



MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: - www.mahadiscom.in

No.AD/PF/S&R/D/ 5203

Date 31 AUG 2016

DEPARTMENTAL CIRCULAR NO- 199

Subject: CPF Personal Ledger Account (PLA) slips for the year 2015-16.

CPF Trust has finalized CPF Personal Ledger Accounts (PLA) for the year 2015-16. The CPF Personal Ledger Accounts (PLA) slips are available on the MSEB CPF Portal. Employees can generate their Personal Ledger Accounts (PLA) slips through MSEB CPF Portal. Detailed guidelines for generating PLA Slips are enclosed herewith.

R. Pawar

Secretary

31/8/16

to the Board of Trustees
of MSEB's C.P. Fund Trust, Mumbai.

Copy to:-

As per mailing list.

GUIDELINES FOR GENERATING PLA SLIPS

1. Visit to site www.mahadiscom.in and click on Employee Portal.

The screenshot shows the website www.mahadiscom.in with a navigation menu on the left. The menu items include: Online Grievance Redressal System for HT Consumers, Know your Bill Format, Centralized Customer Care (CCC), Consumer Facilitation Centers, DISTRIBUTION LOSSES, RIGHT TO INFORMATION ACT (English, Marathi, List of APIOs, PIOs and AA under Right to Information Act 2005), PROJECTS, **EMPLOYEE PORTAL** (highlighted with a red oval), INFORMATION FOR RETIRED EMPLOYEES, PHOTO GALLERY (Major Events Photos), THEFT OF ELECTRICITY (Provisions Of Act), PRESS RELEASES, MAHAVITARAN VIDYUT, WARTA (Training & Safety), Department, and MSEDCL ARCHIVES. The main content area is titled 'TENDERS >>' and lists several tender notices with details like 'CORRIGENDUM NOTICE: Corrigendum to the terms and conditions of the tender CE/NZ/Infra-II part-II/Khaperkheda s/dn./16-17/T-04' and 'E-TENDER NOTICE: Corrigendum-I For SE/CH/O&M/CIRCLE/T/Backlog/16-17/T-32 and SE/CH/O&M/CIRCLE/T/Backlog/16-17/T-33'. A search bar is present with 'Search Tenders' and 'More Tenders' options. On the right side, there are sections for 'HR DEPARTMENT', 'EMPLOYMENT & OPPORTUNITIES', 'DISTRIBUTION FRANCHISE', 'SUPPLIER SERVICES', and 'IMPORTANT LINKS'. At the bottom, there is a button that says 'Click here to Download MSEDCL Mobile App'. The browser's address bar shows 'www.mahadiscom.in' and the system tray at the bottom indicates the time is 13:31 on 04-03-2016.

2. After this, click on MSEDCL CPF Portal

The screenshot shows the homepage of the Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL). The left sidebar contains a navigation menu with categories like HOME, ABOUT MSEDCL, CONSUMER SERVICES, and EMPLOYEE PORTAL. The main content area features an 'Employee Portal' section with several links. The link 'MSEDCL CPF and Pension Related' is circled, and it points to a sub-section titled 'MSEDCL CPF Portal' which includes links for CPF Circulars, Employee/Nominee Bank Details for CPF Claims, CPF Forms And Documents, MSEDCL CPF Section - Contact List, MSEDCL CPF Model Rules, CPF Advance Sanction - Fortnightly WM Reports, and CPF Final Settlement Sanction - Fortnightly WM Reports.

3. Screen will appear as below after clicking on MSEDCL CPF Portal. If the employee is registered then select the company as appearing in Login, enter the CPF Number and password and click on Login”.

The screenshot shows the 'MSEDCL Contributory Provident Fund' login page. The page title is 'MSEDCL Contributory Provident Fund for employees of MahaDiscom, MahaTransco, MahaGenco and MSEDCL Holding Company Ltd.'. The login form on the left includes fields for 'Company' (a dropdown menu), 'Email / CPF Number', 'Password', and 'Forgot Password?'. A 'Login' button is also present. The main content area contains an 'Introduction' section with a welcome message and a list of provisions for employees. Below this is a 'Browser Compatibility' section listing supported browsers and versions.

4. If the employee is registered but has forgot password then click on Forgot Password. After submitting required information, such as Login ID, First Name and Date of Birth, new password will be sent on the email id registered at the time of registration. If the employee is not registered then kindly follow the process as mentioned from Point No. 7 to 9.
5. After the retrieval of password employee is required to login to CPF Portal as stated in Point No. 3 above. After the login, Employee will have to click on "View CPF Balance Tentative" as shown below.

The screenshot displays the MSEDCL intranet portal for the MSEDCL employees. The page title is "MSEB Contributory Provident Fund for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd." The user is logged in as "Welcome Rajesh [2221101] | Accounting Unit: 9521? Location Id: 11989?". The left sidebar shows "User Controls" with "View CPF Balance (Tentative)" circled in red. The main content area has an "Introduction" section with the following text: "Welcome to CPF Self Service Portal for the Employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Limited. All the employees in MSEDCL intranet currently have following provisions:" followed by a list of provisions. The browser's address bar shows "10.0.3.141:8180/CpWebProject/home".

6. Screen will appear as below after clicking on View CPF Balance (Tentative). Employee will have to select "2015" in the 'From Year' and then click on Generate CPF PLA Slip as shown below. PLA Slip will be generated after this, which is to be saved by the Employee for future reference. Employee is requested to take print out of the PLA for their record purpose.

