

There are many employees retiring from MSEB companies and due for retirement whose CPF Final claims are received by CPF section. The information contained in the CPF claims is required to be entered in the CPF Portal and MSEDCL payroll system. Due to very high number of claims, the data entry work of CPF section increased. Also, in view of direct payment of CPF claims proposal from 16-Apr-2017, it is absolutely necessary to collect the Bank details of the employees and nominees. **Hence, it is now decided to allow the employees of the division/circle offices to enter the CPF Final settlement claim details in the CPF Portal system before forwarding the claims to CPF section.** This will reduce the data entry at CPF section and also the details of claims in transit can be seen by CPF section, employee self and respective GAD section. **NO APPLICATION WILL BE ACCEPTED BY CPF SECTION WITHOUT THE APPLICATION DETAILS ENTERED IN MSEB CPF PORTAL BY EMPLOYEE (OR HR SECTION FOR DEATH EMPLOYEE AND CLASS IV) AND WEB ID ASSIGNED TO THE FINAL SETTLEMENT APPLICATION.**

The steps are given below for online submission of CPF Final Settlement claims by employees.

- 1) Employee must have registered to MSEB CPF Portal as per CPF Circular No 194 dated 06-01-2015.
- 2) Login to CPF Portal and click on 'Self Settlement Application' provided under 'Final Settlement' menu. Click on 'New Settlement Application'.
- 3) Enter the application details in the screen. 'Reference Date' and 'Letter No' need not be entered.
- 4) Select 'Self' for 'Application Done By'. Select advance type 90/10/100% as appropriate. Employee can select 90% only when he is due for retirement within one year. If he has already applied for 90% claim, then he must select 10%. If he has not applied for 90%, then select 100%. Employee can apply for 10/100% only if his service is ended. For this type, date of leaving and reason of leaving must be entered, if not shown. In case of Class IV employees of Genco/Transco got promoted, system may give problem for saving the 90% application due to wrong designation in MSEDCL HRMS system. To correct designation in the system, they must forward the audited form 3.5. Forms are provided under 'CPF Forms and Documents' under employee portal. The form must be audited and sent to msebcpf.rsm@gmail.com.
- 5) Select application date and select application division code by searching. In search window for Application division enter your location name as '%beed%' where 'beed' is partial name of your location and click on 'Search'. List of such divisions will be shown. Select your correct Division/Circle Name. Zone/Testing/Training location employees must select their Accounting circle's name.
- 6) Click on 'Save' button. Before clicking 'Save', check if all the details are correct.
- 7) If the application is saved successfully, the message will appear and 'WEB ID' will be shown for the case. **Note the 'WEB ID' assigned to your saved application.**

- 8) Select 'Settlement Address/Bank/Nominee' option. Enter the 'WEB ID' assigned to your application and enter your CPF Number. Click on Search button provided near 'CPF Number'.
- 9) After clicking search your name, address, bank account details will be displayed, if available in system. Else, it will allow entering the details. Enter the details correctly. **Enter Salary Saving Bank account details only in case of 90% case. Enter the salary saving account details only even for 10/100% case if the same Bank account is operative after employee left service.**
- 10) If address/bank details were already saved, it will be displayed. Click on check box and click on 'Edit' button for viewing and correcting the details. If any corrections made, click on 'Update to Grid' button again. **After clicking on 'Update to Grid' button, the details will be temporarily updated and shown below in the same screen. Select the check box and click on 'Save Nominations' button to save the bank/address/nominee details permanently.**
- 11) Click on 'Self Settlement Application'. Click on 'View' and generate the application form report using 'Print' button and print (preferable on one page back to back) for the case identified by 'WEB ID'. Select correct application.
- 12) Check the details printed on the form. If any corrections required, go the screens again and make corrections. **Always generate print the Form again whenever any correction is made.**
- 13) When all the details are correct, click on '**Final Submit**' button. This button must be clicked to disallow further corrections.
- 14) Attach relevant documents and cancelled cheque with the form and give to your GAD section.
- 15) After receipt of the hard copy, the CPF section will take the application details from CPF Portal in MSEDCL payroll system and assign '**Inward Number**' to the case. After inward number and inward date is assigned to the case, the employee and HR section can be sure that the case is received by CPF section. Mail will get sent on employee mail id as registered on CPF portal.
- 16) CPF section will process the cases in the order of receipt and sanction or reject the case in MSEDCL payroll system.
- 17) **If the case is sanctioned on or before 15-Apr-2017, payment will have to be made by the accounting division/circle office after receipt of the Sanction order from CPF section. To check the sanction date, search by entering CPF number. Click on 'View'. 'Sanction Date' is shown under 'Sanction Details' and 'status' value should be 'Sanctioned'.**
- 18) **If the case is sanctioned after 15-Apr-2017, payment will be made by CPF Section. After payment is done, the 'status' will become 'Settled'.**
- 19) **Any complaints related to saving the final settlement application details should be sent on cpfsection@gmail.com along with screenshots and mention the details of wrong data shown in system, if any.**

