

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORPORATION LIMITED  
3rd floor, 419, F.I.E. UDYOG SADAN, PATPARGANJ, DELHI-110092.  
(CPF DIVISION)

NO.: DSIIDC/CPF/UAN Generation/2025-26/1218

Dated: 02/09/2025

CIRCULAR

Sub: Mandatory allotment and activation of UAN through UMANG APP using Face Authentication Technology (FAT).

It is to inform that EPFO has discontinued the existing process of generation of UAN through employer's Portal. Now, allotment/generation of UAN will be done only through Aadhar based Face Authentication Technology (FAT) in UMANG APP.

Hence, all the Junior Engineers who have recently joined the Corporation on regular basis are hereby informed to generate their UAN through Aadhar based Face Authentication Technology (FAT) through UMANG APP and submit the same to CPF division along with New Form No. 11- Declaration Form, so that CPF No. can be allotted to the concerned employees. The detailed User Manual for allotment & activation of UAN through UMANG APP using FAT is enclosed for reference.

In case of any difficulty, they may contact CPF Division at 3<sup>rd</sup> Floor, Udyog Sadan, Patparganj Industrial Area, Delhi.



Rajesh Kumar Singh  
Section Officer  
(CPF Division)

1. Chairman EPF Trust for information please.
2. D.M. (IT) with the request to upload on DSIIDC website.

## ■ User Manual for UAN Services on UMANG

This manual guides citizens through the use of the following services:

1. UAN Allotment and Activation
2. UAN Activation
3. Face Authentication of Already Activated UANs

### 🌐 Platform

All services are accessible via the UMANG (Unified Mobile Application for New-age Governance) app.

### 📋 Common Requirements for All Services

To access any UAN-related service, you must:

- Have a valid Aadhaar number
- Have access to the Aadhaar-linked mobile number for OTP verification
- Have or install the Aadhaar Face RD App for face authentication

### ➔ Service 1: UAN Allotment and Activation

Purpose: For users who don't have a UAN and want to generate and activate it.

#### 📋 Steps:

1. Open UMANG and go to "UAN Allotment and Activation".
2. Enter:
  - Aadhaar Number
  - Mobile Number
  - Check the consent checkbox for Aadhaar validation.
3. Tap "Send OTP".
  - Install the Aadhaar Face RD App if prompted.
  - Enter the OTP sent to your mobile.
4. System checks if Aadhaar is already linked to a UAN:
  - If yes: You'll be notified.
  - If no: Proceed to Face Authentication.
5. Face Authentication:
  - Check the consent box.
  - Tap "Face Authentication".
  - Face scan is performed.
6. System fetches details and generates a new UAN.

7. UAN is sent via SMS to your registered mobile number.

⊗ Possible Issues:

Issue	Action
Invalid Aadhaar/Mobile	Recheck and re-enter
OTP Failure	Resend or re-enter OTP
Face Authentication Failure	Retry or contact support
UAN Already Exists	Notification + redirect to Home Page

✦ Service 2: UAN Activation

Purpose: For citizens who already have a UAN but haven't activated it yet.

📋 Steps:

1. Open UMANG and select "UAN Activation".
2. Enter:
  - UAN
  - Aadhaar Number
  - Mobile Number
  - Tick consent checkbox for Aadhaar validation.
3. Tap "Send OTP".
  - Install Aadhaar Face RD App if needed.
  - Enter the OTP.
4. System validates UAN and Aadhaar linkage in the EPFO database.
5. Face Authentication:
  - Check the consent box.
  - Tap "Face Authentication".
  - Face scan is done using UIDAI API.
6. System validates details, activates the UAN, and sends:
  - UAN + Temporary Password via SMS.
  - Updates photo and address in EPFO database.

⊗ Possible Issues:

Issue	Action
Invalid UAN/Aadhaar	Error message; re-enter info
OTP Failure	Retry OTP

Issue	Action
Face Authentication Failure	Retry or contact support
Aadhaar-UAN Mismatch	Error message; process halted

### ✦ Service 3: Face Authentication of Already Activated UANs

Purpose: For updating EPFO records using biometric verification.

#### 📋 Steps:

1. Open UMANG and click on "Face Authentication of Already Activated UANs".
2. Check consent checkbox and tap "Face Authentication".
  - If Aadhaar Face RD App isn't installed, follow the link to install.
3. Face scan is performed using UIDAI API.
4. System fetches:
  - UAN
  - Aadhaar
  - Mobile Number
5. System updates EPFO database with verified details.

#### 🔍 Possible Issues:

Issue	Action
Invalid UAN/Aadhaar	Check and re-enter
Face Authentication Failure	Retry or contact support
EPFO Validation Failure	Process stops with an error message

#### 📞 Help & Support

If you encounter repeated issues:

- Contact the UMANG Helpdesk (available in-app).
- Or reach out to EPFO Customer Support.

Would you like this manual:

- As a downloadable PDF or Word file?
- Converted into a screen-wise mobile guide or visual walkthrough? Let me know and I'll generate it for you.

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: ( DD / MM / YYYY )	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	<b>Previous employment details: [if Yes to 7 AND/OR 8 above]</b>	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10.	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	<b>KYC Details: (attach self attested copies of following KYCs)</b>	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account. (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:  
Place:

Signature of Member

**DECLARATION BY PRESENT EMPLOYER**

- A. The member Mr./Ms./Mrs. .... has joined on ..... and has been allotted PF Number .....
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
  - **(Post allotment of UAN)** The UAN allotted for the member is .....
  - **Please Tick the Appropriate Option:**  
The KYC details of the above member in the UAN database
    - Have not been uploaded
    - Have been uploaded but not approved
    - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
  - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
  - **Please Tick the Appropriate Option:-**
    - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
    - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: ( DD / MM / YYYY )	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	<b>Previous employment details: [if Yes to 7 AND/OR 8 above]</b>	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10.	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	<b>KYC Details: (attach self attested copies of following KYCs)</b>	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.  
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:  
Place:

Signature of Member

**DECLARATION BY PRESENT EMPLOYER**

- A. The member Mr./Ms./Mrs. .... has joined on ..... and has been allotted PF Number .....
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
  - **(Post allotment of UAN)** The UAN allotted for the member is .....
  - **Please Tick the Appropriate Option:**  
The KYC details of the above member in the UAN database
    - Have not been uploaded
    - Have been uploaded but not approved
    - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
  - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
  - **Please Tick the Appropriate Option:-**
    - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
    - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment