

DM(IT)/41  
26/8/14

INDRAPRASTHA POWER GENERATION COMPANY LIMITED  
(UNDERTAKINGS OF GOVT. OF NCT OF DELHI)  
(HR DEPARTMENT)

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi-110002)  
Corporate Identity Number (CIN)—U40103DL2001SGC111530  
Tel. No. 011-23260097, Website: www.ipgcl-ppcl.gov.in

No. DM (LW/IR)/IPGCL/2014-15/87

Dated 25 August 2014

CIRCULAR

Sub: Allotment of Universal Account Number to every contributing member registered on ECR Portal and subsequent seeding of KYCs – Regarding.

Employee's Provident Fund Organization (EPFO) has started the process of allotment to each employee member the Universal Account Number (UAN) with the objective to reduce substantially the cost of compliance, verification of various claims by the Employer. Consequent upon successful completion and implementation of UAN, the member employees need not get their accumulation in the fund transferred from one Employer to another in the event of changing their employment. The UAN is equally beneficial for Employer and employees, therefore, has been made mandatory by EPFO. For implementation of the UAN, the following steps are required to be taken one Top Priority, by the Employer Company: -

1. Allotment of UAN.
2. Dissemination of UAN.
3. Capturing of KYC and communication of the same to EPFO.

In order to complete the process in time bound manner all the existing employees are required to submit the KYC with all requisite details for onward submission to EPFO in the prescribed format by the Employer Company. The UAN as allotted to all existing employees by EPFO is enclosed herewith for ready reference. The member employees may ensure submission of KYC, fully filled in and complete in all respect, to the office of the Authorized Signatory (LW/IR section) latest by 1<sup>st</sup> September 2014.

Encl: As above.



(G.P. Kumawat)  
General Manager (Safety/HR)

Distributions:

1. Hon'ble M.D., IPGCL-PPCL : For kind information please.
2. Director (HR) IPGCL-PPCL : For kind information please.
3. Director (Tech.) IPGCL-PPCL : For kind information please.
4. All GM (T)s/HODs : With a request to bring the contents of the circular into the notice of the employees.
5. Manager (IT) IPGCL-PPCL : To upload the Circular on Company's website/SAP.
6. Notice Boards.

So - Prudhvi  
by Upad on our website  
26/8/14

