



Joint declaration filling by employer

Step 1:

Employer will login to Employer Interface of Unified Portal https://unifiedportal-emp.epfindia.gov.in/epfo/



Step 2:

Employer can view the Joint declaration filling option in EPFO employer login by clicking on "**Member > Joint declaration filling**"

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Step 3:

The employer can fetch the employee's details by searching **UAN number**, and selecting the **Member ID** and clicking on **Get Details**.

Home	Member +	Establishment +	Payments +	Dashboards +	User +	Admin -	Online Services +	ABRY -			
Joint De	claration										
				UAN/Member I	D* 1	0336#9#04	•	Q Search	Select Member Id:	KDMA009253100E0028947- (J P M(V	Get Details

Step 4:

Once clicked on **Get Details**, the employer can view updated employee personal details, and updated service details available as per EPFO.

Employee personal details

	UAN/Member ID *	Q Search	Select Member Id: KDMAutematesteneenzassen/4988 V Get Details
	Update Details	2 UPLOAD DOCUMENTS	3 Paroten/Jonerr Application
Nets In case of a nationality change to indur, no documents are required. Changes requested should be as per admlar for name, date of birth and gunder. Audhuar field can be obtaid only if the Audhuar has not been verified			
Update personal details			
Entity	Available details		Changes requested**
Aadhaar No.	NOT AVAILABLE		Enter AADHAAR
Name	SANDEDPSINGH		SANDEEP SINGH
Date of Birth	26/08/1978		26/08/1978
Gender	MALE		🖲 Male 🔿 Female 🔿 Transgender 🛛 🥜
Father/Mother Name	CLEMMARKE D		KRISHNAPRASAD
			FATHER
Relationship	FATHER		
Rulationship Manital Status	FATHER		
Ratatoniko Marta Batus Nationalhy	FATHER UNMARRIED NOT AVAILABLE		LINMARRED V

Update Service details:

Update service details		
Entity	Available details	Changes requested**
Date Of Joining EPF	17/05/2010	17/05/2010
Date Of Leaving EPF	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPF	NOT AVAILABLE	Select 🗸 🏈
Date Of Joining EPS	17/05/2010	17/05/2010
Date Of Leaving EPS	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPS	NOT AVAILABLE	Select 🗸 🖉
म अपना पहचान स्थापत करन के उद्दूष्य स आधार आधारत प्रमाणाकरण के लिए अपना आधार नेवर 1 I hereby consent to provide my Aadhaar Number, for the purpose of establishing my ident	डटा प्रदान करने के लिए सहमते हू ity for joint declaration	
	Proceed Cancel	





Step 6:

Once completed, click on proceed.

- 1. Employer has to verify the supporting documents.
- 2. Employer will have the option to upload supporting documents.





Current Problems:

- 1. No option to revert back to the employee.
- 2. No option to refer to EO for verification.
- 3. No MIS dashboard of all processed requests.
- 4. EO login not present in FO interface.
- 5. EO is unable to upload their report on FO interface and forward it to DA for onward transmission to competent authority.

Solutions:

- 1. Option to be added to revert the request back to the employee.
- 2. Option to refer it to EO to be included. It is to take the request to EO.
- 3. MIS dashboard for all processed requests to be shown in all logins: DA, SS, AO, EO, APFC, RPFC-II, RPFC-I.
- 4. EO login, similar to that of DA, needs to be made in the FO interface.
- 5. EO report to be forwarded to DA login, then to the competent authority.
- 6. For cases reverted back or rejected, a message is to be sent to the login of the employee for his information and necessary action .

MEMBER	- Admin -										
nding rea	quests										
			En	ler UAN:		Search					
eference umber	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
10000	10	DSN	SATISH CHANDRA PANDEY	Aadhaar:		63-1900200319		Recommend for approval Recommend for rejection	Approve Reject	Minor	DA : May be approved SS : may
				Name:	SATCH CHARGEN	HATCH VALUEN KICCONK					be approved
				DOB:	2	0000000007					