



## J. D. BIRLA INSTITUTE

(Affiliated to Jadavpur University)  
Accredited with 'A' grade by NAAC (in 2010)

**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**


14<sup>th</sup> August, 2021

### NOTICE

All teaching & non-teaching staff members (including Group-D) of the Main Campus are hereby requested to update the provisions of their e-nomination filing for EPF / EPS through online mode. A process flow chart is attached for your ready reference.

For any assistance in relation to the above matter, you may contact the Accounts Office.

  
**Prof. Deepali Singhee, Ph.D**  
Principal



श्रम एवं रोजगार मंत्रालय  
Ministry of Labour & Employment  
सर्वो, भारत (Government of India)

### Submit EPF/EPS Nomination Digitally!

**Steps to submit EPF/EPS Nomination Digitally:**

Step 1	Visit EPFO website >> Services >> For Employees >> Click 'Member UAN/Online Service (OCS/OTCP)'.
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 Aadhaar.

e-Nomination is now registered with EPFO.  
After e-nomination, no need to send any document to employer or ex-employer.

EPFO website: <https://www.epfindia.gov.in>

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Copy to:

- College Website
- Notice Board No. 1D
- Principal's Office - for records