



By web circulation

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(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
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To

All Additional CPFC (Zone) /

All RPFCs In Charge of ROs / SROs including ACC(ASD).

Subject : Launching of individual Login Facility for all employees of EPFO in the HRSoft (Software for HR Management)– reg.

Madam/ Sir,

Please refer to this office letter no. CAT. 22(17)2015/HQ dated 25.04.2016 (websiteSI No. 48/2016-17) vide which it had been requested to ensure that all the employees in each office should have an EID generated. In continuation with EPFOs endeavour to promote digital governance, individual login facility for each and every employee of EPFO is being launched in the HRSoft.

2. The various facilities which will be available to the employees through their individual login shall be elaborated subsequently. The initial requirement is the activation of the login facility by each and every employee of each office. The Step- By- Step procedure for the same, as prepared by IS Division, is enclosed for the reference of all concerned as **ANNEXURE I**. Detailed HELP module has also been provided for in the Admin Login Role which can be viewed by Admin User for detailed information as provided by IS Division.

3. All the concerned Officers In Charge of their offices are requested to provide assistance to all the employees of their office to do the needful. As the full responsibility of activating the Login ID to the correct employee lies with the Officer designated with ADMIN USER Role in each office, the work of activation should be done with extreme care and due diligence to ensure that the approval of the activation of the user login is done in the system only after receiving system generated letter signed by the user and verifying the EID and name so that no employee is able to get the user login activated for any other employee and the concerned Officer/ Admin User shall be accountable for the same. If erroneously approved, such cases should be immediately revoked by the Admin User.

4. In case any difficulties, mail may be sent to rc.ndc@epfindia.gov.in, hr.software@epfindia.gov.in under copy to email id hrsoft.hrm@epfindia.gov.in.

Enclosures : As Above.

Yours faithfully,


(S C Goyal)

Additional CPFC- II (HRM)

STEP BY STEP INSTRUCTIONS FOR THE USER LOGIN CREATION BY THE EPF EMPLOYEES

[I] ACTION TO BE TAKEN BY THE INDIVIDUAL EMPLOYEE

THE HR SOFTWARE LINK HAS A FACILITY TO CREATE THE USER LOGIN BY THE EPF EMPLOYEES AND THE ACTIVATION FOR THE SAME WILL HAPPEN THROUGH THE APPROVAL OF THE ADMIN USER OF THE OFFICE

THE PROCESS IS AS FOLLOWS:

1. The user will use the following URL "hr.epfoservices.com/hrm". Link "HR Software" from the "For Office Use Section" on the epfindia website will be provided shortly.
2. On click he will get the screen for login where there is a radio button for EPF Employee and also button for Sign up.
3. On click of the same the screen will ask for the EID of the employee. Once filled it will display the name, fathers name and designation.
4. The employee will have to declare that the details pertain to him.
5. On clicking YES Button the screen for creation of the login will open.
6. The employee may choose user id of his choice (minimum 8 max 20 characters and only alphabets and numbers allowed.)
7. The password may also be of 8 to 20 characters with alphabets, numbers and one of the three special characters, @, # or _.
8. He will enter his e-mail id and mobile number and generate the OTP. On receipt of the OTP the same will have to be entered and on submitting, the User login will be created. However he will not be able to login until the same is approved by the Admin User of the respective office (one time activity).
9. A request letter will be generated and the user will send it to the admin user under his signature.

[II] ACTION TO BE TAKEN BY ADMIN USER

1. A task will be created in the login of the Admin User under the Function for "Approval of the EPF Employee logins".
2. The screen will show the list of pending cases and the EID of the employees posted in that office and having created their user will be listed there. On click of the hyperlink the screen will display the basic details with the photo and signature of the employee (if uploaded in HRSoft) and the admin user can approve the same or in case he finds that the employee has created his login against another employee details then he can reject it.

3. Even after the approval of the same, if the Admin User realizes that the approval was wrong, then he can revoke the approval.
4. Once the approval is there, the User can login through the user id and password created by him.
5. In case the creation is rejected or revoked, the case will be open for fresh creation of the login afresh.

[[III]] USE BY THE EPF EMPLOYEE

- Once the user has got his login activated (approved by the Admin) he can login.
- On the first login he will be prompted for creating his profile password.
- He can have the same or a different password for his profile view.
- The login to view will be through this double password.
- The user will have the option for the change of his mobile number from the login. He can also change his password.
- The employee will be able to view his personal profile as entered in HRSoft. If the employee finds that the data entered by the administration is not correct he can take a print out of the data and approach the administration for the correction.

Various other reports related to his profile will be added one by one for viewing subsequently.