

The Regional Provident Fund Commissioner
Plot No-43, sec-44, Gurgaon
Haryana-122002

Sub.: Correction of employee's Date of Birth & Father's name differ in RPFC Records

Dear Sir,

It is submitted that the wrong employee's date of Birth & Father's name of below said member was inadvertently been written by us as employment at the time of Joining with organization.

Please request you to correct and amend your record accordingly

Details	Incorrect Details	Correct Details
Name		SHILPA NARANG
Father Name	JAS PREET SINGH	RAJ KUMAR NARANG
PF/EPS Account No.		GNGGN00283710000001569
Date of Birth (DD/MM/YYYY)	-	30-04-1983
Date of Joining (DD/MM/YYYY)	09-07-2010	10-09-2007
Date of Leaving (DD/MM/YYYY)	-	01-07-2010

I am also enclosing herewith self attested copy of ID proof for your ready reference.
You are requested to make the necessary changes in your records (if required) and settle my PF/EPS claim at the earliest.

Please acknowledgement the receipt.

Yours Faithfully,

Name of Authorized Signatory

SHILPA NARANG
Employee Name


Employee Signature

Signature of Authorized Signatory
with establishment seal