West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

Employee Services & Employee Relations-II

Registered office: Vidyut Bhavan (8th floor, "C" Block)

DJ Block, Karunamoyee, Salt Lake, Kolkata - 91

CIN : U40109WB2007SGC113473

Email : eser2 @wbsedcl.in , **Website of the Company** : www.wbsedcl.in

☎ (033) 23197655, (033)23197829

OFFER OF APPOINTMENT FOR THE POST OF OFFICE EXECUTIVE

(SUPPLEMENTARY LIST OF 1st PHASE)

REF: NOTIFICATION NO. MPP/2018/05(ii)

Appointment order in favour of enlisted candidates have been issued vide O.O. No **ES&ER-II/Recruitment/App/ OE/2018-05(ii)/09** Date :**18.11.2022** and sent by Speed Post & at registered Email ID of the candidates. Candidates are advised to report on scheduled date & time, as mentioned in the enclosed list, at Ramendra Nath Chowdhury Auditorium, Vidyut Bhavan, DJ Block, Karunamoyee, Salt Lake, Kolkata – 91 for submission of documents.

Candidates are advised to bring the following documents in original and self-attested photocopies positively:

1. **Admit Card of Secondary Level Examination as age proof.**
2. **All Mark sheets and Certificates**
3. **Caste Certificate (if applicable)**
4. **Service Bond and Agreement (Proforma enclosed) in non-judicial stamp paper of ₹ 100/- each.**
5. **Release Order (in Original) of previous employer (if applicable).**
6. **Family Declaration & Nationality Declaration (Proforma enclosed).**
7. **Police Verification Roll (in duplicate)- Proforma Enclosed.**
8. **Personal Information for ERP Module (Proforma Enclosed).**
9. **Data Collection Format for SAP HR Module (Proforma enclosed).**
10. **Declaration for Information Security Management System.**
11. **Composite Declaration Form-11.**

The candidates may download the formats from the website and submit the same on date as mentioned below.

Upon successful submission of documents, they will be allowed to join in the post of **OFFICE EXECUTIVE** under WBSEDCL, on **09.12.2022** at schedule time, as mentioned in the enclosed list, at **Ramendra Nath Chowdhury Auditorium, Vidyut Bhavan, DJ Block, Karunamoyee, Salt Lake, Kolkata – 91**.

Enclo: List of the candidates & Proforma.

18/11/22

(U.Sarkar)
Appointing Authority &
General Manager (HR&A)
WBSEDCL

LIST OF THE CANDIDATES OFFERED APPOINTMENT FOR THE POST OF OFFICE EXECUTIVE VIDE O.O. NO: ES&ER-II/Recruitment/App/ OE/2018-05(ii)/09
Date: 18.11.2022

SL NO	ROLL NO	NAME & FATHER'S NAME	DATE OF BIRTH	SCHEDULE OF SUBMISSION OF DOCUMENTS	SCHEDULE OF JOINING
1	2140820207	DEBASMITA DUTTA WARD OF DEBAPROSAD DUTTA	21-07-1993	02-12-2022, 10 A.M.	09-12-2022, 2 P.M.
2	1140921197	SUMAN KAYAL WARD OF NEMAI CHAND KAYAL	25-10-1993		

18/11/22

(U.Sarkar)
Appointing Authority &
General Manager (HR&A)
WBSEDCL

AGREEMENT

THIS AGREEMENT is made on ……day of ……..Two Thousand and ……. of the Christian Era BETWEEN The West Bengal State Electricity Distribution Company Limited having its registered office at Vidyut Bhavan, Bidhannagar, Block-DJ, Kolkata-91 (hereinafter referred to as 'The Employer') of the **FIRST PART**

AND

Shri/Smt……Son/Daughter of ……aged about ……..years having permanent address at ……(herein after referred to as 'the Appointee') of the **SECOND PART** :

WHEREAS on the basis of an application and the subsequent interview on …….. the Company has decided to appoint Shri/Smt. …… through Order no. ……..dated: ……under WBSEDCL in regular Pay with initial period of probation of Twelve months, which is extendable by assessing spell of six months and on successful completion of probation, absorb him/her in the Company's service on the following terms & conditions :

NOW THIS AGREEMENT WITNESSES and the parties here to hereby agree as follows:-

1. The period of probation shall be for a period of 12 months to 18 months unless this agreement is determined and hereafter provided. The place of posting may be at any unit of the Company existing or future or at any part of **State of West Bengal.**

2. That the Employer will pay the Appointee so long as he/she shall remain in the Company, as per prevailing rules in force.