Screenshots for Final settlement application entry by employees and HR section.

- 1) Select 'Self Settlement Application for self. Employee details will be displayed. Enter Details and click on 'Save' button. 'Web Id' will be assigned to the application and displayed in green color. Note the web Id. Click 'Back' button.

On behalf Settlement Application

[Please do not press Back button of browser or Backspace key. Click the Back button provided in the page to navigate back]

CPF Number:

Location Name:

Location ID:

Employee First Name:

Employee Middle Name:

Employee Last Name:

Designation:

Date of Birth:

Accounting Unit:

Service Join Date:

Service End Date:

Reason:

Due Date of Retirement:

Period of Service:

Years: Months: Days:

Application Details:

Application Done By:

Reference Date:

Advance Type:

Letter Number:

Current Location:

Application Details:

Application Done By:

Reference Date:

Advance Type:

Letter Number:

Current Location:

Status:

Inward Date:

Application Date:

Application Division Code:

Type of Supplementary Final Claim:

Description of Supplementary Claim:

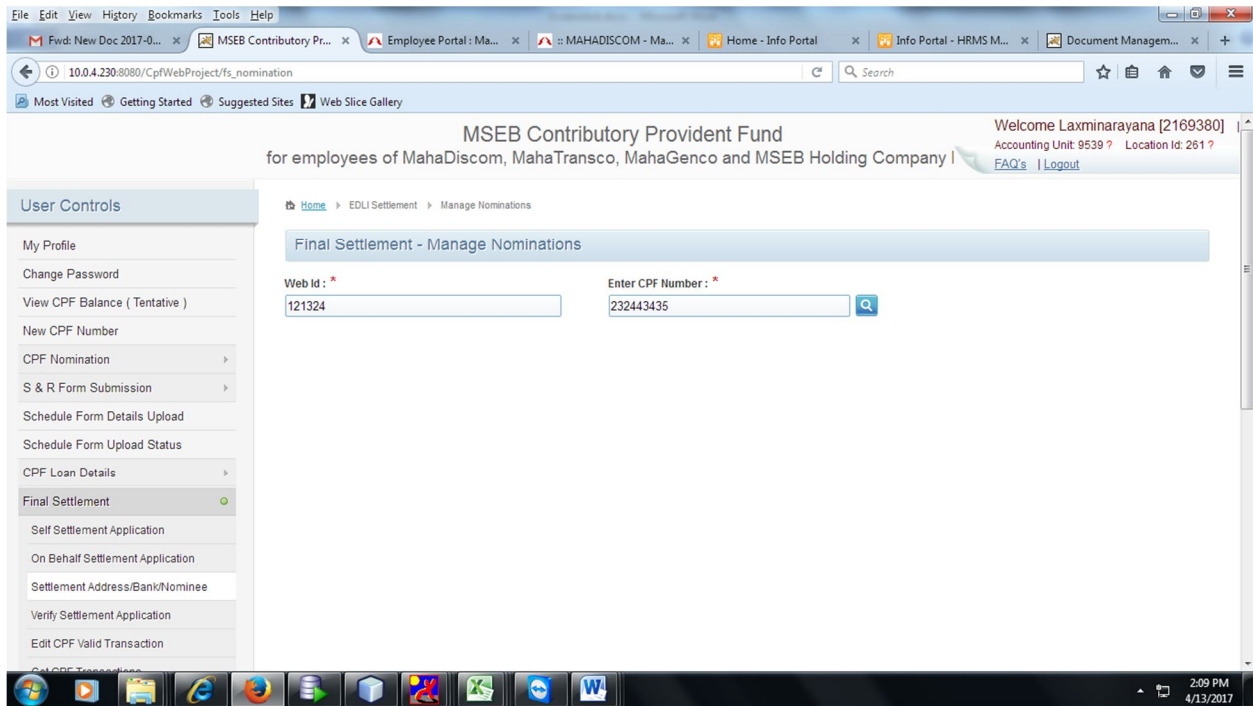
Projected Employee Share:

