

EPFO Circular

1. In the light of directions received from the Ministry of Labour & Employment, to ensure that all eligible employees benefit from the Employment Linked Incentive (ELI) Scheme announced in Union Budget 2024-25, UAN activation and AADHAAR seeding in Bank Account of each employee are mandatory.

2. Every subscriber of EPFO is required to have an AADHAAR linked Universal Account Number (UAN) which needs to be activated by creating login on the Member Portal for availing a number of facilities through a single window. Such facilities include the ability to view and download PF passbooks; submit online claims for withdrawals, advances, or transfers; update personal details and track the status of claims in real time.

3. The activation process is straightforward and can be completed using an Aadhaar-based OTP (One-Time Password) by following the steps given below:

- i. Go to EPFO Member Portal.
- ii. Click on the "Activate UAN" link under "Important Links".
- iii. Enter your UAN, Aadhaar number, name, DOB, and Aadhaar-linked mobile number.
- iv. Employees should ensure their mobile number is Aadhaar-linked to access the full range of EPFO's digital services.
- v. Agree to Aadhaar OTP verification.
- vi. Click "Get Authorization PIN" to receive an OTP on your Aadhaar-linked mobile number.
- vii. Enter the OTP to complete the activation.
- viii. A password will be sent to your registered mobile number upon successful activation.

4. Further, for availing the benefits of any Direct Benefit Transfer (DBT) Scheme, the Bank Account number of the beneficiary is required to be seeded with AADHAAR so as to credit the benefits directly into the beneficiary's bank account.

5. Since, the benefits under ELI Scheme, will be disbursed through DBT to eligible employees, Employers are urged to ensure UAN activation and AADHAAR seeding in Bank Account by 30th November 2024, in respect of all their employees who have joined in the current financial year, starting with the latest joiners. The concerned EPFO offices may kindly be contacted for necessary guidance in this matter, if required.

6. EPFO remains committed to providing social security and retirement benefits to millions of employees across India. By enhancing accessibility through its online service portal, EPFO continues to improve ease of use and operational efficiency.