

THE STATE TRADING CORPORATION OF INDIA LTD.: NEW DELHI
PERSONNEL DIVISION

September 04, 2015

C I R C U L A R

Subject: Activation of UAN (Universal Account Number) by members of the EPF Scheme, 1952 and Validation of UAN by the employer using AADHAR as KYC.

EPFO has advised to follow the compliances on the above subject, based on the directives issued by CPFC vide Order dated 22.06.2015, in respect of employees of STC.

In line with the above, a dedicated UAN activation Helpdesk has been created at Personnel Division, STC, CO. The Branches are required to create a dedicated UAN activation Helpdesk at the concerned Personnel Division of concerned Branch. All the employees are required to contact UAN activation Helpdesk in order to comply with the following directives of EPFO:

1. Self-attested photocopy of AADHAR card to be submitted by all the employees to the UAN activation Helpdesk at Personnel Division, STC CO mandatorily, addressed to Shri T.Kerketta, JGM, Personnel as per the enclosed format. In respect of Branches, all employees of the respective Branch shall submit the Self-attested photocopy of AADHAR card as per the enclosed format addressed to the concerned officer looking after the Personnel function of the concerned Branch.
2. The employees who are not having AADHAAR, he/she needs to obtain AADHAR Card and submit the same within 15 days to the concerned official.
3. UAN shall be disseminated by the UAN activation Helpdesk to all the existing members of the STC EPF Fund who have been allotted with UAN by EPFO. Subsequently, all the members are required to collect his /her UAN and get the same activated on UAN portal by furnishing the relevant information, as required by the UAN activation Helpdesk.

The guidelines mentioned herein are based on the advice of EPFO hence requires strict compliance.

This issues is with the approval of the Competent Authority.


(SAMIT MOHAPATRA)
GM (PERSONNEL)

To
Shri T.Kerketta, JGM (Personnel),
5th Floor, Jawahar Vyapar Bhawan,
STC of India Limited,
New Delhi- 110001

Subject: Submission of AADHAR Card

Sir,

I do hereby submit the self-attested photocopy of my AADHAR Card having AADHAR
NO.....

Thanking you.

(SIGNATURE OF THE EMPLOYEE)

Name:.....

Employee No.....

Designation:.....

Division.....

Mobile No.....

Encl: As Above