Instructions for Employee Leaving details submission dated 25.05.2021

MSEB CPF Portal maintains master details for employees of MSEB companies. The CPF contributions are received during service. Once employee has left service, the CPF contributions stop. The details of employee leaving service has to be submitted to CPF system else the employee will be shown as active. For this purpose, provision is made in MSEB CPF Portal for entering and submitting the employee leaving service details. Following are the steps for submission of the details.

1) The HR user should have HR Manager User special access for his accounting location. If access not present, he can send form no 102 to msebcpf.rsm@gmail.com and cpfnomination@gmail.com.

2) Select the menu **'End Employment Detail'**. Then select '**End Employment Details Submission**'. For MSEDCL employees, the end employment details will be fetched from SAP system through API on 1st of every month. If such details are fetched, the same will be visible in the screen.

3) To enter the details, select the button '**New End Employment Detail'** button.

4) Enter CPF Number of the employee whose end employment details to be submitted and click on search button. Existing details of the employee will be displayed. **Check if the employee CPF number belongs to the same employee whose details being submitted**.

5) Select Leaving Date and Reason of Leaving the service. In case employee leaves service at end of the month and holidays fall on the last days of the month and full salary drawn for the month, then last date of the month should be entered. E.g. **If employee is due for retirement on 31-Mar-2021 and 31-mar-2021 is holiday, then date of leaving should be entered as 31-Mar-2021 if employee retired and full salary drawn till 31-Mar-2021.**

6) Enter any special remarks, if any, under User Remarks and click on '**Save**'. If current accounting location of the employee and HR manager user location is matched, the system will allow saving the entry. If there is mismatch, the system will prompt error that you cannot enter end employment details for employee who is not working in your location. If the employee is recently transferred before leaving service, then employee transfer details must be submitted, if already not submitted.

7) After saving successfully, web Id will be assigned to the application. Enter the details for all the employees leaving service during previous month.

8) Select '**Print Form 3.3**' button to print employees leaving details in one form. Take necessary signatures and scan the document. **Only 'Applied' status entries will be printed. 'Submitted' entries will not be printed. Try to print so that only 5 to 10 employees to fit in one page.**

9) Click 'Browse' button and select the documents of Form no 3.3, transfer order copy, joining copy and click upload for each document.

10) After attachment for each application, submit each of the applications by clicking '**Final Submit**'.

11) Depending on the reason of leaving, the application will be submitted and/or also posted to CPF master.

12) If message shown as submitted when Final Submit button clicked, it will be shown in '**Pending with CPF**' option for CPF section's RSM section user(Recovery Schedule and Master section who looks after CPF schedule and CPF master).

13) RSM section user should select '**Pending with CPF**' and check application with documents and click Approve. If approved by RSM section, new location and/or designation will be updated in CPF master. Reject option currently not provided so correct data must be submitted along with proper attachments.