



MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: - www.mahadiscom.in

No.AD/PF/PLA/D/ **D/4937**

Date- **19 AUG 2017**

DEPARTMENTAL CIRCULAR NO- 206

Subject: CPF Personal Ledger Account (PLA) slips for the year 2016-17.

CPF Trust has finalized CPF Personal Ledger Accounts (PLA) for the year 2016-17. The CPF Personal Ledger Accounts (PLA) slips are available on the MSEB CPF Portal. Employees can generate their Personal Ledger Accounts (PLA) slips through MSEB CPF Portal. Detailed guidelines for generating PLA Slips are enclosed herewith.

Rhanna

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

Copy to:-

As per mailing list.

GUIDELINES FOR GENERATING PLA SLIPS

1. Visit to site www.mahadiscom.in and click on Employee Portal.

The screenshot shows the website www.mahadiscom.in with a left sidebar containing various navigation links. The 'EMPLOYEE PORTAL' link is circled in red. The main content area is titled 'TENDERS >>' and lists several tender notices. The right sidebar contains links for 'HR DEPARTMENT', 'EMPLOYMENT & OPPORTUNITIES', 'DISTRIBUTION FRANCHISE', 'SUPPLIER SERVICES', and 'IMPORTANT LINKS'. At the bottom, there is a link to 'Click here to Download MSEDCL Mobile App'.

Left Sidebar Navigation:

- Online Grievance Redressal System for HT Consumers
- Know your Bill Format
- Centralized Customer Care (CCC)
- Consumer Facilitation Centers
- more...
- > DISTRIBUTION LOSSES**
- > RIGHT TO INFORMATION ACT**
- English
- Marathi
- List of APIOs, PIOs and AA under Right to Information Act 2005
- > PROJECTS**
- > EMPLOYEE PORTAL** (highlighted)
- > INFORMATION FOR RETIRED EMPLOYEES**
- > PHOTO GALLERY**
- Major Events Photos
- > THEFT OF ELECTRICITY**
- Provisions Of Act
- > PRESS RELEASES**
- > MAHAVITARAN VIDYUT**
- WARTA**
- > Training & Safety Department**
- > MSEDCL ARCHIVES**

