



ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED,  
6-3-655/1/A, CS BHAVAN, SOMAJIGUDA, HYDERABAD – AP  
APSCSC EPF TRUST

**B.PRAKASA RAO.**  
**GENERAL MANAGER(AV&FIN)**  
SECRETARY (BOT)

**CIRCULAR-73 B**

No.ACCTS/PF/UAN/2016

Dated: 31.08.2017.

Sub:APSCSCL-UAN-submission of details of all Hamalies for  
Furnishing to RPFC-Activation of the UAN in member portal  
in the EPFO website-certain instructions issued for immediate  
compliance --Reg

- Ref: 1. This office circular No.63 dated 19.02.2014  
2. This office circular No.73 dated 01.08.2014  
3. This office circular No.10 dated 05.08.2015 and reminders  
There on.

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The attention of the District Managers are invited to the  
subject and references cited.

In the circulars issued vide references cited, instructions  
were issued to all District Managers and Zonal Managers to furnish  
certain information with regard to the employees and hamalies for  
onward submission of the same to the Regional Provident Fund  
commissionerate, Barkatpura,Hyderabad for allotment of Universal  
Account Number (UAN) to each of the member contributing to  
Employees Provident fund in accordance with the Government of  
India guidelines. However the District Managers and Zonal  
Managers have not furnished the information till date.

The Employees Provident Fund Organization has  
informed that the activation of Universal Account Number(UAN)  
is mandatory. In order to activate the UAN based registration in the  
UAN member portal in the EPFO website the information  
pertaining to the members is to be provided.

X Hamalies Master - 2 - updation  
(EPFO mngl)

Hence all the District Managers are requested to furnish the information pertaining to the Hamalies (List linked in e office) X in the proforma noted hereunder. The consolidated statements in soft and Hard copies in excel format are to be furnished for onward transmission to the RPFC for processing of Hamalies pensions.

. The Website address and where KYC details are to be uploaded and process to activate UAN are noted hereunder for reference.

**Proforma for obtaining information.**

| DISTRICT/<br>MLSPOINT | CPF<br>NO. | Name of the<br>Hamali. | Fathers<br>name. | Date<br>of<br>Birth |
|-----------------------|------------|------------------------|------------------|---------------------|
|                       |            |                        |                  |                     |
| 1                     | 3          | 4                      | 5                | 6                   |

| Date of<br>joining<br>in the<br>scheme | Aadhar<br>number. | UAN<br>Number<br>If<br>available | Savings<br>Bank<br>Account<br>number. | Bank<br>name. | Bank<br>IFS<br>code. | Mobile<br>number. |
|--|-------------------|----------------------------------|---------------------------------------|---------------|----------------------|-------------------|
|  |                   |                                  |                                       |               |                      |                   |
| 8                                      | 9                 | 10                               | 11                                    | 12            | 13                   | 14                |

**WEBSITE addresses for upload the DATA in EPFO Portal.**

**OUR EPF TRUST CODE: AP/4566.**

**<http://unifiedportal.epfindia.gov.in>**

**User ID:epftrust123 Pass word: Mango@123**

Go to **MEMBER** on the top of the screen. Click the same and upload the data in bulk or individual at your level. Then the same after accepting the information uploaded, The system will forward the same to our end for approval through Digital signature. Then the portal itself allots UAN. The allotted UAN on uploading of data now or already allotted UAN has to be activated in the same website for which Go to UAN services and activate UAN.

All the District Managers, therefore once again requested to take action as noted above and furnish the information immediately to this office duly entrusting the work to AM(G) for special attention and to take action for activation of the UAN Numbers of Hamalies (District wise List linked in e office) working since implementation of the EPF Scheme immediately for processing of Hamalies pensions and NO fresh members are to be uploaded.

The above instructions shall be followed scrupulously and send the action taken report to this office at the earliest.



SECRETARY (BOT)

TO,  
All The District Managers  
APSCSCL(A.P)TSCSCL(TELANGANA)

Copy to the G.M(AV&FIN)(TELANGANA UNIT) with a request to issue necessary instructions to all the concerned for taking necessary action.

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Hamalies Master - 2 - updation  
( EPFO mngt )