Instructions for online CPF nomination in MSEB CPF Portal dated 07/01/2017

B) **Instructions to employees of HR section** :

Following are the revised instructions to be followed by HR Section for forwarding or Rejecting the CPF Nomination application.

1) For the HR Manager to view their employee's pending/verified/approved nominations, he should fill up the form **'MSEB CPF Portal - CPF Claims Submission Special Access Form (No - 102)'** whose scan copy is attached in circular no 201. They should send completely filled up scanned copy to the mail id msebcpf.rsm@gmail.com. After receipt of the form CPF section will give necessary permission to the persons of HR Manager mentioned in the form.

2) After the HR section employees get the relevant access, they will be able to see the status of nominations in system for their location employees. To check this, click on the option 'View Nominations'.

3) To check existing verified, approved and applied nominations enter CPF number for **'Search Verification history by CPF Number'** and click search button. This option will show all nominations for that employee including pending with GAD nominations. If there was already a nomination with 'Approval Status' as 'Approved' or 'Cancelled' in system which contains wife/husband as nominee, then check current nomination with respect to any change in name of wife/husband or wife/husband nominee name not present. In this case, the change of nomination should accompany proper documents of wife/husband like document supporting change in name of wife, divorce, death of wife etc.

4) The nomination applications pending with GAD will be displayed under **'Nominations Pending with GAD'** heading. **Note that the pending nominations will be visible only if employee submits the nomination by clicking on 'Final Submit' button**. The list will be displayed to HR section based on the location selected by the employee while entering application. If wrong location was selected, it will not be visible to currently logged in HR person. Also, the list will be visible only if the Special access Form no 102 is submitted by the HR person to CPF section. In the form no 102, correct location is to be provided and details of two HR persons to be given. Only those two employees can see the nominations pending for the location mentioned in the form no 102. E.g. Say employee applies at TPS Koradi and select this location while applying for new nomination. If the details HR persons of TPS Koradi are given on form no 102 with location as TPS Koradi and with correct Division Code, then these two persons can see the this employee's nomination under 'Nominations Pending with GAD'. **If any of the HR persons get transferred, such HR person details must be given again in Form no 102 immediately to remove the access to the transferred HR person and give the access to other HR person in that location. If employee gets transferred after applying for nomination, the HR section of that original location can only see the status and forward or reject the nomination. E.g. if employee has applied in Chandrapur circle and he gets transferred to other location, his pending nomination will be visible only to Chandrapur Circle and this location can only forward or reject the application.**

5) Search the list for the CPF no (by clicking CTRL + F') for which HR person wants to reject or forward the nomination to CPF section. **See that HR person selects correct nomination identified by the web reference id which is printed on the form**. After the CPF Number is found, click on 'View' button to see the details.

6) Check all the nomination form details for correctness as per rules and list of rejection reasons provided in the screen. If HR person finds some problem in nomination and wants to reject the application, enter important reasons for rejection or any remarks that are not provided under **'Get Rejection List'** list. Click on **'Add Rejection Reasons'** after which the list of reason will be displayed. Select appropriate reasons and click on

'Add Reasons' button. The rejection reason numbers will be displayed below the button 'Add Rejection Reasons'. Click on 'Reject' button. This will reject the nomination application and employee has to apply for the nomination again in system. Mail will be sent to the employee with reason of rejection entered in 'Remarks' column.

7) If the current nomination application is found to be ok, then enter some remarks in column 'Remarks'. Enter outward number and outward date and click on **'Verify'** button. This action will remove the application from 'Nomination Pending with GAD' list and it will be shown as 'Pending with CPF'. The 'Verification Status' will be shown as 'Verified' and 'Approval Status' will be shown as 'Pending for Approval' for that application.

8) After above activity is done, **HR section should forward one copy to CPF section as to reach CPF section at the earliest retaining 2 copies with HR section.** Provision will be made to generate list of approved nominations during given period of approval.

9) **On receipt of one copy, CPF section will check and approve/reject the application.**

10) **If the case is approved by CPF section, the status 'Approval Status' will be shown as 'Approved' and will be shown in blue color. 'CPF Nomination Registration No.' will be assigned to the case. If the case is rejected by CPF section, the status 'Approval Status' will be shown as 'Rejected'. If the case is rejected by CPF, then the employee has to apply for the correct nomination again. Mail and SMS will be sent on employee's email Id and mobile number given at the time of registration.**

11) **If the nomination is approved, the 'Nomination Registration Number' should be noted on the remaining two copies kept with HR section. One copy should be handed over to employee and one copy should be kept in employee's service book. Provision will be made in future for employee to enter the acknowledgement for receipt of approved nomination copy with the nomination registration number written on it.**

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.

Dy. Manager (F&A) / (PF)   MANAGER (F&A-CPF)