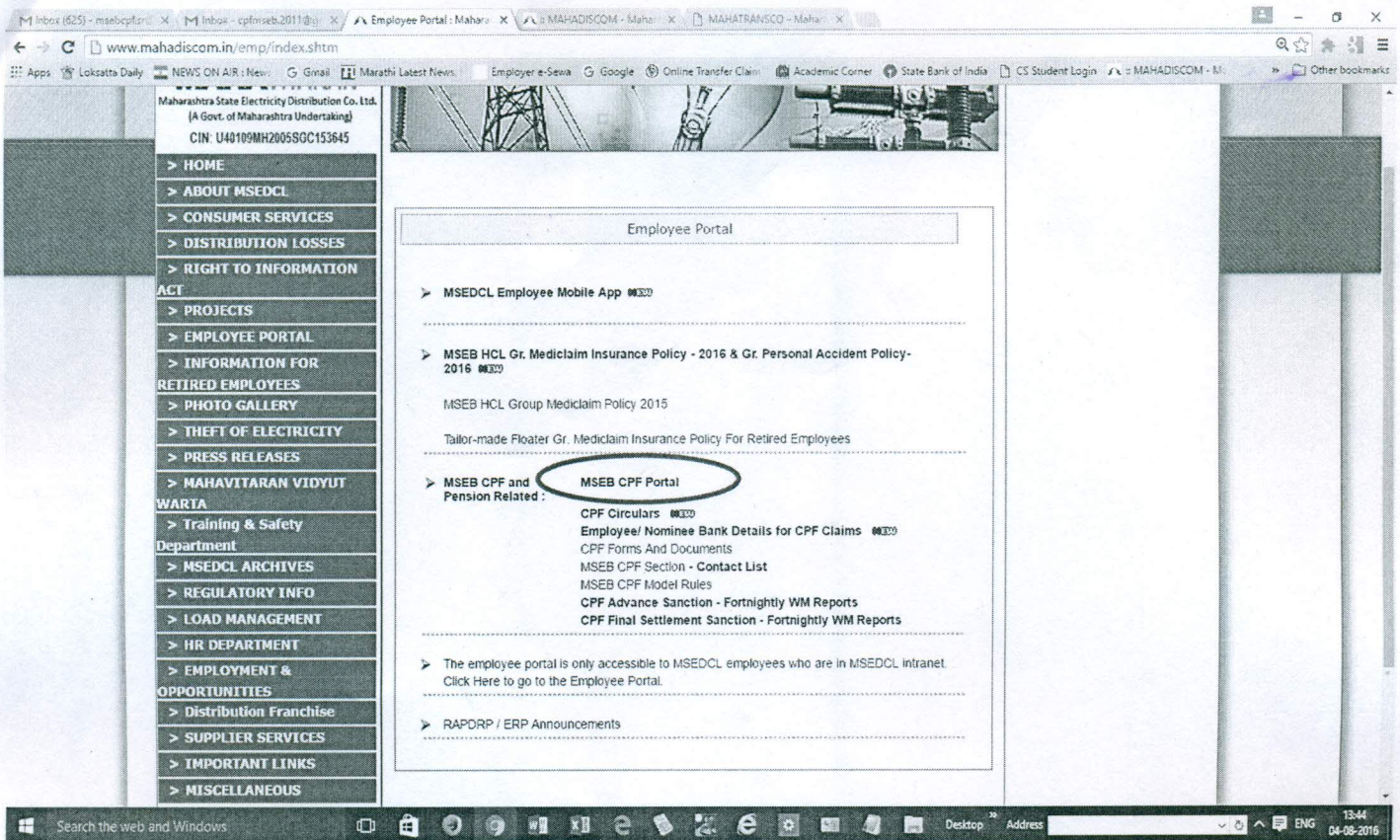
TENDERS >>

- Feeder Hourly Data
- Top 100 Feeders with Highest DCL LOSSES
- Town Post Go-live: Loss & Consumer Service Report
- Scheduled Outage Information
- > HR DEPARTMENT**
- > EMPLOYMENT & OPPORTUNITIES**
- > Distribution Franchise**
- > SUPPLIER SERVICES**
- E-Tendering for supply of material
- E-Tendering for works and contract
- Other Tenders
- Tender Cancellation Notice
