



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

"Nidhi Bhawan" Basistha, Lalmati, N.H. - 37, Guwahati - 781029

From: Sri A. Das
Secretary-cum-P.F. Commissioner

No. PF/Esstt-I/Circular/2026/02
Dated Guwahati, the 26.03.2026

To,
The Manager
All Tea Estates/Tea Factories of Assam

Subject: Implementation of Aadhaar-Based Payment (ABP) system for disbursement of benefits under Family Pension cum Life Assurance Scheme and Deposit Linked Insurance Scheme.

Sir,

In compliance with the directives of the Ministry of Labour and Employment, Govt. of India, it has been decided to implement the Aadhaar-Based Payment (ABP) system in place of the existing account-based payment system for disbursement of benefits to beneficiaries under the Family Pension cum Life Assurance Scheme and Deposit Linked Insurance Scheme w.e.f 01.04.2026.

You are, therefore, requested to seed the Aadhaar numbers of the beneficiaries with their respective bank accounts through the BASE portal developed by NPCI. Accordingly, you are requested to ensure that such Aadhaar seeding is completed for all beneficiaries immediately.

The following actions are required to be undertaken on priority:

1. Verification of Details:

The Aadhaar updation report in respect of existing Family Pension beneficiaries is required to be downloaded by the respective Tea Estates/Tea Factories from atepfo e-portal (www.atepfo.in) and need to verify the details.

2. Aadhaar mapped status check/Aadhaar seeding in BASE Portal:

All beneficiaries must have their Aadhaar numbers duly seeded with their respective bank accounts through the BASE portal.

The detailed step-by-step procedure for Aadhaar seeding in the BASE portal is enclosed herewith for reference.

3. Coverage of Beneficiaries:

- The existing beneficiaries of Family Pension and DLI schemes must be covered on priority.
- Aadhaar seeding must be ensured for all new beneficiaries at the time of submission of claim by the Tea Estates/Tea Factories.

It may be noted that non-compliance or delay in Aadhaar seeding may result in disruption of disbursement of benefits under the aforesaid schemes.

Please treat this as **most urgent**.

Encl: (1) Annexure-I
(2) Annexure-II
(3) Annexure-III


Secretary-cum-PF Commissioner
Board of Trustees

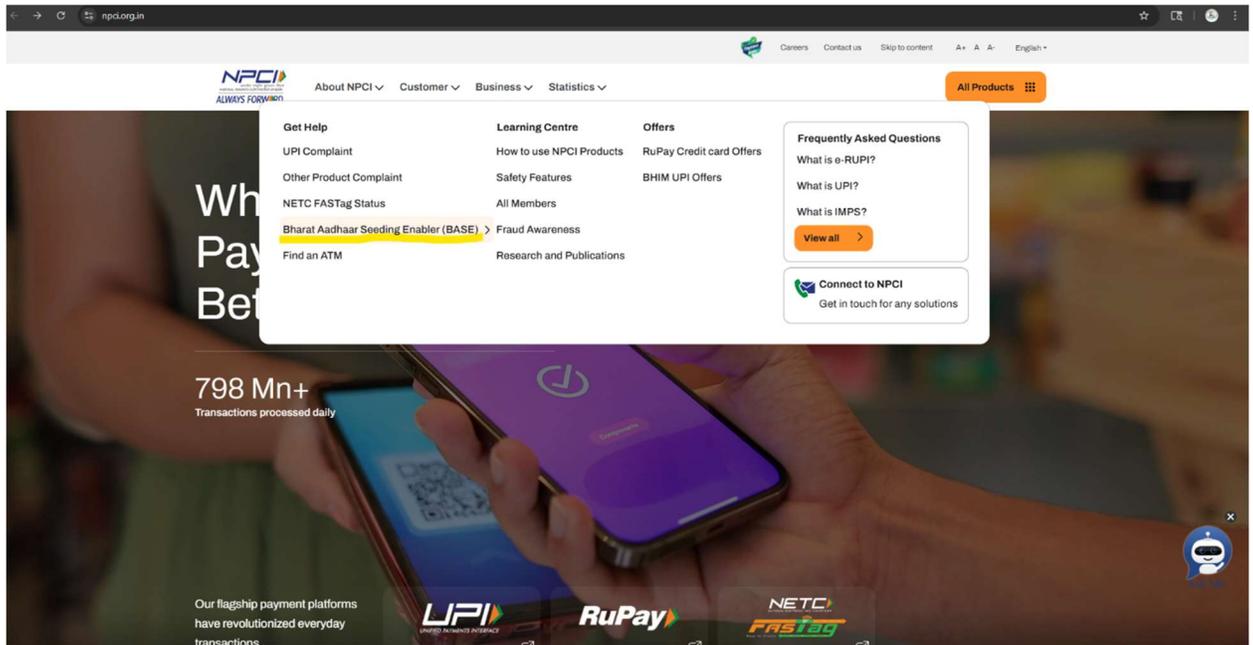
Copy To: 1) All officers of Board of Trustees, for information and necessary action.
2) All Employers Unions for information and necessary action.
3) All Employees Unions for information and necessary action.
4) The System Manager, Computer Cell, to upload in official website.

