CIRCULAR

This is with reference to EPFO email dated 07.12.2021, regarding file e-nomination in respect of all contractual employees of DTU, all EPF subscribers are advised to file e-nomination through their member login. A message is being displayed in the login of the member to file their e-nomination. Steps to file e-nomination are as follows:

Step 1 – Visit EPFO website www.epfindia.gov.in>>Services>>For employees>>Click Member UAN/online service

Step 2- Login with UAN and password

Step 3- Select E-Nomination under Manage Tab

Step 4- Provide Details Tab will appear on screen, Click ‘Save’

Step 5- Click ‘Yes’ to update family declaration

Step 6- Click-Add Family details (More than one nominee can be added)

Step 7- Click Nomination details to declare total amount of share. Click ‘Save EPF Nomination’.

Step 8- Click E-Sign to generate OTP. Submit OTP sent on mobile number linked with Aadhar.

Your E-Nomination is registered with EPFO

Encl: Leaflet of E-nomination facility.

Copy to:
1. PA to VC for kind information to the Hon’ble Vice Chancellor, DTU.
2. PA to Registrar for kind information to the Registrar, DTU.
3. All Deans/HoDs/Branch-in-charges (for circulation among all the contractual employees of the Department concerned).
4. Head, Computer Centre, DTU to upload on University website.
5. Guard file.

(Dr. R. Kaushik)
Dy. Registrar (Estt.)

(Praveen Kumar Babloo)
Section Officer (Estt.)
**Requirement of documents for E-Nomination**

Your E-Nomination is registered with EPFO

**Step 1:** Visit EPFO's website (www.epfindia.gov.in) > Services > For Employees > e-Nomination > Click Member V/N/Online Service

**Step 2:** Log in with UAN and Password

**Step 3:** Select E-Nomination under V/N/Change Tab

**Step 4:** Provide Details. Tab will appear on screen, click 'Save'.

**Step 5:** Click 'Yes' to update family declaration

**Step 6:** Click Add Family Details (either than one nominee can be added)

**Step 7:** Click Nomination details to declare total amount of share. Click 'Save'.

**Step 8:** Click 'Sign' to generate OTP. Submit OTP sent on mobile number linked with Aadhar.

Updated mobile number should be linked with Aadhar.

Aadhar, bank account number with IFSC and address of

Family photograph of the intended nominee (2" x 3"

Name and address linked with V/N.

For member:

Regional Office: Delhi (North)