



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)

WEB CIRCULATION

E-file no. 44611

dated: 21.02.2022

To

All Addl. CPFCs, ZO  
All RPFC-I /OICs, ROs

**Sub:** Updation of Service history of the member based on Scheme Certificate as per Provisions of Chapter 7 Point 4 of MAP Part III-reg.

Madam / Sir,

Reference is invited to the above cited subject.

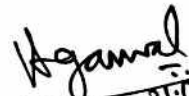
It is observed that certain grievances have been received regarding updation of service history of the member based on Scheme Certificate. The provisions of Chapter 7 Point 4 of MAP Part III are very clear that any member holding Scheme Certificate can surrender it through his new employer who in turn has to forward it to concerned Regional office along with Form 5 / Form 4 (PS) for necessary updation of service history of concerned member by that RO.

In view of above, Pension Division had sought clarification from IS Division whether the facility to update service history of the member based on Scheme Certificate as per the Manual provisions is presently available in the system. In response to the same, IS Division has informed that "Application software has the provision to insert/update the service history of the member ID while surrendering the Scheme Certificate".

It is accordingly requested to follow the procedure of MAP Part-III and such cases may be disposed as per Process Flow enclosed herewith.


[This issues with the approval of ACC-HQ (Pension).]

Yours faithfully,

  
21.02.22  
(Vishal Agarwal)  
RPFC-I (Pension)

**Copy to:**

RO, Tambaram, TN w.r.t Grievance NO. SRTAM/E/2021/11820.

  
21.02.22  
(Vishal Agarwal)  
RPFC-I (Pension)

# Scheme Certificate Receipt (with Form 5)

- **Process Flow**

