

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 3 1 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.

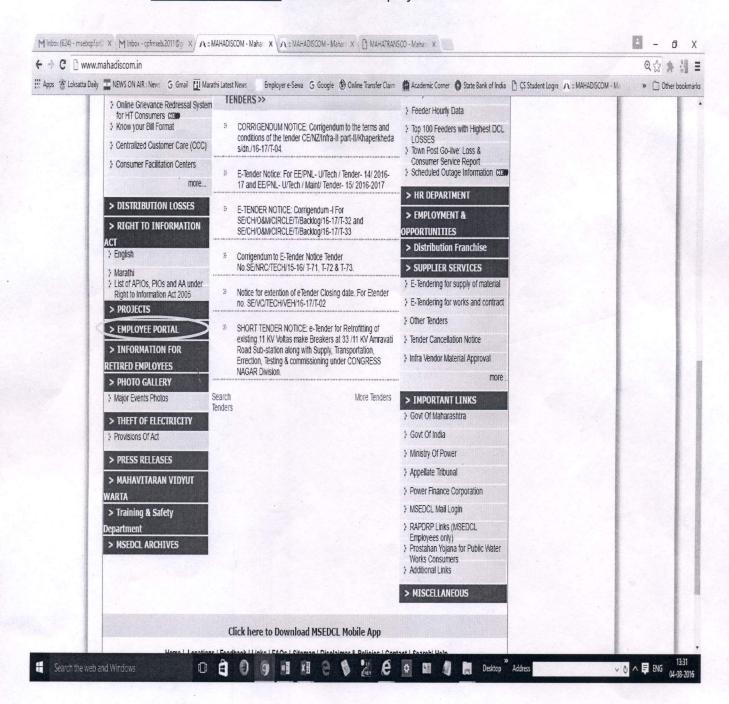
to the Board of Trustees of MSEB's C.P. Fund Trust, Mumbai.

Copy to:-

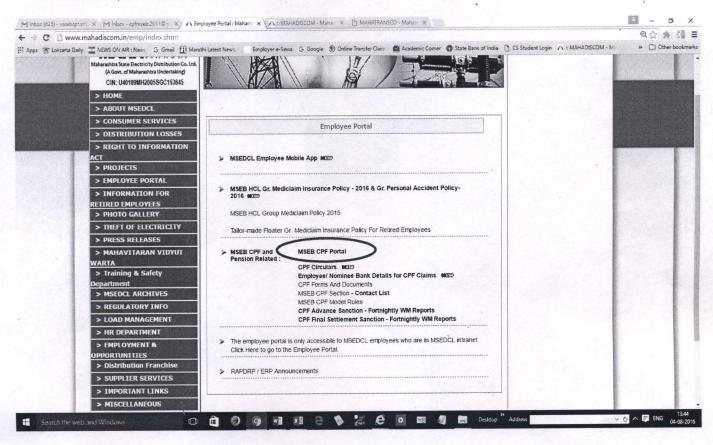
As per mailing list.

GUIDELINES FOR GENERATING PLA SLIPS

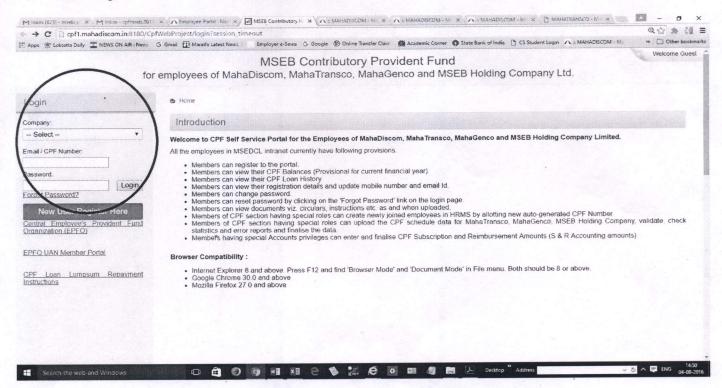
1. Visit to site www.mahadiscom.in and click on Employee Portal.