3. That the Appointee will submit himself/herself to the order of the Employer and of the Officer and Authorities under whom he/she may from time to time be placed by the Employer and will at all times obey the rules lawfully prescribed for the time being by the Employer regarding the duties to be performed by the appointee.

4. That the Appointee will employ himself/herself efficiently and diligently and to the best of his/her ability and devote his/her whole time to the duties of the service and will not engage, directly or indirectly, in any trade, business, occupation or streams of study on his/her own account without getting prior permission from the Employer.

5. The Appointee shall not, at any time, during the continuance of his/her probation or service with the employer as aforesaid or even after the determination thereof, except by the direction of the Employer, divulge or disclose any matters of the Company and/or its business and/or other affairs and/or other secrets regarding processes, records, formulae, specifications, technical and other know-how which in the option of the Company, are deemed to be kept confidential and which may be confined to him/her or become known to him/her as such or otherwise in the course of his/her employment with the Company to any other individual/company/body corporate.

6. That in the interest of organization, the Appointee may be transferred to any job to any of the units, Power Stations of the Employer/or allied concerned of the Employer/any part of the State of West Bengal.

7. That if the Appointee is found at any time guilty of gross misconduct or persistent unpunctuality or neglect of his/her duties, the Employer may determine his/her tenure of service during probation under this Agreement **without notice or with one Month's Pay+DA in lieu thereof.**

8. That if the Appointee leaves the Company during the period of tenure with the Company or does not serve the Company, notice as required under Clause 9 hereinafter, the Appointee shall be liable to **refund an amount of Rs 1,00,000/- (One Lakh only) being the cost of training and other incidental charges with the Company.**

9. That besides clause 8 herein before the Appointee agree and binds himself/herself to serve the Company at any of the units and at such place as the Company may determine from time to time for a

minimum period of four years from the date of his/her appointment, in supersession of any provision for a minimum period of service made in any instrument, agreement or writing previously executed provided, however, nothing herein contained shall prejudice or affect the right of the Company in respect of any money due to the Company under or by virtue of the said agreement. The Appointee also specifically undertakes not to take up employment directly or indirectly in any other Firm/Company engaged in the same or similar product for **a period of 4(four) years from the date of his/her joining duties in the Company or 2(two) years from the date of leaving the Company whichever is longer.**

10. That subject to satisfactory performance and conduct throughout the period of probation, the Employer may, after the completion of period of probation confirm the Appointee as …….. in the appropriate index of pay level starting from Rs. …….. and if selected, it shall remain obligatory and binding on the part of the Appointee to serve in the organization for at least **3(three) years on completion of the period of probation.**

11. Should the Appointee commit any breach of this agreement or leave the service of the Company for any reason whatsoever or the Company terminates his/her services before the expiry of the said period of **3(three) years** from the date of his/her completion of probation for disobedience, insubordination on misconduct or any kind or any such reason, he/she shall pay to Company the sum of **Rs. 1,00,000/-(One lakh only)** as mentioned in Clause 8 hereof by way of liquidated damages representing expenses incurred by the Company during the period of his/her training. The Appointee shall also execute a service Bond in respect of Clauses 9, 10 & 11 of this agreement.

12. That subject to Clause 9,10 & 11 above the tenure of the employment is determinable from either side by giving one month's notice in case of probation and three months' notice in case of permanent employee of the Company or Pay & D.A. in lieu thereof as per service rules of the Company.

13. That in respect of any other matter not provided for in the Agreement, the Appointee shall be governed by convention, Rules, Circulars, Orders, Letters of Appointment & Regulations of the Company in force or may be in force from time to time.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the day and the year first above written.

(Full signature of witness)

Address:……

……

……

……

(Signature of the Employer)

(Signature of the Appointee)

SERVICE BOND

KNOW ALL MEN by these presents that I…… …… Son/Daughter of ….……residing at ……shall hereby be held and firmly bound unto The West Bengal State Electricity Distribution Company Limited having Registered Office at Vidyut Bhavan, Bidhannagar, Block-DJ, Kolkata-700 091 in the sum of Rs. 1,00,000/- (One Lakh only) of lawful good money to be paid to the West Bengal State Electricity Distribution Company Limited or their successors and assignee for which payment is to be truly and faithfully made we bind ourselves and also our respective heirs, executors, administrators and representatives.

Signed this…….day of…… ….20.....

WHEREAS the above named Company had appointed Shri/Smt…….. the post of…… by a contract of Employment vide Office Order No. …….. dated……AND WHEREAS, as per said contract dated……it was stipulated that appointee will have to execute a bond to serve the above named Company for at least three years after completion of period of probation and on absorption at any unit(s) of the Company.

