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- **1 9 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.

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.

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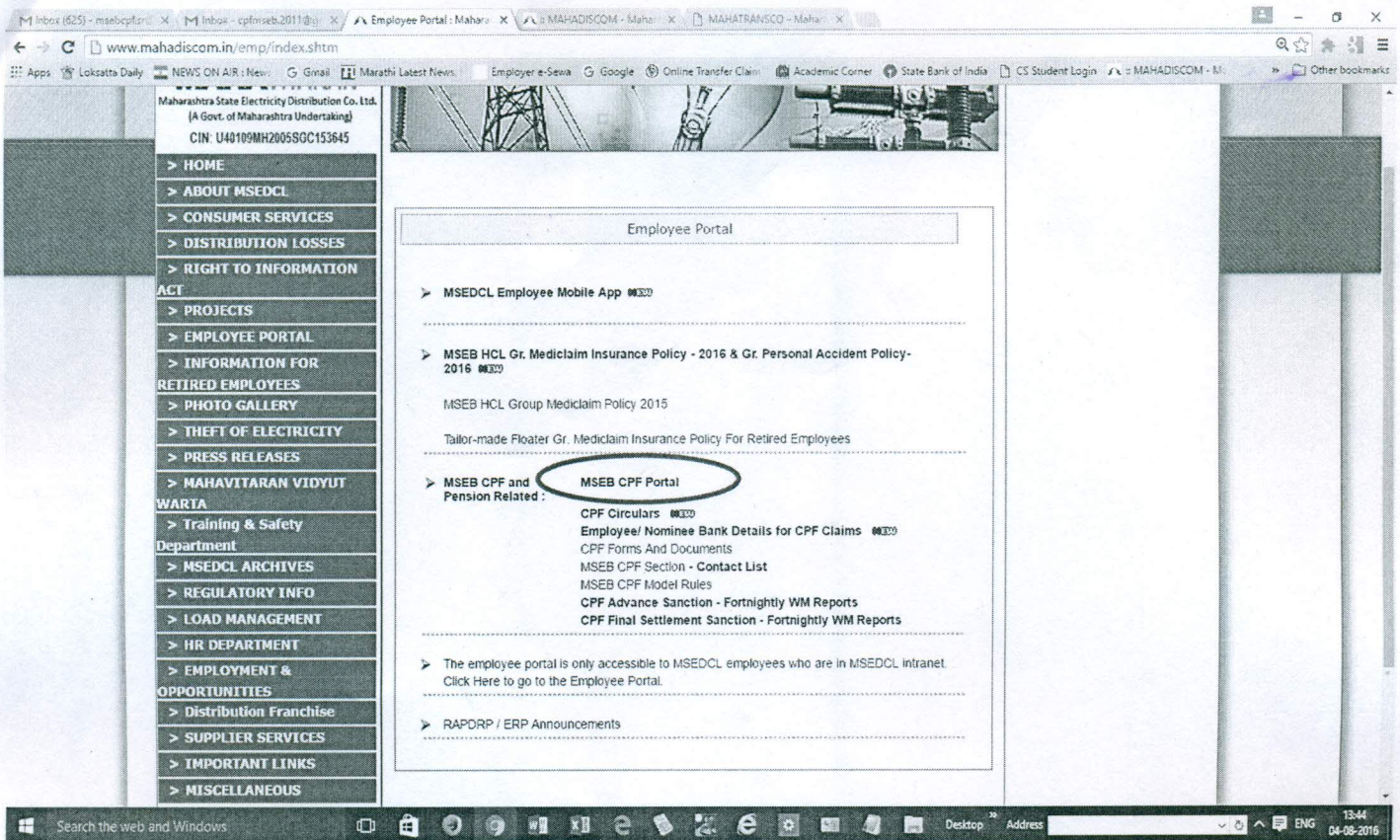
3. Screen will appear as below after clicking on MSEB CPF Portal. If the employee is registered then select the company as appearing in Login, enter the CPF Number and password and click on Login".
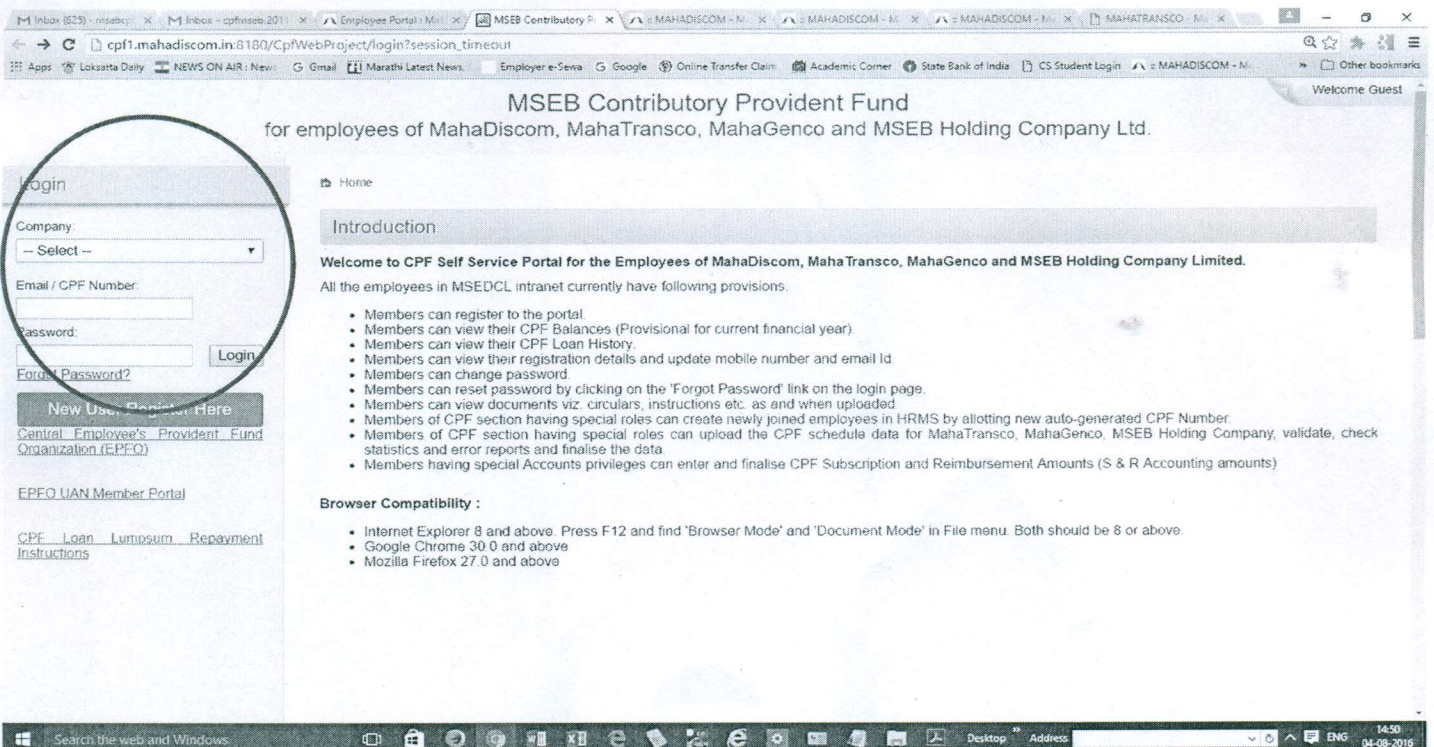