Projected Board Share:

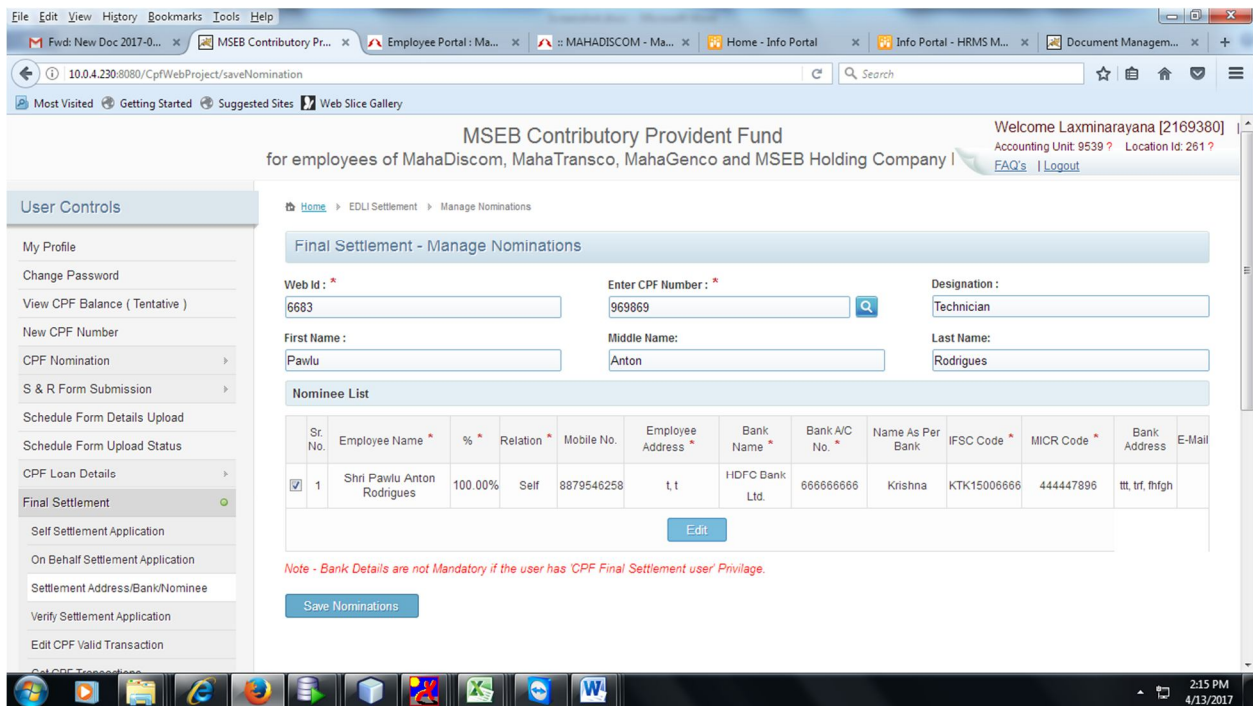
Date of Leaving:

Leaving Reason:

- 2) Select 'Settlement Address/Bank/Nominee' option. Enter Web Id assigned to the application. Enter CPF Number. Click on button provided after CPF Number.



- 3) After clicking search, name relation and other details will be displayed. Click the check box and click on 'Edit'.