- Infra Vendor Material Approval
- more...
- > IMPORTANT LINKS**
- Govt Of Maharashtra
- Govt Of India
- Ministry Of Power
- Appellate Tribunal
- Power Finance Corporation
- MSEDCL Mail Login
- RAPDRP Links (MSEDCL Employees only)
- Prastahan Yojana for Public Water Works Consumers
- Additional Links
- > MISCELLANEOUS**

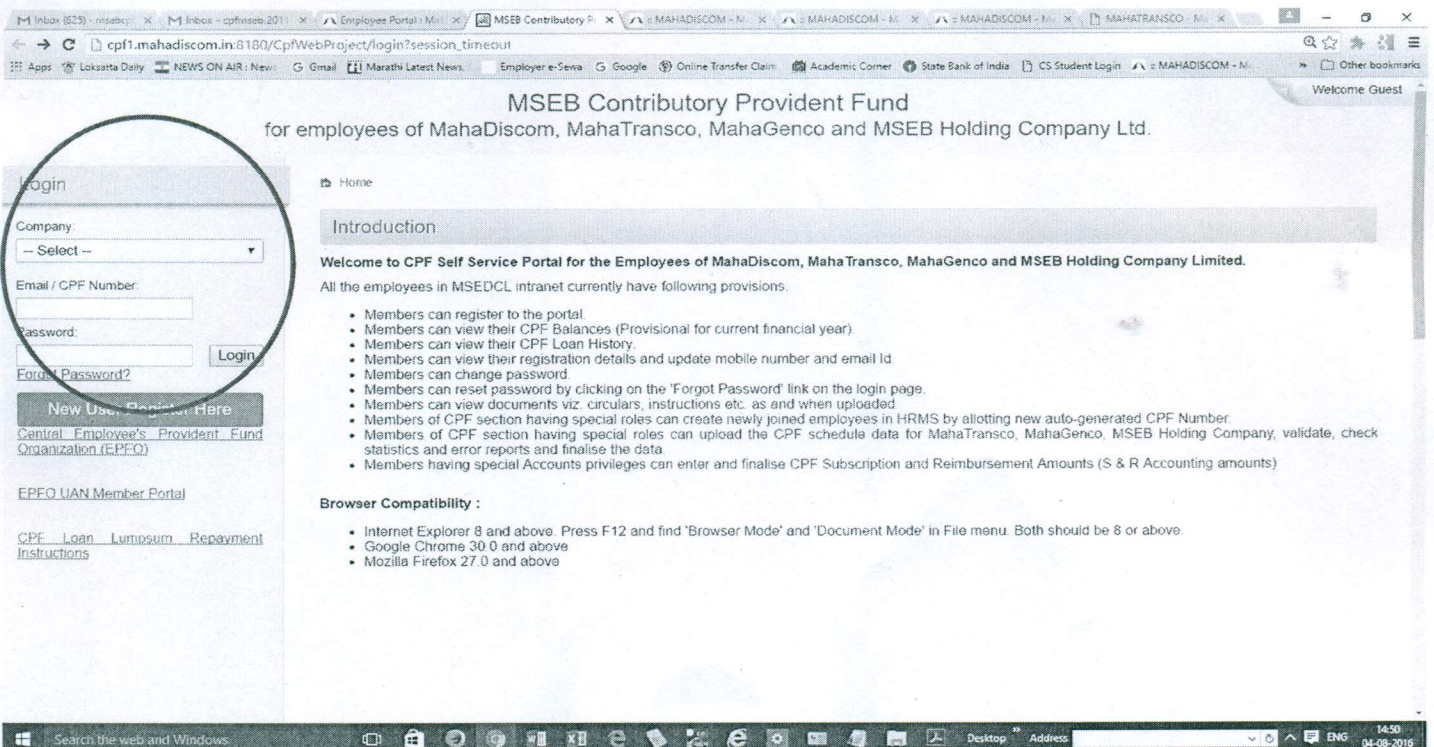
Click here to Download MSEDCL Mobile App