NOW THESE CONDITIONS of the above written Bond is such that if the said employee while in employment whether in the original or in any promotion or transferred post under the said Company shall duly faithfully devote to and execute, perform and discharge all the duties of his/ her office without causing any injury, loss or damage by reason of any act, default, negligence or error in judgement to the employer and shall serve above named Company for a period of at least complete three years after probation and all times hereafter indemnify and keep indemnified the said Company against all loss, damage, costs, charges and expenses by reasons of any act, default, misconduct, negligence, error in judgement, breach of duty, embezzlement and mismanagement on the part of the said appointee, then and in such event the above **CONTRACT OF EMPLOYMENT** shall stand void and cancelled and be of no effects, otherwise the same shall remain in full force.

1. **Full Signature of the appointee:**
2. **Full Signature of Surety and full address:**

In presence of

Witness: **Signature:**

Name :

Designation :

Full Address :

(With Seal of the Gazetted Officer)

FORM-I

(To be used where the year, month and date of birth are known)

1. I, Shri/ Smt. / Miss_____ having been selected for appointment in Company's Service, do hereby declare that I was born at_____(birth place)on _____(date, month & year).

2. I do further declare that the year, month and date of birth as recorded herein are binding on me and I shall not ask for any modification thereof at any subsequent date.

Place:

_____

Date: **(Signature)**

3. Order of the Appointing Authority.

FORM-II

(To be used where only the year and month or only the year of birth are or is known)

1. I, Shri/ Smt. / Miss_____ having been selected for appointment in Company's Service, do hereby declare that I was born at_____ (birth place) in the year/ in_____ (month) of_____(year). I also annex herewith the following documents in original in support of the statement:

2. I do also declare that the month and date of birth / date of birth are / is not known to me, the reasons where of are briefly stated below:

3. I do further declare that the year / year and month of birth as declared herein is/are binding on me and I shall not ask for any modification thereof at any subsequent date.

Place:

Date:

_____

(Signature)

4. Order of the Appointing Authority.

N.B. Portion are applicable in this form shall be scored under the signature of the applicant

- A school leaving certificate with specific mention of age therein / certificate from the Registrar of birth for those who are not matriculate / Certificate of matriculation /School Final Examination or its equivalent (for those who have passed Matriculation/ School Final Examination or its equivalent) will only be acceptable as an adequate document for this purpose.

FORM OF DECLARATION OF NATIONALITY

A. I do hereby declare that I am a Citizen of the Indian Republic and my present

residence is_____

_____

_____

Or

B. I do hereby declare that l am a migrant and I have registered my name as Indian Citizen under Section 5(1) (a) of the Citizenship Act, 1955 and the certificate of registration in original / attested copy is furnished herewith.

C. I also hereby declare that I am / am not a member of the Scheduled Caste/ Tribe.

Place:

Date:

_____

(Signature of Declarant)

N.B. Delete Sub-Para A or B not applicable under Para-1, strike out words not applicable in Para-C.

Personal Information to be gathered for new appointees for ERP- Module

1. **Name of the appointee (in Block Letter) :**
2. **Designation on initial joining in service:**
3. **Initial Date of Joining :**
4. **Reference of Appointment Order No and date :**
5. **Date of Birth of the appointee :**
6. **Nationality :**
7. **Name of father with date of birth:**
8. **Name of mother with date of birth:**
9. **Permanent Address:**

   Building / Flat/ Premises No:

   Village/Town: Post Office:

   Police Station:

   District and State:

   Pin:

10. **Present Address:**

    Building / Flat/ Premises No:

    Village/Town: Post Office:

    Police Station:

    District and State:

    Pin:

11. **Sex** (Please ✓ whichever is applicable) **:** Male ☐ Female ☐ Others ☐
12. **Caste** (Please ✓ whichever is applicable) : SC ☐ ST ☐ OBC (A) ☐ OBC-B ☐ Unreserved ☐
13. **Religion:**
14. **Weight & Height**:
15. **Identification Marks:**
16. **Physique**(Please ✓ whichever is applicable) : Physically Handicapped ☐ Low Medical Category ☐ Permanent incapacitated ☐
17. **Blood Group :**
18. **Driving License No.:**
19. **PAN Number :**
20. **Voter I.D. Card No:**
21. **Aadhar Card No:**
22. **Phone No:**
23. **Email id:**

Contd..2

24. Language Known:

Language	***Read***	***Write***	***Speak***
Bengali			
English			
Hindi			
Nepali			
Others			

