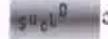
Declaration

1. I hereby declare that I have read and understood the judgement in SLP (C) No.8658- 8659 of 2019 dated 04-11-2022 of the Hon'ble Supreme Court and I am exercising this joint option in terms of the directions contained in the said judgement.
2. I understand and agree that as a member of the Employees' Pension Scheme, my rights to claim pension are limited to the scope of judgement and within the EPF & MP Act, 1952 and the Schemes framed thereunder.
3. I further understand that the Central Government is empowered to amend the scheme as it may deem fit.
4. I do hereby agree that the details of contribution and interest given by my employers are essential for the computation of dues payable for this application, and this is the full and final submission.
5. I hereby undertake that the service details in the above form are correct and no material fact has been misrepresented or hidden by me.
6. I hereby agree to pay due contribution in a single tranche as specified by EPFO, along with interest at rates declared under Para 60 of EPF Scheme 1952 or at the rate declared by the concerned trust of such establishment, from time to time, whichever is higher, if any.
7. I hereby jointly opt along with my employer to pay full amount of contribution on salary exceeding wage ceiling under erstwhile para 11(3) (since deleted) and Para 11(4) of EPS 95 along with interest up to the last date of the month in which payment is made, in accordance with the judgement dated 04.11.2022 of the Hon'ble Supreme Court through my last employer within such period as may be directed by EPFO after verification of my joint option. If the full amount payable is not deposited by my last employer within such period as may be directed by EPFO after verification of my joint option, this joint option shall be liable to be treated as Null and Void.
8. I undertake that all the facts are true. If the details submitted by me or my employer are found to be incorrect at any point of time, this joint option shall be treated as Null and Void.
9. I am aware that in case of false declaration and willful mis-representation, appropriate penal action may be taken by EPFO against me.

Place \*

I agree.

Captcha\*



[Save as Draft](#) [Submit Application](#)

Submit the application

## STEP-9

**Save Acknowledgement Number for future reference**

**IMPORTANT GUIDELINES TO SUBMIT THE ONLINE JOINT OPTION FOR  
HIGHER PENSION ON EPFO SITE**

- 1) All employees / ex-employees must login at EPFO portal/ URL at:  
<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- 2) Joint option is applicable for SJVN employees who have superannuated from SJVN w.e.f. Sept. 2016 and onwards.
- 3) Employee should have a valid adhaar linked mobile number for validating the application. Only in those cases where adhaar is linked to UAN employee/ex-employee can apply online.  
In case of error message "NO DETAILS FOUND AGAINST UAN", send mail at [eps95.sjvn@gmail.com](mailto:eps95.sjvn@gmail.com) with details as-Name, Emp. No. & copy of adhaar card. In case of name mismatch in UAN and adhaar, a Joint declaration form with copy of adhaar card, pan card, school certificate, passport copy, etc. is required to be sent to above mail for onward submission to PF office.
- 4) When the member logs in through UAN and moves ahead in the online portal as per the steps illustrated in the "Step by Step Procedure Document", on reaching step 6, in service details, member id for the current employer shall get automatically reflected and employees/ex-employees shall fill in the details w.e.f date of becoming member of FPS (Family Pension Scheme applicable till 15.11.1995), EPS-95 (Employee Pension Scheme 95 applicable w.e.f. 16.11.1995 onwards) and date of exit from FPS and EPS.  
The similar details of previous employer are to be added by adding rows for each EPS code. (shall be applicable only for those employees/ex-employees who have worked in other organizations prior to joining SJVN).
- 5) (a) Such employees / ex-employees who have worked in other organizations prior to joining SJVN, need to fill in FPS/EPS code of the previous organization with details of date of joining and exit.  
For above, such Employees/ ex-employees shall contact their previous employer/employers for getting details as EPS no., date of entry, date of exit for the period of their stay in that organization.  
(b) While the details at (a) above are to be filled in online EPFO portal, simultaneously in such cases, employees need to arrange to send from previous organization through official mail or through hard copy on Company letter head the following details at the earliest to [eps95.sjvn@gmail.com](mailto:eps95.sjvn@gmail.com) to enable SJVN verify the previous employment details online before the last date of closure of portal that is 03.05.2023:

Name of Member/Employee	
FPS-71 code (if applicable)	
EPS-95 code	
Date of Entry	
Date of exit	

- 6) In step 7 of "Step by Step Procedure Document", under the head "Attach Certificate by Employer" document enclosed as "Certificate w.r.t. compliance of Para 26(6) of the Employees Provident Fund Scheme, 1952 for contribution to Provident Fund on salary above the statutory wage ceiling" is to be uploaded. Beside above certificate, employees/ex-employees may also attach pay slip for the month of August, 2014 and Sept. 2014 or EPF slip for FY 2014-15. Certificate and pay slip/EPF slip must be merged into one document of size > 250KB for uploading the same at EPFO portal.
- 7) In step 7 of "Step by Step Procedure Document", under the head "Enter PF Amount and attached EPF slip", PF amount as per latest EPF slip shall be entered. The latest EPF slip shall be downloaded from ESS for existing employees and shall be uploaded here.
- 8) In step 7 of "Step by Step Procedure Document", under the head "Attach Undertaking", document enclosed as "Undertaking cum Indemnity" is to be duly signed by respective employee/ex-employee and then uploaded. This shall however be executed only by those employees who are having insufficient EPF balance and by all ex-employees.
- 9) On submission the acknowledgement as shall be generated shall be saved for future reference.

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