

MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

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Date- 28 DEC 2016

DEPARTMENTAL CIRCULAR NO - 201

Subject : Online application for CPF Nomination for CPF Accounts.

The facility for online application for CPF Nomination for CPF Account is provided for employees in the MSEB CPF portal.

Following is the process for online application.

- For applying for CPF Nomination through MSEB CPF Portal, employee must have registered to the portal as per circular '**CPF Circular No. 194**' dated **6-Jan-2015**.
- In the MSEB CPF portal, select the option '**New Self Nomination Form**' provided under '**Online Nomination**'. After selecting the option, if any nomination has already been made, it will be displayed as '**Approved**' in blue color.
- To apply for new/change of CPF Nomination, select the button '**New Application**'. Enter and save the nomination details. After saving, sequence id '**Web Reference Id**' will be assigned to the new application. This id is used for identifying the current application.
- Generate nomination form report using print option for the '**Web Reference Id**' and check if the nomination form is ok. Click on '**Final Submit**' button. Print the form in **landscape** format in 3 copies.
- Employee should sign on the three copies printed and take two witnesses and sectional head signatures not below the rank of Executive Engineer with stamp. Forward **one copy** to CPF section along with the supporting documents, if any, through HR section. HR Section should keep two copies with them till approval/rejection by CPF section.
- On receipt of the signed form, the nomination will be checked and approved or rejected by CPF authority and the '**Approval Status**' of nomination will change into '**Approved/Rejected**'. If nomination is approved, the '**Nomination Registration Number**' will be assigned by CPF section. The approved nomination will be

considered as final. Mail will be sent by system on registered email id of the employee.

- Employee and HR section can also check the status of the application identified by the 'Web reference Id'. If the nomination is approved, HR section should note the '**Nomination Registration Number**' on two copies. One copy should be maintained in service book and one copy should be handed over to employee.
- For HR Section to view status of nomination for their employees, they should submit the "**Form No. 102-Special Access Form**" attached herewith in this circular to CPF Section.
- If any employee has already applied for nomination through manual form and his nomination is not approved by CPF section, they will also have to apply for CPF nomination through MSEB CPF Portal.

Any complaints related to CPF nomination should be mailed on cpfnomination@gmail.com.

This circular and detailed instructions are available under 'CPF Circulars' under 'Employee Portal' of www.mahadiscom.in website.

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Pawa*

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

Copy to:
As per mailing list.

MSEB CPF Portal - CPF Claims Submission Special Access Form (No - 102)

Company Name :

CPF Accounting/Location Unit Code : (In 4 digits)

CPF Accounting/Location Unit Name :

Sr. No.	Responsibility	Description	Request for Change of User/Authority	CPF Number	Name of Employee	Designation	Mobile Number and Official email Id	Remarks For Change of User Access	Signature of Employee to whom special access to be given
1)	CPF Claims Preparing User	This user can enter the CPF Claims, CPF Nomination Forms, upload CPF Schedule data online, view their employees' CPF loan positions, existing CPF nominations etc. (He/She may be LDC/ UDC of HR Section)	First Time access User details New User as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						
2)	CPF Claims Submitting Authority	This user can enter the CPF Claims, CPF Nomination Forms, upload CPF Schedule data online, view their employees' CPF loan positions, existing CPF nominations etc. This user can also verify and forward CPF Claims, CPF Nomination Forms, upload and finalise Schedule data online. (He/She may be Dy. Manager/ Manager/ Sr. Manager of HR Section i.e. HR Head of concern location)	First Time access Authority details New Authority as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						

Note : Separate circular will be issued by CPF section for online application of each type of claims and

Please send filled up scanned copy of this form on mail msebcpf.rsm@gmail.com

The concerned person of HR Section of the location must be registered as per CPF Circular No- 194 dated 06/01/2015 before sending this form to CPF Office.

Request Forwarding Authority (i.e. E.E./S.E. of concern location)

Official Email id :

Name :

Designation :

Signature :

Date: