

Instruction for assignment of 'CPF Claim Preparing HR User' Role dated 01.07.2025

CPF claims preparing user role is assigned to LDC/UDC or any HR user. The user having this role can only enter data for transfer/end employment/new CPF number application, validate schedule etc but cannot submit or forward or finalize the data. To assign this role to their one LDC/UDC or HR user, provision is done now so that user having 'HR Manager User' or 'Dy Manager-HRMS/SR Manager HR' role who can be Dy Manager(HR)/ SR manager(HR) can assign this role to his location HR user to enter the data.

Following are the steps to assign the role.

- Login to MSEB CPF Portal
- Select User Matrix Menu as shown in below screenshot

MSEB Contributory Provident Fund
for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd.
version Dev_10.0.2.2

Accounting Unit: 9539 Location Id: 2617
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User Controls

- My Profile
- View My Privileges
- Change Password
- View CPF Balance (Tentative)
- New Employee CPF and UAN
- CPF Nomination
- S & R Form Submission
- Schedule Form Upload
- Monthly Contributions
- CPF Loan Details
- Final Settlement
- Pension Claims
- EDLI Settlement
- CPF Reports for HR Section
- User Matrix**
- Pension ECR Submission

Assigned Roles:

Role: HR Manager User
Description: This user can Upload CPF Schedule, Forward CPF claims and CPF Nomination, Submit New CPF Number Appl.,

Location - Role Assigned:
9539 - HR MANAGER USER

Standard Operations	Create	View	Edit	Modify	Delete	Upload	Verify	Reject	Approve	Reject	Download
Nominations Module	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View CPF Balance, Generate PLA Slip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On behalf of User Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Role Matrix	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Downloading of Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loans Module	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Settlements Module	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Enter Cpf Number of employee and click on Search icon as shown in following screenshot

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User Maintenance

CPF Number: *
2490749

MSEB PF Joining date
17-08-2011

Date of Birth :
09-05-1983

First Name:
Nitin

Middle Name:
Ramrao

Last Name:
Umale

Department:
Maharashtra State Electricity Distribution Com Ltd

Designation:
Assistant Programmer

Mobile No:
[Redacted]

Email Address:
[Redacted]

Location:
Corporate Office(261)

Accounting Unit:
9539

Does User Belongs to CPF Section [No]

Role to be Assigned:
--- Select ---
CPF Claims Preparing HR User

Assign

Assigned Roles:

Role: CPF Advance Audit User
Description: This user will verify cpf loan application after inward

- Select role to be assigned as 'CPF Claim Preparing HR User'. After selecting this 'Location to be assigned' field will be enabled.
- Select Location from the drop down list and click on 'Assign' button.
- The HR user to whom role being assigned should be working in same location. If employee recently joined the location, his transfer/promotion details must be submitted as soon as possible in CPF portal for correction of location of the employee in CPF master.