



सर्वभूत जयते

## कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

MINISTRY OF LABOUR & EMPLOYMENT GOVERNMENT OF INDIA



मुख्य कार्यालय/Head Office

प्लॉट ए ग्राउंडफ्लॉर ब्लॉक-II, ईन्स्ट किलोवाइट नगर नई दिल्ली-110029

Plot A, Ground Floor Block II, East Kipli Nagar, New Delhi-110029

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

No: WSU/TransferClaimPt1/E-1163369/2025-26/33

Date: 18/Sept/2025

To,

All ACC (HQ)s/ACCs (Zones)

All RPFC-I/RPFC-II/APFC OICs

**Subject: Simplification of Transfer Claims - Transfer Certificate in Annexure K now made available in Member Portal - Regarding.**

As you are aware, the Transfer Certificate in Annexure K is an important document that contains the comprehensive record of a member's Provident Fund account, including:

1. Provident Fund balance with interest,
2. Complete service history for EPS benefit computation and
3. Employment details.

When members change job, they are required to transfer the PF accumulations from the previous PF Account to the latest PF Account to consolidate the PF accumulations and the pension service. For this, they are required to file a Transfer Claim in Form 13 online by logging into their Member Portal.

Transfer claims also get auto initiated on receipt of first month's contribution in the latest employment subject to certain validations and such claims get processed without the need for filing a separate Form 13 by the member.

On successful processing of Form 13, the Transfer Certificate in Annexure K will be generated by the Transferor (Source) Office where the member's previous establishment/account is serviced and forwarded to the Transferee (Destination) Office where the member's present establishment/account is serviced for crediting the PF accumulations as well as the Pension Service.

With a view to enhance transparency and ensure greater convenience for PF members, the Transfer Certificate in Annexure K has now been made available for download in Member Portal for convenience. The Annexure K can be accessed by the member through the following pathway:

Member Portal → Online Services → Track Claim Status → Download Annexure K

All Field Offices are advised to disseminate this new facility widely within their respective jurisdictions through helpdesks in the offices, social media handles, press notes and other communication tools for the benefit of the members. Also, the members can be guided during the grievance-handling sessions to utilize this facility to resolve their grievances related to pending credit of transfers.

This development is a part of EPFO's ongoing effort to provide member-centric, technology-driven services ensuring efficiency, transparency, and ease of access.

The feedback and suggestions, if any, for further simplification of services may be sent to [so.wsu@epfindia.gov.in](mailto:so.wsu@epfindia.gov.in) with the subject "Feedback/Suggestions".

[This has the approval of CPFC]

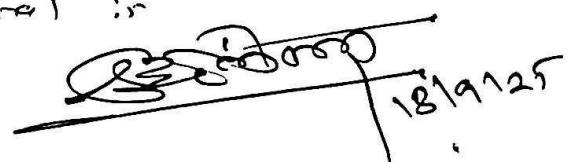


G. R. Suchindranath  
ACC (WSU)

NO. MR/PPF/R0/KND-E/ HRM/2025-26/ 389

Date: 18-9-2025

H.O. web circular No. WSU/Transf.Claim Pt1/E-1163369)  
2025-26/33 dated 18-9-2025 regarding simplification  
of transfer claims- Transfer Certificate in Annexure K  
now made available in Member Portal is  
circulated herewith.



18/9/25



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(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

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Plate A, Ground Floor, Block III, East Kilowatt Nagar, New Delhi-110029

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No. Finance/Coord/Taskforce-Delegationofpowers/2024/34

Date: 10.01.2025

To,

All Addl. CPFC (Zones),  
All RPFCs – In charge of Regional Offices

**Sub: Simplification/Revision of Delegation of Power for exceptional transactions – Reg.**

**Ref:** (i) Head Office circular No. FIA/11(2)Zerobalance/nonAadharUAN/2021/(e- 38763)/964 dated 18.08.2021.  
(ii) NDC email dated 07.01.2022 on 'Changes incorporated in version 9.29' addressed to all Field Offices.

Madam/Sir

With reference to the above, the following simplifications and revised delegations with regard to the approval of exceptional transactions have been approved by the Competent Authority:

Sl. No.	Work Area	EXISTING PROVISION/DELEGATION		REVISED DELEGATION	
		Nature	Competent Authority	Monetary limit	Authority
1	TDS deduction (claims)	Member VDR Special	RPFC-I	All cases	DA -> AO
2	Crediting of transfer-in rejected cases	Member VDR Special	RPFC-I	All cases	DA -> AO
3	Addition of previous EPS service in respect of both Exempted and Un-Exempted establishments	Member VDR Special	RPFC-I	All cases	DA -> AO
4	Crediting of un-accounted Past Accumulations & Transfer-ins.	Member VDR Special	RPFC-I	All cases	DA -> AO -> APFC

5	Crediting of missing interest in some transfer-in cases - received after annual accounts	Member VDR Special	RPFC-I	All cases	DA -> SS -> APFC
6	Adjustment of service period and contributions for rejoining/multiple joining cases under same member id	Member VDR Special	RPFC-I	All cases	DA -> SS -> AO
7	LIP maturity	Member VDR Special	DA -> SS -> APFC	All cases	DA -> AO -> APFC
8	Refund of EPF advances	Member VDR Special	RPFC-I	All cases	DA -> AO -> APFC
9	Debiting of excess interest credited by the application software (in r/o inoperative accounts)	Appendix-E	RPFC-II/APFC	All cases	DA -> AO
10	Merging of erroneously paid EPS contributions with employer's share of EPF	Appendix E	RPFC-I	All cases	DA -> SS -> AO
11	Diversion of EPS contributions from Employer share of EPF to Pension fund	Appendix E	APFC/RPFC-II	All cases	DA -> SS -> AO
12	Adjustment of contributions between employer share of EPF and EPS	Appendix E	APFC/RPFC-II	All cases	DA -> SS -> AO
13	Adjustment of non-contributory period (NCP) days	Appendix E	APFC/RPFC-II	All cases	DA -> SS -> AO
14	Other Interest	Appendix E	RPFC-I	All cases	DA -> AO -> APFC
15	Transfer of 1.16% contribution with interest from ER share to EPS share on account of EPS contribution on higher wages	Appendix E	APFC/RPFC-II	All cases	DA -> AO

2. All cases of Appendix-E as well as Special VDR would be part of both concurrent and regular audit.

**(This issues with the approval of CPFC)**

Yours faithfully,



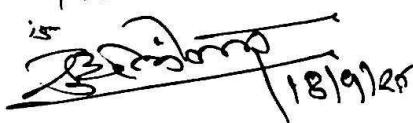
(G R Suchindranath)

Additional CPFC (WSU)

No. MHR/F/RD/KWD-E1/HAM/2025-66) 390

Date 18-2-2025

M.O. web Circular No. Finance/Coord/Taskforce - Delegation of powers) 2024/34 dated 18-2-2025 regarding Simplification / Revision of Delegation of power for exceptional transaction is circulated herewith.



18/9/25