-Sd/-
Secretary-cum-PF Commissioner
Board of Trustees

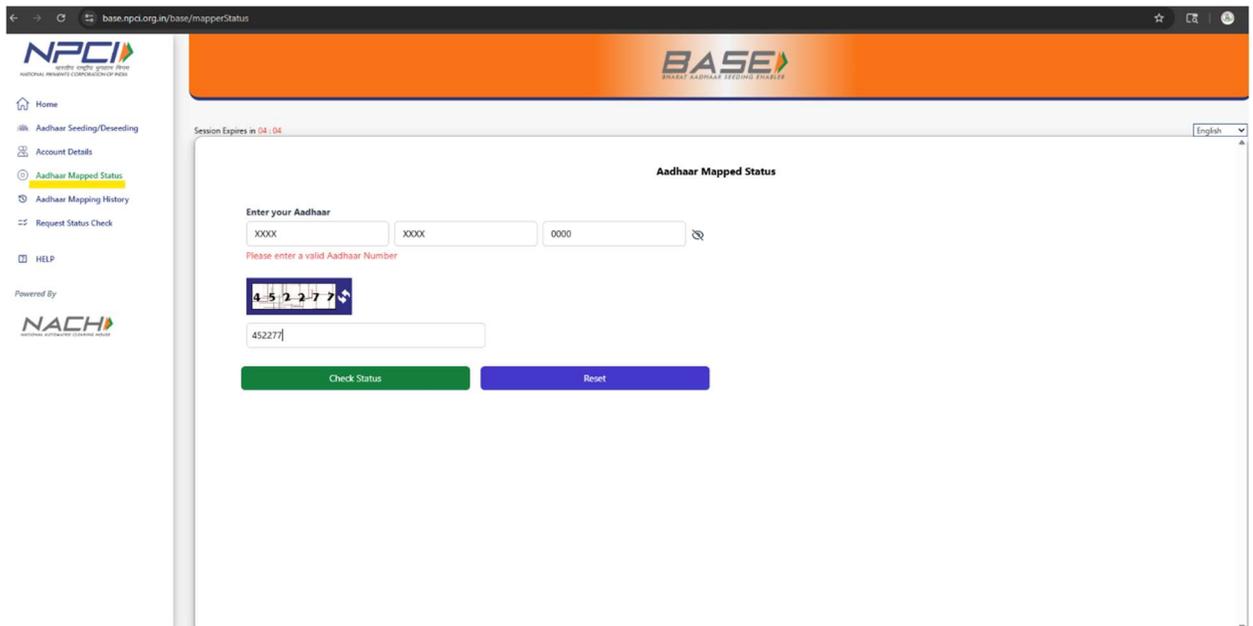
ANNEXURE- I

Aadhaar Seeding Status check:

1. Visit the NPCI website <https://www.npci.org.in/> and go to Customer tab and click on Bharat Aadhaar Seeding Enabler (BASE).



2. Click on Aadhaar Mapped Status. Enter your Aadhaar number and captcha then click on Check Status button to verify the Aadhaar seeding status. (An OTP is required to be filled up which will be received on Aadhaar registered mobile number)

