

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](mailto: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

