**The Regional Provident Fund Commissioner**

**Plot No-43, sec-44, Gurgoan**

**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

Employee Name

Signature of Authorized Signatory Employee Signature with establishment seal