Windows Taskbar: Search the web and Windows, Desktop, Address, ENG, 13:31, 04-08-2016

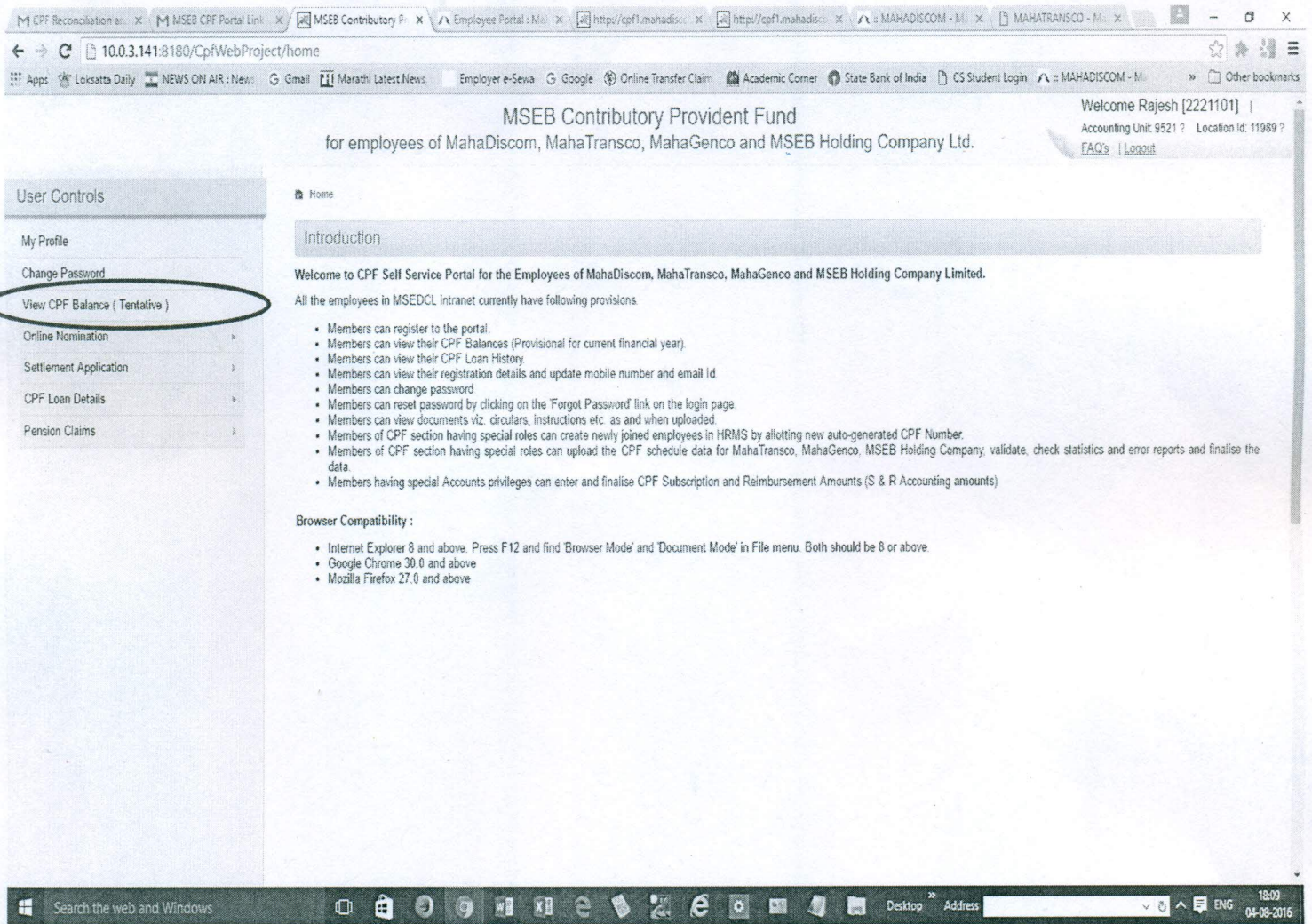
2. After this, click on MSEB CPF Portal



3. Screen will appear as below after clicking on MSEB CPF Portal. If the employee is registered then select the company as appearing in Login, enter the CPF Number and password and click on Login".



4. If the employee is registered but has forgot password then click on Forgot Password. After submitting required information, such as Login ID, First Name and Date of Birth, new password will be sent on the email id registered at the time of registration. If the employee is not registered then kindly follow the process as mentioned from Point No. 7 to 9.
5. After the retrieval of password employee is required to login to CPF Portal as stated in Point No. 3 above. After the login, Employee will have to click on "View CPF Balance Tentative" as shown below.



6. Screen will appear as below after clicking on View CPF Balance (Tentative). Employee will have to select "2016" in the 'From Year' and "2017" in the "To Year" then click on Generate CPF PLA Slip as shown below. PLA Slip will be generated after this, which is to be saved by the Employee for future reference. Employee is requested to take print out of the PLA for their record purpose.

Employee Portal: Maha... MSEB Contributory Prov...
 cpf1.mahadiscom.in/CpWebProject/viewCPF

MAHADISCOM - N Oracle BI Publisher EPFO: Home Unified RAPDRP Portal

MSEB Contributory Provident Fund
for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Compe

Welcome Gauri [2541084] |
Accounting Unit: 9521 ? Location Id: 11989 ?
FAQ's | Logout

User Controls

- My Profile
- Change Password
- View CPF Balance (Tentative)
- New CPF Number
- CPF Nomination
- S & R Form Submission
- Schedule Form Details Upload
- Schedule Form Upload Status
- CPF Loan Details
- Final Settlement
- Pension Claims
- EDLI Settlement
- CPF Reports for HR Section
- CPF Internal Reports
- On Behalf User Registration
- Upload/Download Documents

Home > View CPF Balance

On-Behalf CPF Balance

View CPF Balance (Tentative)

CPF Number: 2541084 Designation: Accounts Officer Department:

Employee First Name: Gaun Employee Middle Name: Balkrishna Employee Last Name: Rane

View Year Wise CPF Balance [Select From Year to Generate CPF Slip] *

From Year: 2016 To Year: 2017

Division: --Select--

View CPF Balance

Generate CPF PLA Slip

Generate CPF PLA Slip For All Employees

Generate CPF PLA Slip For Left Employees

| Financial Year | Employee Share | | | | Company Share | | | | Total Accumulated Balance G + H | Prov. Final Intrest Rate |
|----------------|---------------------|-----------------------------|---------------------|--------------------------------|---------------------|-----------------------------|---------------------|--------------------------------|---------------------------------|--------------------------|
| | Opening Balance (A) | Closing Balance (B = A+J-K) | Yearly Interest (C) | Year End Total Balance (G=B+C) | Opening Balance (D) | Closing Balance (E = D+L-M) | Yearly Interest (F) | Year End Total Balance (H=E+F) | | |
| | | | | | | | | | | |

3:02 PM 8/18/2016

7. In case employee is not registered on CPF Portal, then employee is required to click on "New User Register Here" as shown below.

Inbox (625) - msebcpf... Inbox (1) - cpfmsmb.2011... Employee Portal: Maha... MSEB Contributory Prov... MAHADISCOM - Maha... MAHATRANSCO - Maha...

cpf1.mahadiscom.in:8180/CpWebProject/login?session_timeout

MAHADISCOM - Maha... MAHATRANSCO - Maha... Welcome Guest

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

Login

Company: -- Select --

Email / CPF Number:

Password:

Employee's Provident Fund Organization (EPFO)

EPFO UAN Member Portal

CPF Loan Lumpsum Repayment instructions

Home

Introduction

Welcome to CPF Self Service Portal for the Employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Limited.