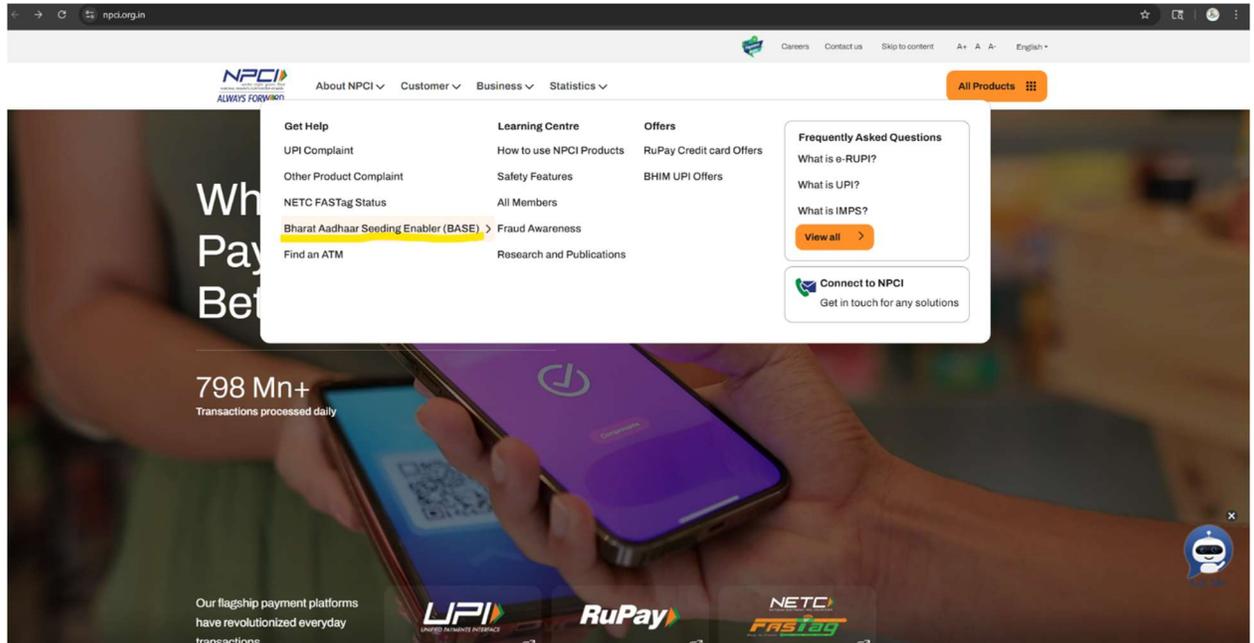


3. If the status shown as **"The given Aadhaar number XXXX-XXXX-XXXX is not seeded in NPCI mapper. You may proceed with the seeding request"**. You may proceed for fresh seeding, following procedures mentioned in **Annexure-II**.
4. If the status shown as **"Aadhaar number is seeded"** and the Aadhaar number is seeded with the same bank registered on the **'ATEPFO e-Portal'**, then follow the procedures mentioned in **"Annexure-III"**.

ANNEXURE-II

Steps for Fresh Aadhaar Seeding:

1. Visit the NPCI website <https://www.npci.org.in/> and go to Customer tab, and click on Bharat Aadhaar Seeding Enabler (BASE).



2. Click on Aadhaar Seeding/Deseeding. Enter your Aadhaar number, then select the “Request for Aadhaar” as Seeding. Select the bank name and **Seeding Type** as Fresh Seeding then enter **Account Number**, **Confirm Account Number** and Captcha. Click on consent, and then click the submit button and click on “Agree and Continue”.

A screenshot of the BASE (Bharat Aadhaar Seeding Enabler) form. The form is titled 'Request for Aadhaar' and includes the following fields and options:

- Enter your Aadhaar:** Three input fields for the Aadhaar number (XXXX, XXXX, 2653).
- Request for Aadhaar:** Radio buttons for 'Seeding' (selected) and 'De-Seeding'.
- Select Your Bank:** A dropdown menu showing 'STATE BANK OF INDIA'.
- Seeding Type:** Radio buttons for 'Fresh Seeding' (selected), 'Movement - Same bank with another account', and 'Movement - from one bank to other bank'.
- Account Number:** An input field with 'XXXXXXXXXX'.
- Confirm Account Number:** An input field with 'XXXXXXXXXX'.
- Consent:** A checkbox for agreement, with a detailed text block below it.
- Captcha:** A captcha image showing the numbers '9 4 8 5 3 6' and an input field with '948536'.
- Buttons:** 'Submit' and 'Reset' buttons.

The footer of the page reads '© 2026 NPCI. All Rights Reserved'.

ANNEXURE-III

Part A: Steps for verify account details.

1. Click on Account Details tab. Enter your Aadhaar number and captcha and then click the submit button.

The screenshot shows the 'Account Details' page on the NPCI BASE portal. The URL is https://base.npci.org.in/base/accountDetails. The page features a sidebar with navigation options: Home, Aadhaar Seeding/De seeding, Account Details, Aadhaar Mapped Status, Aadhaar Mapping History, Request Status Check, and HELP. The main content area is titled 'Account Details' and contains a form with the following fields: 'Enter your Aadhaar' (XXXX XXXX 1084), a captcha (949047), and a text input field (949047). There are 'Submit' and 'Reset' buttons. A session timer indicates 'Session Expires in 04 : 48'. The page is powered by NACH.

2. If the same bank account number is seeded which is registered on ATEPFO e-Portal then no action needed. If not, then follow the procedures mentioned in the Part B and C (whichever is applicable) below-

Part B: Steps for Movement - Same bank with another account Aadhaar Seeding

1. Click on Aadhaar Seeding/De seeding. Enter your Aadhaar number, then select the “Request for Aadhaar” as Seeding. Select the bank name and Seeding Type as “Movement - Same bank with another account” then enter Account Number, Confirm Account Number and Captcha. Click on consent, and then click the submit button and click on “Agree and Continue”.

The screenshot shows the 'Request for Aadhaar' page on the NPCI BASE portal. The URL is https://base.npci.org.in/base/seedingRequest. The page features a sidebar with navigation options: Home, Aadhaar Seeding/De seeding, Account Details, Aadhaar Mapped Status, Aadhaar Mapping History, Request Status Check, and HELP. The main content area is titled 'Request for Aadhaar' and contains a form with the following fields: 'Enter your Aadhaar' (XXXX XXXX 1084), 'Request for Aadhaar' (Seeding selected), 'Select Your Bank' (STATE BANK OF INDIA), 'Seeding Type' (Movement - Same bank with another account selected), 'Account Number' (XXXXXXXXXX), and 'Confirm Account Number' (XXXXXXXXXX). There is a consent checkbox and a captcha (541736). There are 'Submit' and 'Reset' buttons. A session timer indicates 'Session Expires in 01 : 32'. The page is powered by NACH.

Part C: Steps for Movement – From one bank to other bank Aadhaar Seeding

1. Click on Aadhaar Seeding/Deseeding. Enter your Aadhaar number, then select the “Request for Aadhaar” as Seeding. Select the bank name and **Seeding Type** as “**Movement - from one bank to other bank**” then enter **Account Number**, **Confirm Account Number** and Captcha. Click on consent, and then click the submit button and click on “Agree and Continue”.

The screenshot shows the NPCI BASE Aadhaar Seeding Request form. The page has a header with the NPCI logo and the BASE logo. A sidebar on the left contains navigation links: Home, Aadhaar Seeding/Deseeding, Account Details, Aadhaar Mapped Status, Aadhaar Mapping History, Request Status Check, and HELP. The main content area is titled "Session Expires in 06:09" and "Request for Aadhaar". It contains several input fields: "Enter your Aadhaar" (with three masked fields and a PIN field), "Request for Aadhaar" (with radio buttons for Seeding and De-Seeding), "Select Your Bank:" (a dropdown menu showing "PUNJAB NATIONAL BANK"), "Seeding Type" (with radio buttons for Fresh Seeding, Movement - Same bank with another account, and Movement - from one bank to other bank), "Account Number" (masked), and "Confirm Account Number" (masked). Below these fields is a consent checkbox and a paragraph of text. At the bottom, there is a captcha field with the digits "7 5 3 4 4 2" and a "Submit" button.

Session Expires in 06:09

Request for Aadhaar

Enter your Aadhaar

XXXX XXXX 1084

Request for Aadhaar

Seeding De-Seeding

Select Your Bank:

PUNJAB NATIONAL BANK

Seeding Type

Fresh Seeding

Movement - Same bank with another account

Movement - from one bank to other bank

Account Number

XXXXXXXXXX

Confirm Account Number

XXXXXXXXXX

By submitting my Aadhaar number, bank account number and other details (XXXXXXXX1084/XXXXXXXX1958) on this Platform, I voluntarily and with my own free will, agree and give my consent for the use of information including my Aadhaar number, for the purpose of authentication from UIDAI and for carrying out seeding enquiry or seeding it with the bank of my choosing PUNJAB NATIONAL BANK. I agree with and understand that, for the purpose of such authentication and Aadhaar seeding, the details submitted by me shall be sent to UIDAI and the Bank, to confirm the authenticity of my Aadhaar number and link the Aadhaar number with the bank account held with the Bank as per the information submitted by me, respectively. I agree with and acknowledge that I shall not hold NPCI responsible for the Bank rejecting my request due any reason whatsoever, and I agree that NPCI shall not be held liable for any loss resulting therefrom. I wish to seed my Aadhaar number with NPCI mapper to enable me to receive Direct Benefit Transfer (DBT) including LPG Subsidy from Govt. of India (GOI) in my above account. I understand that if more than one Benefit transfer is due to me, I will receive all the benefit transfers in the same account. (only for customer who have not so far seeded account with NPCI Mapper).

7 5 3 4 4 2

153442

Submit Reset

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