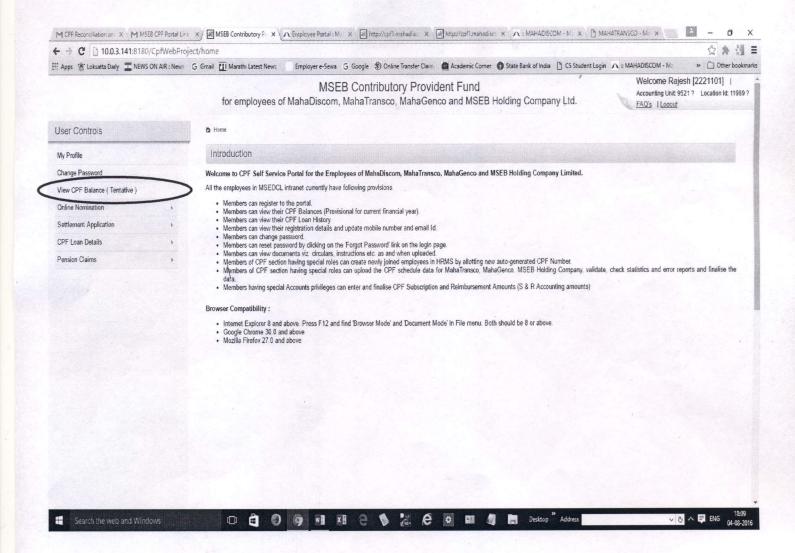
2. After this, click on MSEB CPF Portal



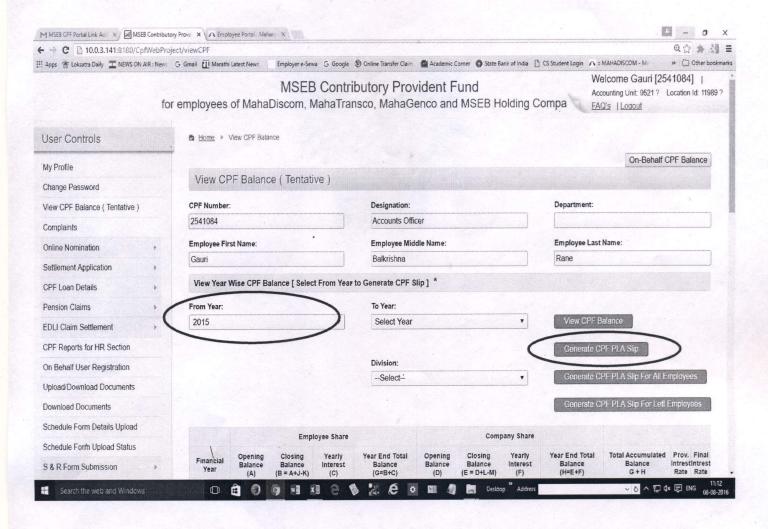
 Screen will appear as below after clicking on MSEB CPF Portal. If the employee is registered then select the company as appearing in Login, enter the CPF Number and password and click on Login".



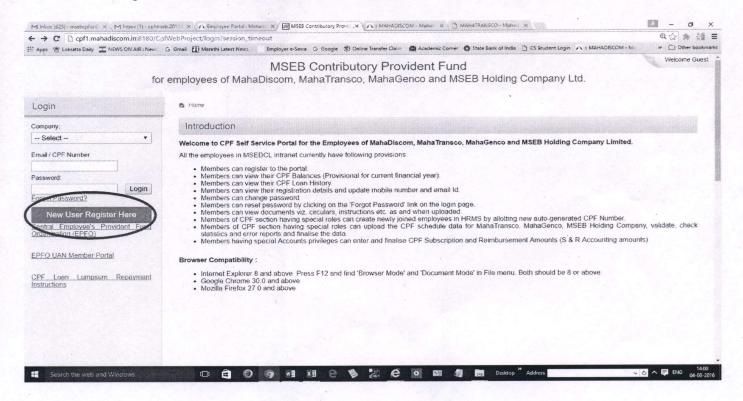
- 4. If the employee is registered but has forgot password then click on Forgot Password. After submitting required information, such as Login ID, First Name and Date of Birth, new password will be sent on the email id registered at the time of registration. If the employee is not registered then kindly 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.



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.



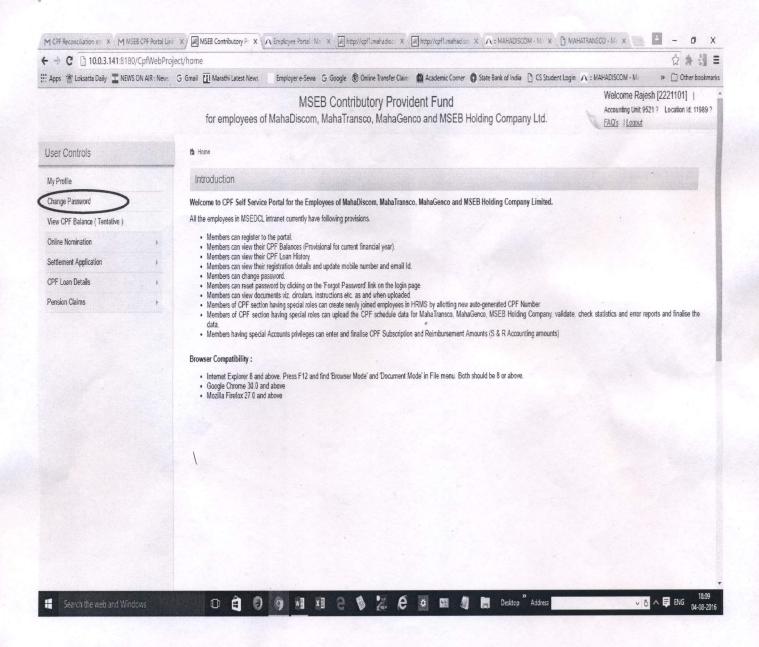
7. In case employee is not registered on CPF Portal, then employee is required to click on "New User Register Here" as shown below.



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.

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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. 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.