



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)



(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय / Head Office

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File No. Compliance/SOP(DSC)/2022/5550

Date : 10 OCT 2024

To,

All OICs of the Zones,
All OICs of the Regions,
All OICs of the District Offices

Sub: Guidelines for processing of Digital Signature Certificate (DSC) / E-Sign requests submitted by an employer – reg.

Ref: Circular No. Coord/40(24)2010/DPG Review Meeting/485 dt. 11.12.2015
Circular No. Coord/40(24)2010/DPG Review Meeting/27362 dt. 25.03.2014

Madam / Sir,

May please refer the subject mentioned above. The use of Digital Signature Certificate (DSC) was made mandatory vide the above mentioned orders issued by the Central PF Commissioner. It was ordered therein, that at least one DSC of the employer or authorised signatory of the establishment be registered with the EPFO. Subsequently, as part of the e-Governance initiative, the use of E-Sign was also allowed by the EPFO. DSC / E-sign is utilised for authentication of establishment related documents and submission of statutory returns related to ownership. As such, the use of DSC / E-sign impacts the interests of all stakeholders and any misuse bears legal ramifications for the employer.

2. An online process for submission of a DSC / E-Sign request letter (hereinafter 'the request letter') has already been provided by the IS Division in the establishment login

on Unified portal. Three specimen signatures of the intended signatory are to be obtained on the request letter and countersigned and stamp marked by the employer of the establishment. Therefore, an up-to-date and completely filled Form 5A (return of ownership) is a sine-qua-non for the processing of any such request letter.

3. Additionally, the Name and Mobile number of the intended signatory are to be entered for the registration of a DSC.

4. Following guidelines are hereby prescribed for the field office before processing any request letter:

- i. The DSC / E-sign must be on the letter head of the establishment concerned only.
- ii. Three specimen signatures of the proposed signatory must be placed at the designated space on the request letter.
- iii. DSC / E-Sign request letter must be properly countersigned by the Employer whose name must be legibly placed below the signature. The name should be confirmed from the employer details mentioned in the Form 5A of the establishment.
- iv. DSC / E-Sign request letter must be duly stamped with the seal of the employer.
- v. Depending on the type of intended signatory, Employer himself / Authorised, the following identity credentials of the signatory must be accompanied with the request letter –

For an Employer - Aadhar bearing the address and photograph of the signatory,

A person to be authorized by the employer - UAN Card bearing Photograph / Aadhar bearing the address and photograph of such person.

- vi. The DA at the Field Office shall be required to verify the validity of the Aadhar submitted with the DSC / E-Sign request letter using the following link: <https://myaadhaar.uidai.gov.in/check-aadhaar-validity/en> The same can be accessed using the following path -

<https://uidai.gov.in/>>>My Aadhar >> Aadhaar Services >> Check Aadhaar Validity (Refer Annexure – I)



- vii. An up-to-date Form 5A must be available in the establishment profile or else accompany the DSC / E-Sign request letter. In the absence of form 5A, the request letters should be rejected.
 - viii. Every DSC / E-Sign approval request generated through portal has a reference Letter Number mentioned on it. The uploaded DSC / E-Sign request letter must bear the appropriate reference number. A previously rejected letter must not be loaded again by the employer.
 - ix. It must be ensured that only the employer of the establishment authorizes / re-authorizes a signatory.
5. In view of the sensitive nature of the usage of a DSC / E-Sign, the above guidelines are hereby issued for strict compliance while processing request letters submitted by the employers. Any DSC / E-Sign request should be objectively processed within fifteen (15) working days of receipt of such request.

Role and Timeline matrix :-

Level	No. working of days
DA	T+5
APFC / RPFC-II	T+15

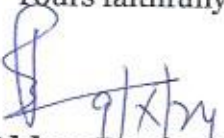
6. Until the process of submission of request letters is modified and instructions are revised, every DSC/E-Sign request letter, UAN Card with photograph and /or Aadhar of the signatory, up-to-date Form 5A bearing the sign and seal of the employer may be obtained as a combined pdf for the perusal and verification by the field office.
7. Once the DSC / E-Sign of the employer is approved, the submission of electronic Form 5A is also to be ensured.
8. All officials must adhere to the instructions / guidelines and timelines stated above for objective and reasoned processing of the DSC / E-Sign requests.
9. Further, the employers may also be sensitised and apprised accordingly to adhere to the above stated requirements for smooth and quick processing of the DSC / E-Sign requests.

10. Since any person authorised by the employer to act on behalf of her/him fulfills various duties under the Act/Schemes, the employer under the Act as well as the authorised person shall be jointly and severally liable for any loss/damage caused due to misuse of an approved DSC / E-Sign on behalf of the establishment.

[This issues with the approval of the Competent Authority]

Encl. As above.

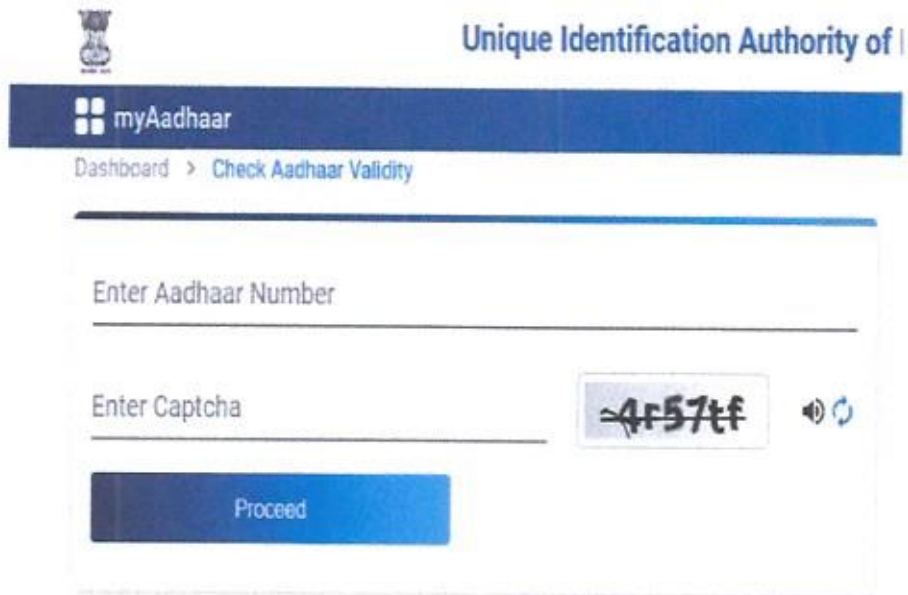
Yours faithfully


(Abhay Ranjan)

Addl. Central PF Commissioner(Compliance)

ANNEXURE-I

(i)



Unique Identification Authority of India

myAadhaar

Dashboard > Check Aadhaar Validity

Enter Aadhaar Number

Enter Captcha

4r57tf

Proceed

(ii)



Unique Identification Authority of India

myAadhaar

Dashboard > Check Aadhaar Validity

9 1 Exists

Aadhaar Verification Completed

Age Band	30-40 years
Gender	MALE
State	Uttar Pradesh
Mobile	*****266

9/1/24