Instructions for Transfer/Promotion details submission dated 24.05.2021

MSEB CPF Portal maintains master details for employees of MSEB companies. During the service, employees' salary payment location (Accounting location) and/or designation changes due to employee transfer and/or promotion and other reasons. The change of location and/or designation is required to be updated in CPF system. For this purpose, provision is made in MSEB CPF Portal for entering and submitting the promotion/transfer details. Following are the steps for submission of r transfer/promotion 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 **'Transfer Details'**. Then select '**Transfer Details Submission**'. For MSEDCL employees, the transfer/promotion 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 transfer details, select the button '**New Transfer Details'**.

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

5) Then select Previous Location Relieve Date, New Location Join Date, Reason For Application, new accounting location for Transfer Location field, New Designation, Reason for application. HR user have to select only his accounting location for employees who came on transfer to his location.

6) Enter any special remarks under User Remarks and click on '**Save**'. If there is no change in location code and designation as compared to details existing in master, system will give error as the transfer entry will not be needed. The New Location Join Date should be greater than Relieve date. If any transfer entry already present, which is not yet submitted or not yet approved by CPF, the entry will not be allowed to save.

7) After saving successfully, web Id will be assigned to the application. Enter the details for all the employees joined in your location during previous month.

8) Select '**Print Form 3.5**' button to print all the employee transfer 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 only 5 to 10 employees to fit in one page.**

9) Click 'Browse' button and select the documents of Form no 3.5, 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 application, 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/Reject. If approved by RSM section, new location and/or designation will be updated in CPF master.