25. Educational Qualification of Employee:

Sl. No.	Examination Passed	Name of the Institute	Board / recognition/ University	Year of passing	% of marks obtained

(Full name of the appointee) **(Signature of the appointee with date)**

INFORMATION ON FAMILY BACKGROUND

1. **a) Name of father** :

b) Educational Qualification of Father :(Please ✓whichever is applicable)

Non-Matriculate ☐ Matriculate ☐ Graduate ☐ Post Graduate ☐

c) Occupation of father: (Please ✓whichever is applicable):

Service(Central Govt. ☐ State Govt. ☐ PSU ☐ Private Sector ☐)

Self Employed ☐ Other (please Specify ☐ _____

d) Monthly income of father from all sources:

2. **a) Name of Mother** :

b) Educational Qualification of Mother:(Please ✓whichever is applicable)

Non-Matriculate ☐ Matriculate ☐ Graduate ☐ Post Graduate ☐

c) Occupation of mother: (Please ✓whichever is applicable):

Service(Central Govt. ☐ State Govt. ☐ PSU ☐ Private Sector ☐)

Self Employed ☐ Other(please Specify) ☐ _____

d) Monthly income of Mother from all sources:

3. **Monthly Income of family from all sources**

(including agriculture, house rent, interest from deposit, etc.):

4. **Are you residing with your parents**:` Yes / No.

5. **Number of unmarried brothers/sisters:**

6. **How many of your unmarried brothers/**

sisters have independent income :

7. **Marital status of the appointee:**(Please ✓whichever is applicable

Married ☐ Unmarried ☐ Divorcee ☐ Widow ☐ Widower ☐

If married:

a) Date of Marriage :

b) Name of Spouse:

Contd..2

c)Date of birth of spouse :

d) Educational Qualification of spouse:(Please ✓whichever is applicable)

Non-Matriculate ☐ Matriculate ☐ Graduate ☐ Post Graduate ☐

e) Occupation of spouse: ((Please ✓whichever is applicable)

Service(Central Govt. ☐ State Govt ☐ PSU ☐ Private Sector ☐ Self Employed ☐

Other(please Specify) ☐ _____

f) Monthly income of spouse from all sources:

g) Number of children:

1. Name and date of birth of 1st child:

2. Name and date of birth of 2nd Child:

(Full name of the appointee) **(Signature of the appointee with date)**

West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)
পশ্চিমবঙ্গ রাজ্য বিদ্যুৎ বন্টন কোম্পানী লিমিটেড
পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ
Vidyut Bhavan, DJ Block
Karunamoyee, Salt Lake, Kol - 91
CIN : U40109WB2007SGC113473

Passport size photograph

VERIFICATION ROLL

1	**Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.**	**Last Name** **Middle Name** **First Name**
2	**The name of the post and the service applied for**	
3	**Present address in full (i.e. village, thana & district or house number, lane/street and road, PIN)**	
4	**a) Home address in full (i.e. village, thana & district or house number, lane/street & road, PIN).**	a)
	b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union.	b)

5. Particulars of places where you have resided for more than one year during the preceding five years :

From	To	Residential address in full (i.e. village, thana & district or house number, land/street & road, PIN.)

6. (a) Father's name in full with aliases, if any :

(b) Present postal address (if dead, give last address):

(c) Permanent home address :

(d) Profession :

(e) If in service, give designation & official address :

7. Nationality of

(a) Father :

(b) Mother :

(c) Husband/ Wife :

8. (a) Exact date of birth :
(to be supported by birth registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board)

(b) Present age :

(c) Age of Matriculation/School Final :

9. (a) Place of birth, district & state in which it is Situated :

(b) District & State to which you belong :

10. (a) State your religion :

(b) Are you a member of scheduled caste/ scheduled tribes/ OBC: Answer 'Yes' or `No` and if the answer is 'Yes' state the name thereof (copy of certificate to be attached) :

Contd....P/2

11. Educational qualifications showing places of education with years of schools & colleges:

Name of school/College with full Date of joining address	Date of joining	Date of leaving	Examination passed

12. If you have at any time been employed give details:

Designation of post held or description of work	Period		Full address of the office/firm or Institution & reasons for leaving previous service.
	From	To	

13. Have you ever been convicted by a Court for any offence or Charge sheeted by the police in connection with any criminal proceeding? If so, the full particulars of the case should be given :

14. Names of two responsible persons of your locality or two referees to whom you are known : (1)

(2)

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might inquire my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date:

Place: **Signature of the Candidate**

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known Shri/Shrimati……

Son/daughter of Shri…… for the last……..years

…….. months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date:

Place: **Signature of the Gazatted Officer/MLA**

Designation or status & address with official seal

……

……

(Following portion to be filled in by WBSEDCL Authority)

Memo. No. forwarded :

Date:

Signature and designation of the Issuing Officer and the name of the office with full address and date

West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)
পশ্চিমবঙ্গ রাজ্য বিদ্যুৎ বন্টন কোম্পানী লিমিটেড
পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ
Vidyut Bhavan, DJ Block
Karunamoyee, Salt Lake, Kol - 91
CIN : U40109WB2007SGC113473

Passport size photograph

VERIFICATION ROLL

1	**Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.**	**Last Name** **Middle Name** **First Name**
2	**The name of the post and the service applied for**	
3	**Present address in full (i.e. village, thana & district or house number, lane/street and road, PIN)**	
4	**a) Home address in full (i.e. village, thana & district or house number, lane/street & road, PIN).**	a)
	b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union.	b)

5. Particulars of places where you have resided for more than one year during the preceding five years :

From	To	Residential address in full (i.e. village, thana & district or house number, land/street & road, PIN.)

6. (a) Father's name in full with aliases, if any :

(b) Present postal address (if dead, give last address):

(c) Permanent home address :

(d) Profession :

(e) If in service, give designation & official address :

7. Nationality of

(a) Father :

(b) Mother :

(c) Husband/ Wife :

8. (a) Exact date of birth :
(to be supported by birth registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board)

(b) Present age :

(c) Age of Matriculation/School Final :

9. (a) Place of birth, district & state in which it is Situated :

(b) District & State to which you belong :

10. (a) State your religion :

(b) Are you a member of scheduled caste/ scheduled tribes/ OBC: Answer 'Yes' or `No` and if the answer is 'Yes' state the name thereof (copy of certificate to be attached) :

Contd....P/2

11. Educational qualifications showing places of education with years of schools & colleges:

Name of school/College with full Date of joining address	Date of joining	Date of leaving	Examination passed

12. If you have at any time been employed give details:

Designation of post held or description of work	Period		Full address of the office/firm or Institution & reasons for leaving previous service.
	From	To	

13. Have you ever been convicted by a Court for any offence or Charge sheeted by the police in connection with any criminal proceeding? If so, the full particulars of the case should be given :

14. Names of two responsible persons of your locality or two referees to whom you are known : (1)

(2)

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might inquire my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date:

Place: **Signature of the Candidate**

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known Shri/Shrimati……

Son/daughter of Shri…… for the last……..years

…….. months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date:

Place: **Signature of the Gazatted Officer/MLA**

Designation or status & address with official seal

……

……

(Following portion to be filled in by WBSEDCL Authority)

Memo. No. forwarded :

Date:

Signature and designation of the Issuing Officer and the name of the office with full address and date

Data-collection format for SAP HR-Module

1. **Name of the employee :**
2. **Designation :**
3. **Employee No. (For office use only):**
4. **Date of Birth :**
5. **Mobile No. :**
6. **Email Id :**
7. **Salary Information :** As mentioned below

   i. Salary Account No :

   ii. Bank :

   iii. Branch (with Pincode) :

   iv. Branch IFSC Code :

   v. PF Account No. :

   vi. PAN NO. :

_____ _____

(Full name of the appointee) **(Signature of the appointee with date)**

SELF DECLARATION with respect to Human Resource Policy for Information Security Management System (ISMS)		
Name:	**SAP ERP ID :**	**Employee No:**
Department:	**Designation:**	
Unit:		

I,_____ , have read and agree to the policies and procedures as outlined and hereby declare that:

(**Name of the declarant**)

- **I** understood the information of security practices followed at WBSEDCL and shall adhere to the policies and procedures.
- I shall not engage **in abusive or improper use of information resources, which includes, but is not limited to, misuse of resources/privileges, tampering with resources and unauthorized removal of resources components.**
- **I shall protect such equipment in accordance with Company's guidelines.**
- **I shall protect the Company's computer and** communication systems from any damages caused by, but not limited to, virus and malicious software.
- I shall prevent unauthorized access to the above-mentioned assets and systems by third parties, including family members and others.

Signature of the Employee with Date:

New Form No.-11 – Declaration Form

(To be retained by the employer for future reference)

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 ☐ Spouse's Name ☐ (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	**Previous employment details: [if Yes to 7 AND/OR 8 above]** 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)	
	e) Pension Payment Order (PPO) 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	**KYC Details:** (attach self attested copies of following KYCs)	
	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