4. If the employee is registered but has forgot password then click on Forgot Password. After submitting required information, such as Login ID, First Name and Date of Birth, new password will be sent on the email id registered at the time of registration. If the employee is not registered then kindly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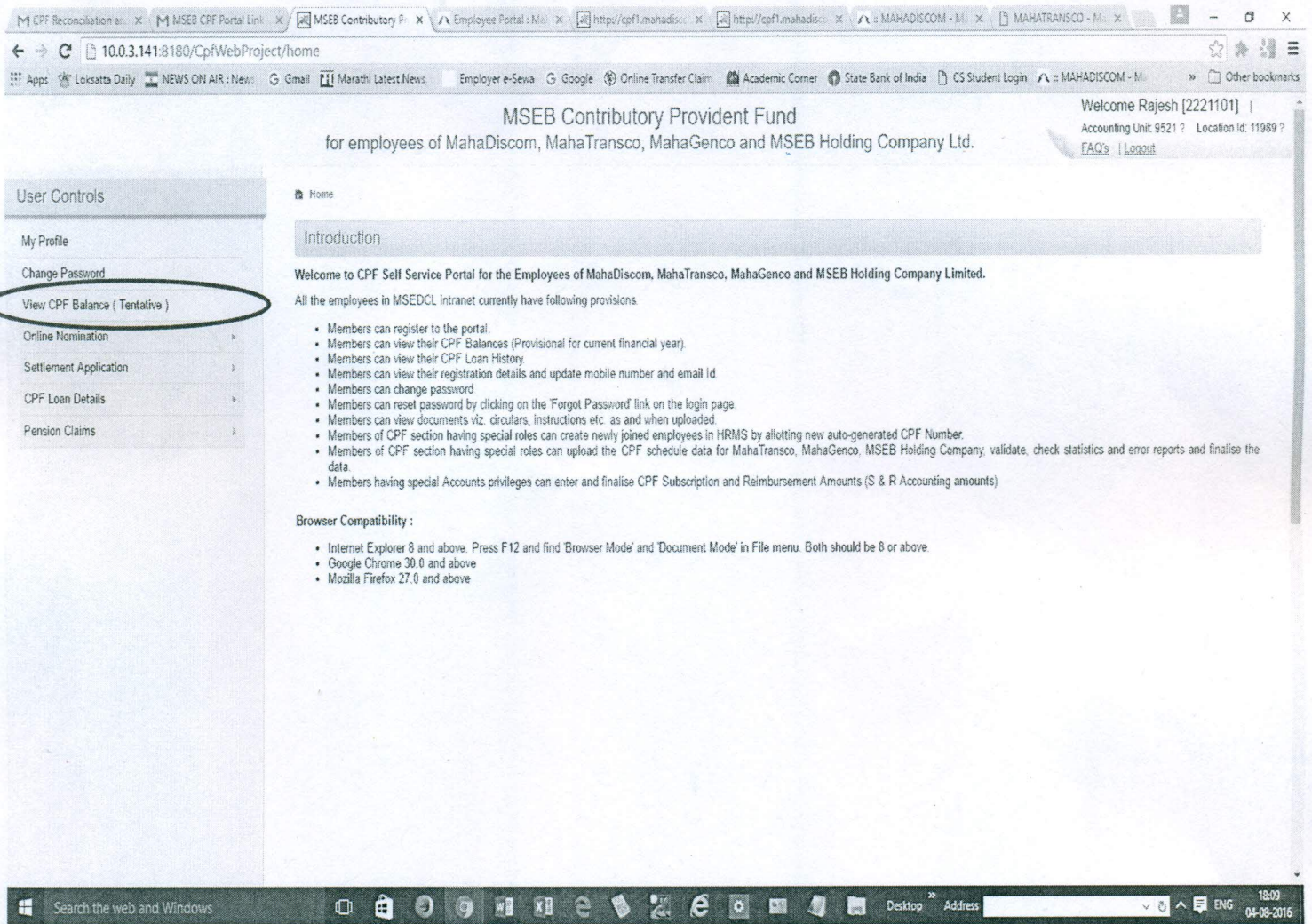
5. After the retrieval of password employee is required to login to CPF Portal as stated in Point No. 3 above. After the login, Employee will have to click on "View CPF Balance Tentative" as shown below.