MSEB Contributory Provident Fund
for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Compa

Welcome Gauri [2541084] | Accounting Unit: 9521? Location Id: 11989? | FAQ's | Logout

Home > View CPF Balance

On-Behalf CPF Balance

View CPF Balance (Tentative)

CPF Number: 2541084 Designation: Accounts Officer Department:

Employee First Name: Gauri Employee Middle Name: Balkrishna Employee Last Name: Rane

View Year Wise CPF Balance [Select From Year to Generate CPF Slip] *

From Year: 2015 To Year: Select Year View CPF Balance

Generate CPF PLA Slip

Generate CPF PLA Slip For All Employees

Generate CPF PLA Slip For Left Employees

Financial Year	Employee Share			Company Share			Year End Total Balance (H=E+F)	Total Accumulated Balance G + H	Prov. Final Interest Rate	Final Interest Rate
	Opening Balance (A)	Closing Balance (B = A+J-K)	Yearly Interest (C)	Opening Balance (D)	Closing Balance (E = D+L-M)	Yearly Interest (F)				

7. In case employee is not registered on CPF Portal, then employee is required to click on "New User Register Here" as shown below.

MSEB Contributory Provident Fund
for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd.

Welcome Guest

Home

Introduction

Welcome to CPF Self Service Portal for the Employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Limited.

All the employees in MSEDCIL intranet currently have following provisions:

- Members can register to the portal.
- Members can view their CPF Balances (Provisional for current financial year).
- Members can view their CPF Loan History.
- Members can view their registration details and update mobile number and email Id.
- Members can change password.
- Members can reset password by clicking on the "Forgot Password" link on the login page.
- Members can view documents viz. circulars, instructions etc. as and when uploaded.
- Members of CPF section having special roles can create newly joined employees in HRMS by allotting new auto-generated CPF Number.
- Members of CPF section having special roles can upload the CPF schedule data for MahaTransco, MahaGenco, MSEB Holding Company, validate, check statistics and error reports and finalise the data.
- Members having special Accounts privileges can enter and finalise CPF Subscription and Reimbursement Amounts (S & R Accounting amounts)

Browser Compatibility :

- Internet Explorer 8 and above. Press F12 and find 'Browser Mode' and 'Document Mode' in File menu. Both should be 8 or above.
- Google Chrome 30.0 and above
- Mozilla Firefox 27.0 and above

Login

Company: -- Select --

Email / CPF Number:

Password:

Forgot password?

New User Register Here

Central Employee's Provident Fund Organisation (EPFO)

EPFO UAN Member Portal

CPF Login Lumsum Repayment Instructions

8. Screen will appear as below. Employee is required to fill-up all required details such as CPF Number (without leading zeros), full name, date of birth, company name, valid email id (Email id is essential for receiving password), mobile number etc. and then will be required to click on "Register" for getting password on email id as provided while registration. Kindly note down the password received on email-id and open CPF Portal again. Kindly select the company, enter CPF Number and system generated password and click on "Login". Member can also refer Circular No. 194 dated 06.01.2015 for detailed information in this regard.

The screenshot shows a web browser window with the URL 10.0.3.141:8180/CpfWebProject/register_user. The page title is "MSEB Contributory Provident Fund" and the subtitle is "for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd." The page includes a "Welcome Guest" message in the top right corner. On the left side, there is a "Registration Tips..." section with three bullet points: "Fill the form with required details and press 'Register' button.", "If you want to reset the form or you want to fill fresh details, press 'Reset' button.", and "By clicking 'Cancel' button you will go back to Home / Login Screen." The main content area is titled "User Self Registration" and contains the following fields: "CPF Number: *" (text input with "0"), "First Name: *" (text input), "Middle Name:" (text input), "Last Name: *" (text input), "Company Name: *" (dropdown menu with "-- Select --"), "Date of Birth: *" (calendar icon), "Enter Your Email Address: *" (text input), "Please Confirm Your Email: *" (text input), "Enter Your Mobile No: *" (text input with "0"), and "Please Confirm Your Mobile No: *" (text input with "0"). A note next to the email confirmation field states: "Make Sure You Are Entering Valid And Active E-mail ID. Your Password will be mailed to given E-mail ID." At the bottom of the form are three buttons: "Register", "Reset", and "Cancel". The Windows taskbar at the bottom shows the date and time as 13:05 on 08-08-2016.

9. After the successful login, kindly refer the procedure for generating PLA slips as mentioned in Point No. 5 and 6. Further it is recommended to change system generated password by clicking on "Change Password Option" under "User Control Menu". Employee is required to enter system generated password in "Old Password" and password as per employee's requirement under "New Password" and "Confirm Password" and will have to click on "Submit". After this, Login Screen will appear once again and the employee is required to login to CPF Portal after entering new password.

10.0.3.141:8180/CpfWebProject/home

MSEB Contributory Provident Fund
for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd.

Welcome Rajesh [2221101] |
Accounting Unit: 9521 ? Location Id: 11989 ?
FAQs | Logout

User Controls

- My Profile
- Change Password**
- View CPF Balance (Tentative)
- Online Nomination
- Settlement Application
- CPF Loan Details
- Pension Claims

Home

Introduction

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- Members can reset password by clicking on the 'Forgot Password' link on the login page.
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Browser Compatibility :

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- Google Chrome 30.0 and above
- Mozilla Firefox 27.0 and above

Search the web and Windows

Desktop Address

18:09
04-08-2016

10. Kindly check the PLA Slip as per your salary slip and if there is any discrepancy kindly inform CPF Section through your HR Department within 6 months from this circular date.

11. If there is any error during registration due to Name and Date of Birth mismatch, contact your HR Department and send audited CPF form no. 3.6 for correction of name, date of birth as per service book to CPF section. After receipt of the same, the correction will be done by CPF section in the CPF Master. Then respective employee can register at the portal.