



J. D. BIRLA INSTITUTE

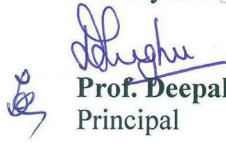
(Affiliated to Jadavpur University)
Accredited with 'A' grade by NAAC (in 2010)
DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT


14th August, 2021

NOTICE

All teaching & non-teaching staff members (barring Group-D) of the Management Campus are hereby requested to update the provisions of their e-nomination filing for EPF / EPS through online mode. A process flow chart is attached for your ready reference.

For any assistance in relation to the above matter, you may contact the Accounts Office.


Prof. Deepali Singhee, Ph.D
Principal



श्रम एवं रोजगार मंत्रालय
Ministry of Labour & Employment
सर्वे सार्व (Government of India)

Submit EPF/EPS Nomination Digitally!

Steps to submit EPF/EPS Nomination Digitally:

Step 1	Visit EPFO website >> Services >> For Employees >> Click 'Member UAN/Online Service (OCS/OTCP)'.
Step 2	Login with 'UAN and Password'.
Step 3	Select 'E-Nomination' under 'Manage Tab'.
Step 4	'Provide Details' Tab will appear on screen. Click 'Save'.
Step 5	Click 'Yes' to update Family Declaration.
Step 6	Click 'Add Family Details'. (More than one nominee can be added)
Step 7	Click 'Nomination Details' to declare total amount of share. Click 'Save EPF Nomination'.
Step 8	Click 'E-sign' to generate OTP. Submit 'OTP' sent on mobile number linked with Aadhaar.

e-Nomination is now registered with EPFO.
After e-nomination, no need to send any document to employer or ex-employer.

EPFO website: <https://www.epfindia.gov.in>

[epfindia.gov.in](https://www.epfindia.gov.in) [@sociallepfo](#) [@sociallepfo](#) [@sociallepfo](#) [@sociallepfo](#)

Copy to:

- College Website (Management)
- Principal's Office - for records