

Instructions for online CPF nomination in MSEB CPF Portal dated 27/01/2017

A) Instructions to employees for entering new/change of CPF Nomination :

Following is the process flow from applying for new CPF Nomination for approval/rejection by CPF section.

- 1) Open the MSEB CPF Portal using the web site address 'http://cpf1.mahadiscom.in/CpfWebProject' in internet explorer version 8.0 and above or Mozilla Firefox version 30.0 and above.
- 2) If employee is not registered to the portal, follow steps given in Circular no 194 under 'Employee Portal – CPF Circulars' of www.mahadiscom.in for employees to register to MSEB CPF Portal.
- 3) Select the option 'New Self Nomination Form' under 'Online Nomination'.
- 4) After selecting the option, all previous nomination details for logged in employee are visible, if any there. **Latest approved nomination will be shown in Blue color with the column 'Approval Status' as 'Approved'**. The details of previous nomination application can be viewed by clicking on the 'View' option for the approved nomination.
- 5) If employee wants to change the CPF nomination details, click on 'New Application'. If any application is pending in system i.e. having verification status as '**Pending for Verification**' and/or approval status as '**Pending for Approval**', the new application cannot be done. For new/change of nomination application entry, previous nomination should show verification status should be as 'Verified' or 'Rejected' and approval status should be either 'Approved' or 'Rejected'. Only then employee can apply for new nomination.
- 6) After clicking 'New Application' screen for entering nomination details will appear. Click on search button given after 'CPF Number'. Check the full name displayed on the screen. If the name displayed is not matching with the name as per employee's service, ask your HR section to send the audited form no. 3.6 immediately to CPF section for correcting the name in MSEDCL HRMS Master. If minor spelling mistake present in name of employee, the correction can be made after printing the nomination form. If name in CPF Portal is very different as per employee' service book or there is change in name of employee, the name should be get corrected from CPF section by filling the form no 3.6.
- 7) Select the Nomination type i.e. 'With Family', 'Without Family'. Select 'With Family' in case, the employee has parents, spouse, succeeding son, daughter in law or daughter, deceased son's son or daughter. In case employee does not have any such family member, select 'Without Family'. Enter current City/town/District for column 'Place'.
- 8) Check that the location name is displayed correctly as per employee's current location. In case of recent transfer, the location may be different. Employee can select his current location for entering application details. **Correct location must be selected so that the HR section can also view status of**

nomination application. At present Zone, Regional Office, Training and Testing locations will not be given special access as CPF system is based on Accounting Location.

- 9) Enter CPF Numbers of two employees and their complete address who will be witness for the CPF nomination. **Witness CPF numbers should be correct as they cannot be edited.**
- 10) Click on 'Validate Witness' button which will check if witness are correct and are live employees and their names will be displayed.
- 11) Click on 'Add Nominees'.
- 12) Enter first name, middle name and last name of nominee.
- 13) Enter percentage share of nominee. The CPF Balances will be paid to nominee based on this percentage share. If more than one nominee is to be entered, enter the percentage so that the total share is 100.00%. If only one nominee is there, then enter 100.00.
- 14) Select the relationship of the nominee with the employee.
- 15) Enter address of nominee in three columns and enter pin code separately in the given field, correct contact number preferably mobile number of nominee.
- 16) Enter exact date of birth, if available, to avoid any complications in future while settlement of the CPF Balances, in case of death of employee. In case of nominee is minor, enter the guardian details.
- 17) Check if the nominee names and other fields are entered correctly.**
- 18) Click on 'Add to Grid' button.
- 19) Repeat steps from 12 to 18 for entering the details for second, third nominees etc., in case of multiple nominees.
- 20) Click on 'Save' button. The nomination details will be saved. The list of nominations applied by you will be displayed.
- 21) Employee's application details will be visible in row format. **Note the currently applied nomination's Web Reference Id field.** This ID is printed on the nomination form for identity of the nomination application.
- 22) In the listed nominations, select 'Add Sub-Nominee' option for the current application to enter the details of person to whom the CPF balances to be paid in case of death of the nominee/s mentioned as main nominee. **Sub-nominee is not mandatory but will help in CPF balance settlement just in case both the employee and his/her main nominee or all nominees expire.**
- 23) Select main nominee name on whose death the sub-nominee is to be nominated.
- 24) Click on 'Add New' button under 'Sub-nominee' option.
- 25) Enter all the details of the sub-nominee and select 'Add To Grid'. **Note that the sub-nominee name should not be same as any of main nominees.**
- 26) Repeat entering the additional sub-nominee for selected main nominee and select 'Add To grid'. The total percentage of all sub-nominees for one main nominee should be 100%. It means that if the

main nominee's share given as 50%, that 50% amount to be divided as per percentage given for each sub-nominee so total percentage should be 100%.

- 27) If the sub-nominee is minor, then his/her guardian details must also be entered.
- 28) After all sub-nominees for one main nominee are entered, select the checkbox near sub-nominee names and click on 'Save Sub-Nomination'.**
- 29) Repeat the steps 23 to 28 above for entering sub-nominee for each main nominee.
- 30) The main nominee and sub-nominee details can be modified/deleted until 'Final Submit' button clicked. If all the main nominees are deleted, the nomination application will get deleted completely and fresh application to be entered.**
- 31) Take the print of the nomination form before clicking the 'Final Submit' button. Check the nomination form report generated for completeness and correctness. Then only click on 'Final Submit'.**
- 32) Then print the CPF nomination report in 3 copies so that it appears in horizontal format and fit to A4 size paper and take necessary signature on the form. Take sectional head signature not below the rank of executive engineer with stamp.
- 33) Send all the copies to HR Section. If there is any change in nomination containing spouse name different from previous nomination, necessary documentary proof must be sent to CPF section. E.g. divorce, re-marriage, death of spouse etc.
- 34) HR Section should send one copy to CPF Section and keep remaining two copies with them. Provision will be made in near future to enter the nomination application outward details.
- 35) After receipt of one copy, CPF section will check the nomination form for completeness and correctness.
- 36) If the case is approved by CPF section, the status 'Approval Status' will be shown as 'Approved' and will be shown in blue color. Then the CPF nomination is considered to be accepted by CPF section. 'Nomination Registration Number' will be assigned to the approved nomination. Previously accepted nominations will be shown as 'Cancelled' i.e. they are now invalid nominations and stands cancelled and latest approved nomination is shown in blue color.**
- 37) After CPF section approves/rejects the nomination, mail and SMS will be sent to employee on mail id, mobile number given at the time of registration to CPF Portal.

Any complaints related to Nomination should be mailed on cpfnomination@gmail.com. Before raising any complaints, please read the instructions and form no 102 carefully and then only raise issue on above mail.

NOTE : This Instruction sheet is subject to revision and will be uploaded under 'Employee Portal' of www.mahadiscom.in.