All the employees in MSEDCI intranet currently have following provisions

- Members can register to the portal.
- Members can view their CPF Balances (Provisional for current financial year).
- Members can view their CPF Loan History.
- Members can view their registration details and update mobile number and email id.
- Members can change password.
- Members can reset password by clicking on the "Forgot Password" link on the login page.
- Members can view documents viz. circulars, instructions etc. as and when uploaded.
- Members of CPF section having special roles can create newly joined employees in HRMS by allotting new auto-generated CPF Number.
- Members of CPF section having special roles can upload the CPF schedule data for MahaTransco, MahaGenco, MSEB Holding Company, validate, check statistics and error reports and finalise the data.
- Members having special Accounts privileges can enter and finalise CPF Subscription and Reimbursement Amounts (S & R Accounting amounts)

Browser Compatibility :

- Internet Explorer 8 and above. Press F12 and find 'Browser Mode' and 'Document Mode' in File menu. Both should be 8 or above
- Google Chrome 30.0 and above
- Mozilla Firefox 27.0 and above

Search the web and Windows Desktop Address 14:00 ENG 04-08-2016

8. Scree will appear as below. Employee is required to fill-up all required details such as CPF Number (without leading zeros), full name, date of birth, company name, valid email id (Email id is essential for receiving password), mobile number etc. and then will be required to click on "Register" for getting password on email id as provided while registration. Kindly note down the password received on email-id and open CPF Portal again. Kindly select the company, enter CPF Number and system generated password and click on "Login". Member can also refer Circular No. 194 dated 06.01.2015 for detailed information in this regard.

The screenshot shows a web browser window displaying the MSEB Contributory Provident Fund registration page. The browser's address bar shows the URL: 10.0.3.141:8180/CpfWebProject/register_user. The page title is "MSEB Contributory Provident Fund for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd." The page includes a "Welcome Guest" message in the top right corner. On the left side, there is a "Registration Tips..." section with three bullet points: 1. Fill the form with required details and press "Register" button. 2. If you want to reset the form or you want to fill fresh details, press "Reset" button. 3. By clicking "Cancel" button you will go back to Home / Login Screen. The main content area is titled "User Self Registration" and contains a form with the following fields: CPF Number (with a leading zero), First Name, Middle Name, Last Name, Company Name (a dropdown menu showing "-- Select --"), Date of Birth (with a calendar icon), Enter Your Email Address, Please Confirm Your Email (with a note: "Make Sure You Are Entering Valid And Active E-mail ID. Your Password will be mailed to given E-mail ID."), Enter Your Mobile No (with a leading zero), and Please Confirm Your Mobile No (with a leading zero). At the bottom of the form are three buttons: "Register", "Reset", and "Cancel". The Windows taskbar at the bottom shows the search bar, several application icons, and the system tray with the date 08-08-2016 and time 13:05.

9. After the successful login, kindly refer the procedure for generating PLA slips as mentioned in Point No. 5 and 6. Further it is recommended to change system generated password by clicking on "Change Password Option" under "User Control Menu". Employee is required to enter system generated password in "Old Password" and password as per employee's requirement under "New Password" and "Confirm Password" and will have to click on "Submit". After this, Login Screen will appear once again and the employee is required to login to CPF Portal after entering new password.

10.0.3.141:8180/CpfWebProject/home

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

Welcome Rajesh [2221101] |
Accounting Unit: 9521 ? Location Id: 11989 ?
FAQ's | Logout

User Controls

- My Profile
- Change Password**
- View CPF Balance (Tentative)
- Online Nomination
- Settlement Application
- CPF Loan Details
- Pension Claims

Introduction

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All the employees in MSEDCIL Intranet currently have following provisions.

