

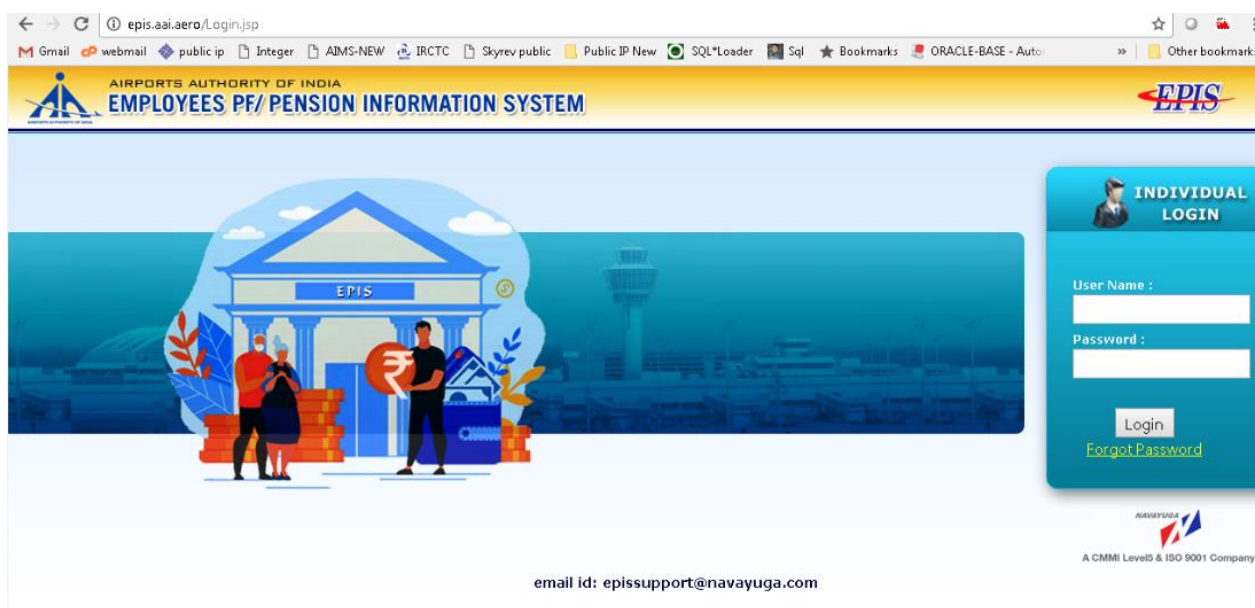
Standard Operating Procedure (SOP) to view PF Card in EPIS by AAI Employees

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- Login Procedure
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Login Procedure

1. To **View CPF Card**, open URL <http://epis.aai.aero/Login.jsp> using any browser:



email id: episupport@navayuga.com

2. Enter 'User Name' and 'Password' as per following details:

- a. **User Name:** User Name will be last Five digits of PFID.

Example: 12345 -> 12345

01237 -> 1237(0 should not be considered if it is before the number)

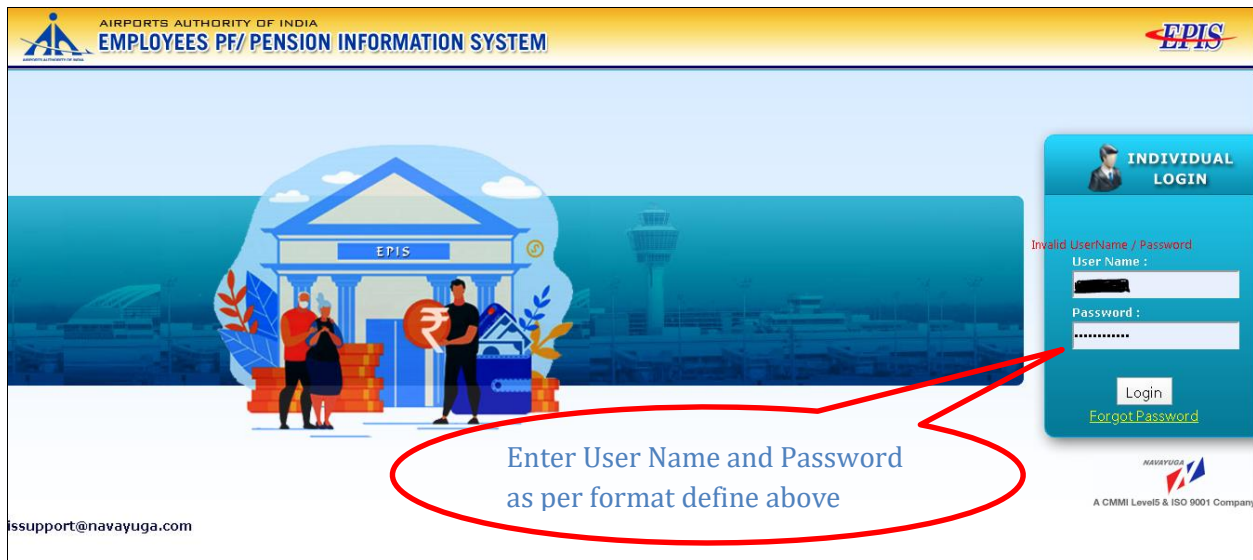
00056 -> 56(0 should not be considered if it is before the number)

- b. **Password:** The default Password is date of joining of the employee in the format: DDMMYYYY.

Example: 13/7/1998 -> 13071998

01/09/1978 -> 01091978

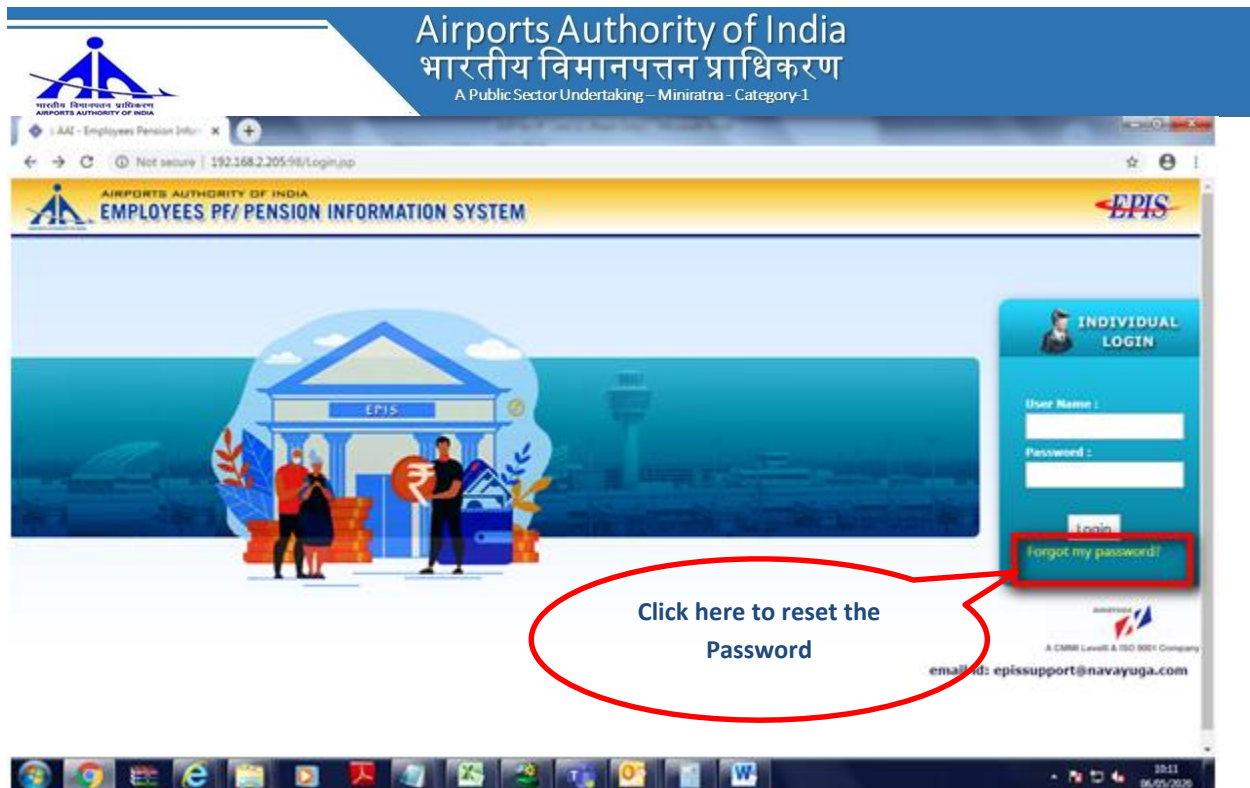
3. Enter the User Name and Password as per above mentioned format and click on Login button:



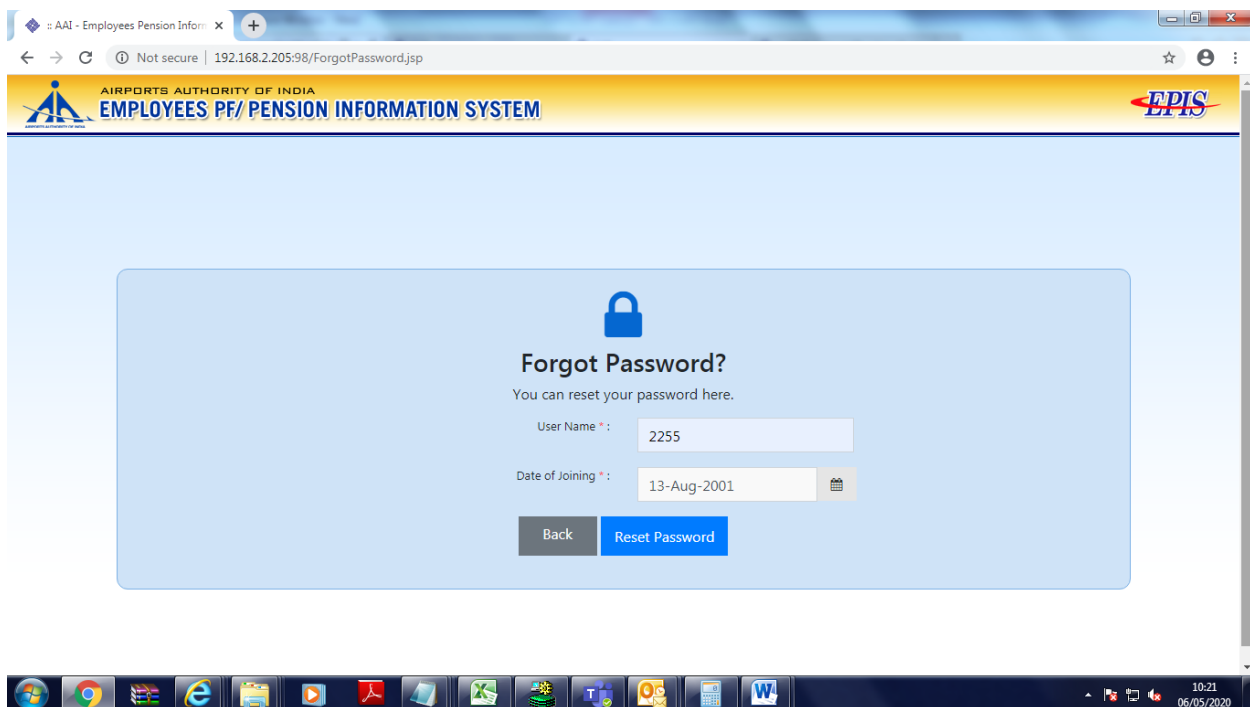
Enter User Name and Password
as per format define above

Forgot Password

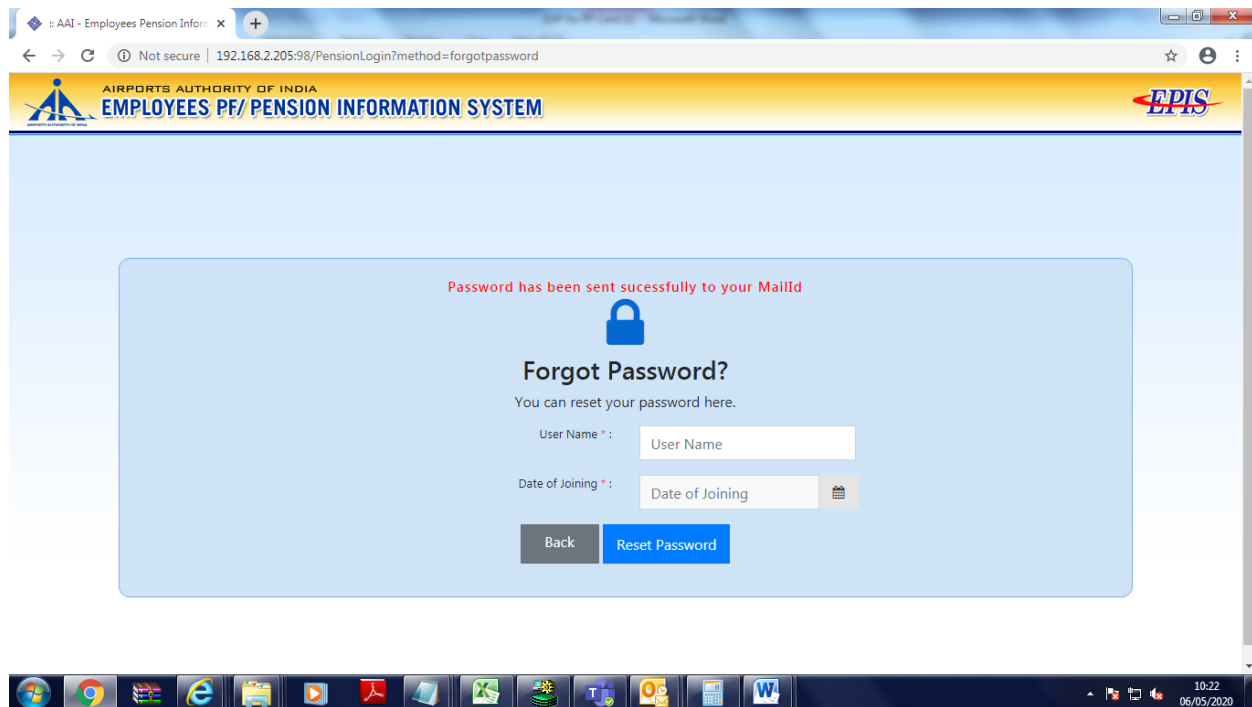
4. If you encounter an Unsuccessful Login attempt due to Password issue, click on "Forgot Password" option to reset the password:



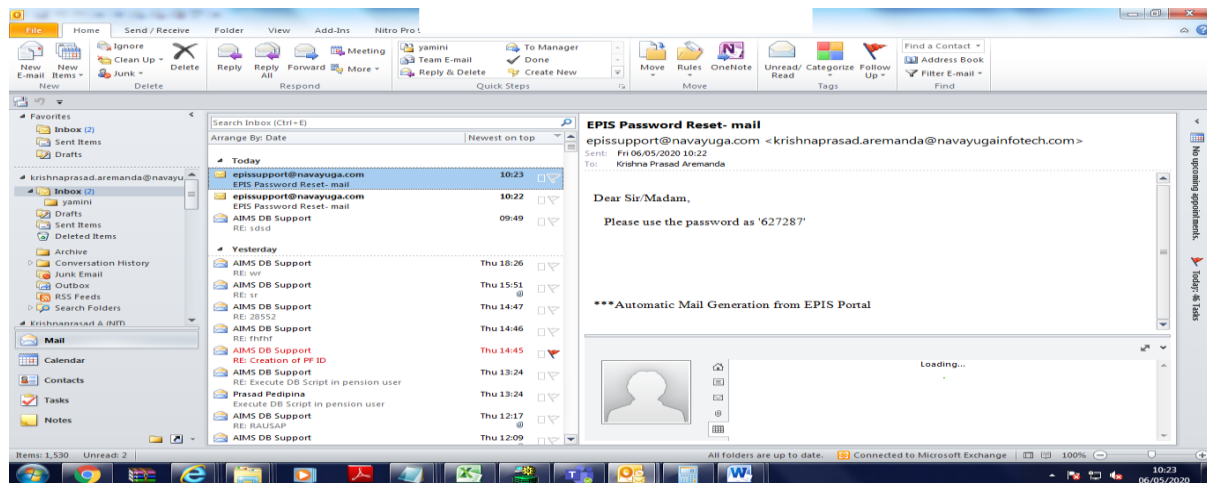
- By Clicking on the Highlighted Box shown in the above screen the page will navigate to the below screen.
- Enter User Name (as per AAI record) and Date of Joining of the Organization to reset the password.



- After the employees enter the **User Name** and **Date of joining**, the temporary password will be sent to their AAI email ID which is mapped with the PF ID details:



- If you get the alert as mentioned above i.e. “The Password has been sent successfully to your mail id”, then check your mailbox for six-digit **PASSWORD**.





Airports Authority of India भारतीय विमानपत्तन प्राधिकरण

A Public Sector Undertaking – Miniratna – Category-1

- Now you can login to the EPIS system using **PASSWORD** as received in your mailbox:

email id: epissupport@navayuga.com

- If the **User Name** or **Date of joining** does not match according to the details available in the EPIS System, you will not receive the PASSWORD on your email ID and you will see the alert as below screen.

Mail not delivered to your Email Id, Please Contact to epissupport@navayuga.com

Forgot Password?
You can reset your password here.

User Name * :

Date of Joining * :

[Back](#) [Reset Password](#)



- If the user encounters any problem during login, password reset, he / she can send the request to Technical Support team at email id epissupport@navayuga.com with the following details:

Employ Details: _____

PFID: _____

Date of Joining: _____

Password Policy & Password Change Option

5. Users must follow the password change policy as described below:

- Minimum Password Length: **8 Character**
- Password Complexity:
 - Password shouldn't contain the **User Name**
 - Passwords must use at least three of the four available character types: **Lowercase Letters, Uppercase Letters, Numbers, and Symbols.**(Sample password: **P@ssword5**)

6. The successful login attempt, first time the following screen will be opened:

AIRPORTS AUTHORITY OF INDIA
EMPLOYEES PF/ PENSION INFORMATION SYSTEM

EPIS

Change Password

User Name: 125

Old Password: _____

New Password: _____

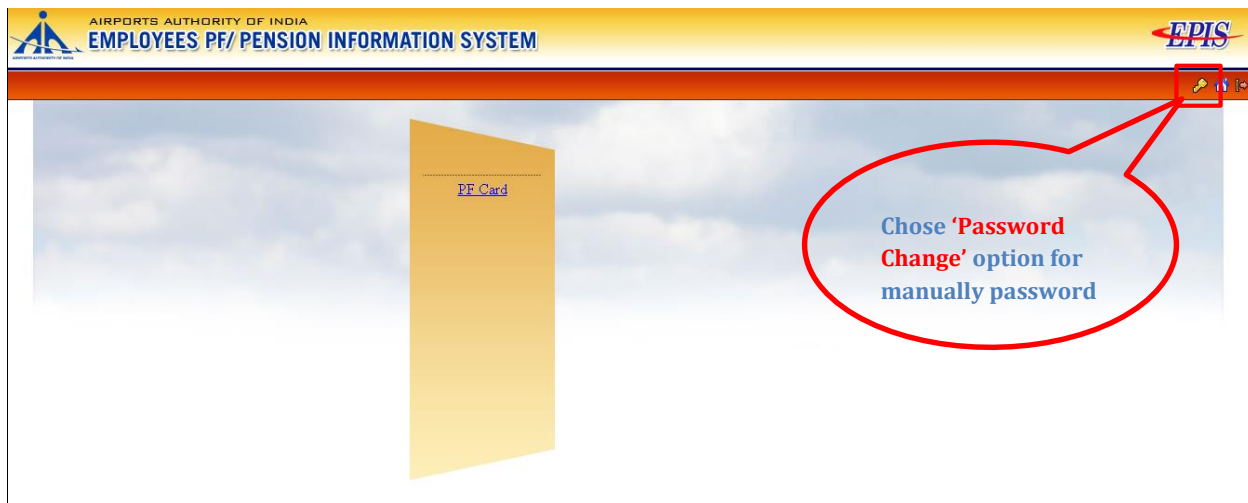
Confirm Password: _____

Update Reset

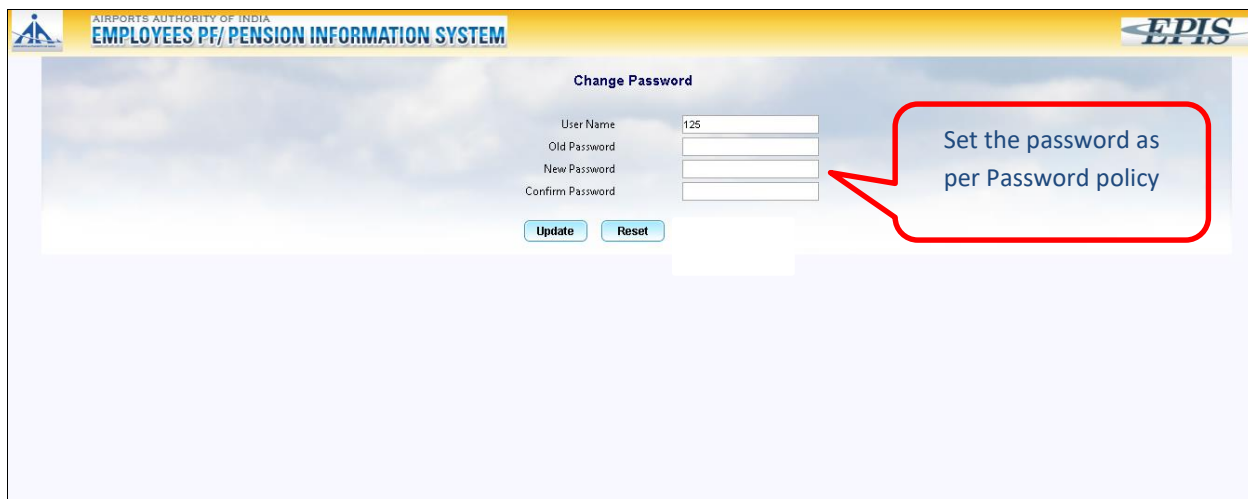
Set the password as per define Password policy

Here in this screen the "Change Password"
- Chose "Update" to change password

7. **Password Change Option:** Apart from the above password change process, users can change the password themselves using the password change option as per the following screen shot:

