

As per oral instructions from Secretary, MSEB CPF Trust, provision is now made to enter the CPF nomination application for other employees especially for employees who are not aware of computers. HR section can now fill up the CPF nomination application details for other employees in MSEB CPF Portal and print and forward to CPF section as per usual procedure. For entering the nomination, HR section must have submitted CPF Special Access Form No 102 as per CPF Circular No 201 to get special access for HR section. They must select 'On Behalf Nomination' option for entering the application.

However, it is insisted to HR section to instruct and help all the employees to register to the MSEB CPF Portal and make use of the portal for checking their monthly CPF deductions, CPF balances, CPF Loan balances, CPF claim statuses, Print PLA slip etc. It is instructed to stop sending manually filled up form. Only system generated CPF Nomination form should be forwarded to CPF section. Any problem in entering the application can be mailed to cpfnomination@gmail.com.

Access is provided for two employees of HR section as given in form no 201. If one HR person enters nomination for an employee, he/she cannot do verification/rejection for that application. Other HR person must verify/reject. Also, the nomination will not be visible for other HR person in 'On Behalf List'. The HR person who enters the application must also 'Final Submit' the application. After final submit, other HR person can verify/reject the application. Forward the signed application form to CPF section as per earlier instructions.