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- Members can view their CPF Loan History
- Members can view their registration details and update mobile number and email Id.
- Members can change password.
- Members can reset password by clicking on the 'Forgot Password' link on the login page.
- Members can view documents viz. circulars, instructions etc. as and when uploaded.
- Members of CPF section having special roles can create newly joined employees in HRMS by allotting new auto-generated CPF Number.
- Members of CPF section having special roles can upload the CPF schedule data for MahaTransco, MahaGenco, MSEB Holding Company, validate, check statistics and error reports and finalise the data.
- Members having special Accounts privileges can enter and finalise CPF Subscription and Reimbursement Amounts (S & R Accounting amounts)

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- Internet Explorer 8 and above. Press F12 and find 'Browser Mode' and 'Document Mode' in File menu. Both should be 8 or above.
- Google Chrome 30.0 and above
- Mozilla Firefox 27.0 and above

Search the web and Windows | Desktop | Address | 18:09 | 04-02-2016

10. Facility of PLA Slip Generation for another employee is available for the HR Section Users. The HR Section Users whose details are given on CPF Special access Form No 102, can generate PLA slips only for their location. It is to be noted that the default Location will be taken as available in System.
11. For generating PLA Slip for another employee, concerned HR Section user is required to click on "On-Behalf CPF Balance" as shown below, after entering the CPF Number in "CPF Number" column, PLA Slip of that employee will generate.

File Edit View History Bookmarks Tools Help

Inbox (2,658) - Imbopparthi x MSEB Contributory Provident Fund x +

cpfl.mahadiscom.in/CpfWebProject/view/CPF

Most Visited Getting Started Suggested Sites Web Slice Gallery

Welcome Mahesh [2353083] | Accounting Unit: 9539 ? Location Id: 261 ?
FAQ's | Logout

MSEB Contributory Provident Fund

for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd

Home > View CPF Balance

On-Behalf CPF Balance

View CPF Balance (Tentative)

CPF Number: 2353083 Designation: Assistant Programmer Department: IT

Employee First Name: Mahesh Employee Middle Name: Shantaram Employee Last Name: Patil

View Year Wise CPF Balance [Select From Year to Generate CPF Slip] *

From Year: 2015 To Year: Select Year

View CPF Balance

Generate CPF PLA Slip

Generate CPF PLA Slip For All Employees

Division: 9539

| Financial Year | Employee Share | | | Company Share | | | Year End Total Balance (H+E+F) | Total Accumulated Balance G + H | Prov. Intrest Rate | Final Intrest Rate |
|----------------|---------------------|-----------------------------|---------------------|--------------------------------|---------------------|-----------------------------|--------------------------------|---------------------------------|--------------------|--------------------|
| | Opening Balance (A) | Closing Balance (B = A+J-K) | Yearly Interest (C) | Year End Total Balance (G=B+C) | Opening Balance (D) | Closing Balance (E = D+L-M) | | | | |
| | | | | | | | | | | |

11:35 AM 8/11/2017

File Edit View History Bookmarks Tools Help

Inbox (2,658) - Imbopparthi x MSEB Contributory Provident Fund x viewCpfGenerate x +

cpfl.mahadiscom.in/CpfWebProject/view/CPF?cpf_no=2259630&person_id=164660&loc_id_self=9539&report_for=&employee_number=2353083&fi

Most Visited Getting Started Suggested Sites Web Slice Gallery

Welcome Mahesh [2353083] | Accounting Unit: 9539 ? Location Id: 261 ?
FAQ's | Logout

MSEB Contributory Provident Fund

for employees of MahaDiscom, MahaTransco, MahaGenco and MSEB Holding Company Ltd

Home > View CPF Balance

On-Behalf CPF Balance

View CPF Balance (Tentative)

CPF Number: 2259630 Department: IT

Employee First Name: Chetan Employee Last Name: Rote

View Year Wise CPF Balance [Select From Year to Generate CPF Slip] *

From Year: 2016 To Year: Select Year

View CPF Balance

Generate CPF PLA Slip

Generate CPF PLA Slip For All Employees

Division: 9539

| Financial Year | Employee Share | | | Company Share | | | Year End Total Balance (H+E+F) | Total Accumulated Balance G + H | Prov. Intrest Rate | Final Intrest Rate |
|----------------|---------------------|-----------------------------|---------------------|--------------------------------|---------------------|-----------------------------|--------------------------------|---------------------------------|--------------------|--------------------|
| | Opening Balance (A) | Closing Balance (B = A+J-K) | Yearly Interest (C) | Year End Total Balance (G=B+C) | Opening Balance (D) | Closing Balance (E = D+L-M) | | | | |
| | | | | | | | | | | |

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12. Kindly check the PLA Slip as per your all months' salary slip and if there is any discrepancy kindly inform CPF Section through your HR Department within 6 months from this circular date.
13. If there is any error during registration due to Name and Date of Birth mismatch, contact concerned HR Department and send audited CPF form no. 3.6 for correction of name, date of birth as per service book through the concerned HR Department to CPF section. After receipt of the same, the correction will be done by CPF section in the CPF Master. Then respective employee can register at the portal.