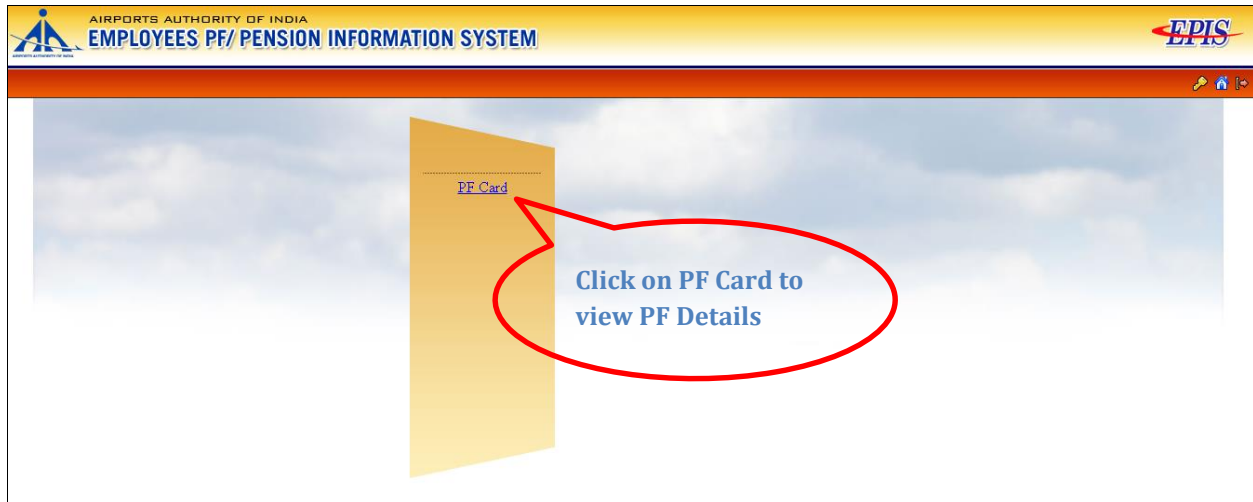


Password change option screen; user must set password as per password policy:

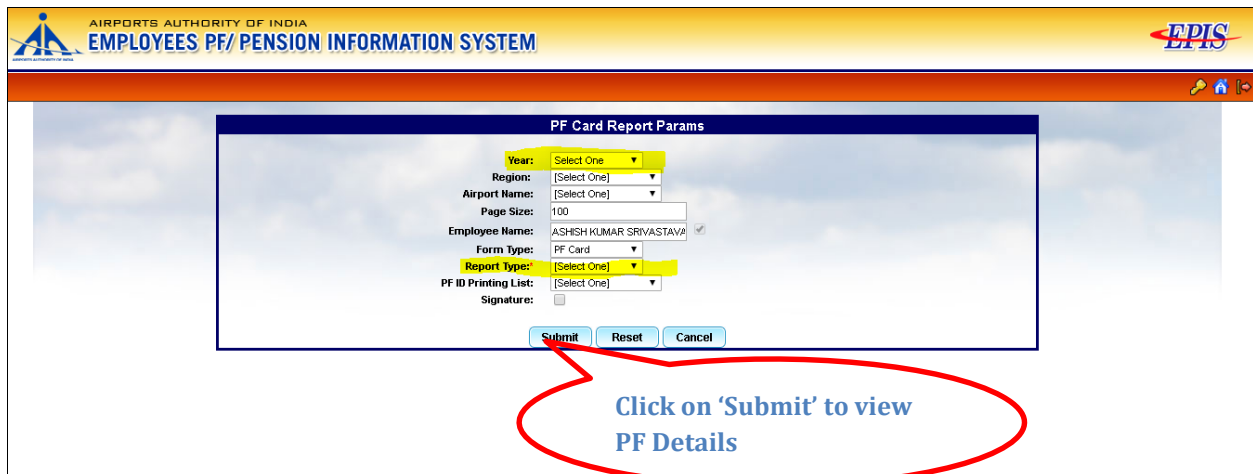


View PF Card

8. After successful login, the following screen will appear.



9. Select or Enter Parameters for PF Card Report as per below screen:



Note: Here in the above screen, *Year* and *Report type* fields are mandatory.



