



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

GOVERNMENT OF NCT OF DELHI

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No F.1/2-805/2019/Estt./DTU/2881

Dated 16/12/2021

## CIRCULAR

This is with reference to EPFO email dated 07.12.2021, regarding file e-nomination in respect of all contractual employees of DTU, all EPF subscribers are advised to file e-nomination through their member login. A message is being displayed in the login of the member to file their e-nomination. Steps to file e-nomination are as follows:

**Step 1** – Visit EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in)>>Services>>For employees>>Click Member UAN/online service

**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 Aadhar .

Your E-Nomination is registered with EPFO

  
(Dr. R. Kaushik)  
Dy. Registrar(Estt.)


**Encl: Leaflet of E-nomination facility.**

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Copy to:

1. PA to VC for kind information to the Hon'ble Vice Chancellor, DTU.
2. PA to Registrar for kind information to the Registrar, DTU.
3. All Deans/HoDs/Branch-in-charges (for circulation among all the contractual employees of the Department concerned).
4. Head, Computer Centre, DTU to upload on University website.
5. Guard file.

  
(Praveen Kumar Babloo)  
Section Officer (Estt.)



## Regional Office, Delhi (North)

### E-Nomination facility for subscribers

All EPF subscribers are advised to file e-nomination through their member login by following simple steps which are :-

- Step 1- Visit EPFO website ([www.epfindia.gov.in](http://www.epfindia.gov.in)) >> Services>> For employees >> Click Member UAN/Online service
- 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 Aadhar

Your E-Nomination is registered with EPFO

### Requirement of documents for E-nomination

<b>For member :-</b> Activated and Aadhar linked UAN Mobile number should be linked with Aadhar Updated member profile with photograph and address	<b>For Family/Nominee :-</b> Scanned photograph of the intended nominee (jpg format size 3.5cm x 4.5cm) Aadhar, Bank Account Number with IFSC and address of intended nominee
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