

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
Regd. Office:6-3-655/1/A, C.S. BHAVAN, SOMAJIGUDA, HYDERABAD
C P F TRUST.

No.CPF Trust/Pensions/2019 dated 14.02.2020.

CIRCULAR

Sub : Submission of all the Pension Claims(Form- 10d) through
online only- No physical claims accepted by EPFO as informed
through Email to the Head Office – Circular instructions issued
to
all the Districts for compliance - Reg.

Ref : 1).EPFO E-mail received dated :14.02.2020.
2).EPFO No.TS/RO/HYD-I/INWARD/2019/ 4566/981, 342/
10D/851,664/638, Dt.20/01/2020.

It is to inform that an E-mail has been received vide reference
1st cited from the Regional Provident Fund Office, Hyderabad, informing that
all types of claims including Pension Form-10d shall be submitted only
through online. No Claim shall be accepted physically from 20.01.2020
onwards.

In this regard, all the Districts of AP & Telangana are informed
about the same through E-mail. However, the Pension physical claim forms
sent to RPFC, Hyderabad, in January 2020 are returned vide reference 2nd
cited and advised to instruct the members to upload their claims online.

Hence the following instructions are issued .Before submission
of the ONLINE claims, the Members shall activate member UAN Number and
claim login ID, and then visit to member portal at www.epfindia.gov.in or
<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>.

In order to submit the pension claims Form -10d through online
the member has to follow the process flow for applying pension through
online member portal is as detailed:

First visit Site

- <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>.
- Login with UAN and password
- Update Member Profile
- Update KYC(Aadhar, Bank, Pan), Upload passport photo(size-20MB),
Update Present Address, Current Address.

- Enter E-Nomination details(Upload passport photo of Nominee, Aadhar , Bank Account no.)
- Verify Bank Account
- Apply under Monthly Pension(Form-10d)
- Enter Scheme Certificate details- APHYD00004566
- Fill in the Address & Bank Details
- Upload Scanned copies of Cancelled Cheque/Bank passbook of the member
- Get Aadhar OTP
- Enter OTP & Submit the form.

The online claims thus submitted by the members through their individual member portal are to be verified, approved with the Digital signatures of the Authorised signatory in the Employer portal and sent digitally to RPFC. The claims are then will be processed by the RPFC duly verifying the credentials entered in the package of RPFC.

Hence all the District Managers and Zonal managers are requested to follow the above instructions while processing pension proposals through online for sanction of pensions.

VC & MANAGING DIRECTOR
APSCSCL, VIJAYAWADA

To,
All the District Managers in the State
All the Zonal Managers in the State
All the Functional Managers in Head Office
Copy submitted to the VC & Managing Directors Table for kind perusal and favour of information.
Copy submitted to the General Manager (Admn) apscscl, for favour of Information and necessary action.
Copy to the Chief Financial Officer for favour of information.
Copy to the Chief Audit/Accounts Officer for favour of information
Copy to P.S to the VC& MD for information.

Copy to the Stock file.

Signature valid

Digitally signed by A
SURYAKUMARI A.S.
Date: 2020.02.14 15:36:04 IST
Reason: Approved