10. On **submission**, the following screen will appear with EPF & Pension Contribution details:

AIRPORTS AUTHORITY OF INDIA
Employee's Provident Fund Trust

EPF & PENSION CONTRIBUTION CARD
FOR THE YEAR 2019-20 (Provisional)

Dt: 11-05-2020 08:40:28

PF Id: [REDACTED] Name: [REDACTED] Designation: [REDACTED] Father/ Husband'S Name: [REDACTED] Gender: M		SAP Employee Number : [REDACTED] Date Of Birth: [REDACTED] Date Of Joining: [REDACTED] Date Of Retirement: [REDACTED] Date Of PF Membership: [REDACTED] Division: NAD		UAN No: [REDACTED] Pension Option: [REDACTED] CAD Pension Option: [REDACTED] Pension Deferment Option: [REDACTED] Fresh Option: [REDACTED] Date Of Pension Membership: [REDACTED] Date Of Separation: [REDACTED] Separation Reason: [REDACTED]	
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EMPLOYEE'S SUBSCRIPTION										AAI CONTRIBUTION					Station	Remarks
Month	Emolument	EPF	Additional Contribution	NET EPF (3-4)	VPF	Refund Of ADV.PFW Principal	Interest	TOTAL	Advance PFW PAID	NET (9-10)	AAI PF	PFW DRAWN	NET (12-13)	PENSION CONTR.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
OPENING BALANCE (OB)																
ADJ IN OB																
Apr-19	186021	22323	1984	20339	60000	0	0	80339	0	80339	6827	0	6827	15496	CHONAD	
May-19	186021	22323	1984	20339	60000	0	0	80339	0	80339	6827	0	6827	15496	CHONAD	
Jun-19	186021	22323	1984	20339	60000	0	0	80339	0	80339	6827	0	6827	15496	CHONAD	
Jul-19	190080	22810	2031	20779	60000	0	0	80779	0	80779	6976	0	6976	15834	CHONAD	
Aug-19	190080	22810	2031	20779	60000	0	0	80779	0	80779	6976	0	6976	15834	CHONAD	
Sep-19	190080	22810	2031	20779	60000	0	0	80779	0	80779	6976	0	6976	15834	CHONAD	
Oct-19	194138	23297	2078	21219	60000	0	0	81219	0	81219	7125	0	7125	16172	CHONAD	
Nov-19	194138	23297	2078	21219	60000	0	0	81219	0	81219	7125	0	7125	16172	CHONAD	
Dec-19	194138	23297	2078	21219	60000	0	0	81219	0	81219	7125	0	7125	16172	CHONAD	
Jan-20	198197	23784	2125	21659	60000	0	0	81659	0	81659	7274	0	7274	16510	CHONAD	
Feb-20	198197	23784	2125	21659	60000	0	0	81659	0	81659	7274	0	7274	16510	CHONAD	
Mar-20	198197	23784	2125	21659	60000	0	0	81659	0	81659	7274	0	7274	16510	CHONAD	
YEAR TOTAL	2305308	276642	24654	251988	720000	0	0	971988	0	971988	84606	0	84606	192036		
INTEREST	8.25%									419108			92352			
CLOSING BALANCE										5933229			1251098	192036		
Grand Total (Subscription+Contribution)										7184327						

To print PF Card -> Right click on PFCard Report and choose the print option to print.

Query Handling Process

11. Queries regarding card **Master Data** can be represented to the **HR Dte.** of the respective location who will refer the case to CHQ HR Pension Cell and Queries regarding **Amount/Balance** can be initially contact to the **Salary Section** of the respective location which will refer the case to CHQ CPF/Pension Cell for updation.

12. Queries regarding **Login/Technical issues** can be forwarded to EPIS Tech support email id epissupport@navayuga.com