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.

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

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.

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.

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

Home

Introduction

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

All the employees in MSEDCL 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

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.

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

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

User Controls

My Profile

Change Password

View CPF Balance (Tentative)

CPF Nomination

CPF Loan Details

Final Settlement

Pension Claims

CPF Reports for HR Section

Home ▸ View CPF Balance

On-Behalf CPF Balance

View CPF Balance (Tentative)

CPF Number:	Designation:	Department:
2353083	Assistant Programmer	IT

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

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

From Year:	To Year:	
2015	Select Year	View CPF Balance

Generate CPF PLA Slip

Division:
9539

Generate CPF PLA Slip For All Employees

	Employee Share				Company Share					
Financial Year	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)	Total Accumulated Balance G + H	Prov. Final Intrest Intrest Rate Rate

11:35 AM
8/11/2017

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

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

User Controls

My Profile

Change Password

View CPF Balance (Tentative)

CPF Nomination

CPF Loan Details

Final Settlement

Pension Claims

CPF Reports for HR Section

Home ▸ View CPF Balance

On-Behalf CPF Balance

View CPF Balance (Tentative)

Enter CPF Number :

222255

OK   Cancel

CPF Number:		Department:
2259630		IT

Employee First Name:		Employee Last Name:
Chetan		Rote

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

From Year:	To Year:	
2016	Select Year	View CPF Balance

Generate CPF PLA Slip

Division:
9539

Generate CPF PLA Slip For All Employees

	Employee Share				Company Share					
Financial Year	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)	Total Accumulated Balance G + H	Prov. Final Intrest Intrest Rate Rate

11:39 AM
8/11/2017

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.