- 4) Enter details of address and bank. Click on 'Update to Grid'. For multiple nominee details added (for death case – allowed only for Hr section), click on 'Save Nominations' in this screen.

Final Settlement - Manage Nominations

Web Id : * 6683 Enter CPF Number : * 969869 Designation : Technician

First Name : Pawlu Middle Name : Anton Last Name : Rodrigues

Add/Edit Nominee Details

Note - Bank Details are not Mandatory if the user has 'CPF Final Settlement user' Privilege.

Employee Full Name : * Shri Pawlu Anton Rodrigues Employee Relation : * Self Employee Share : * 100.00

Employee Address1 : * t Employee Address2 : * Employee Address3 : *

Employee Pin : E-Mail Id : Mobile Number : * 8879546258

Bank Details for Direct Payment

Name As Per Bank Account : * Aasfdgdfdf Select Bank Type : * HDFC Bank Non HDFC Bank Bank Name : * HDFC Bank Ltd.

IFSC Code : * KTK15006666 MICR Code : * 444447896 Account Number : * 666666666

Bank Address1 : Bank Address2 : Bank Address3 :

Update Grid Cancel

Nominee List

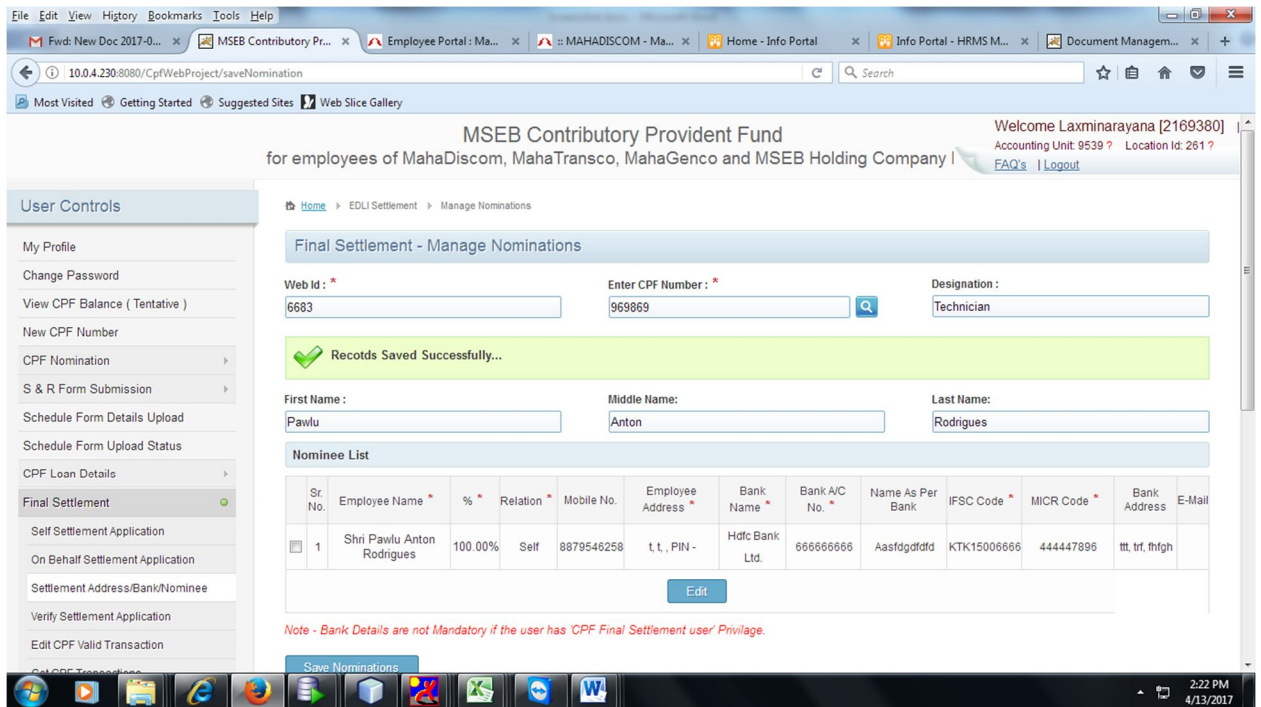
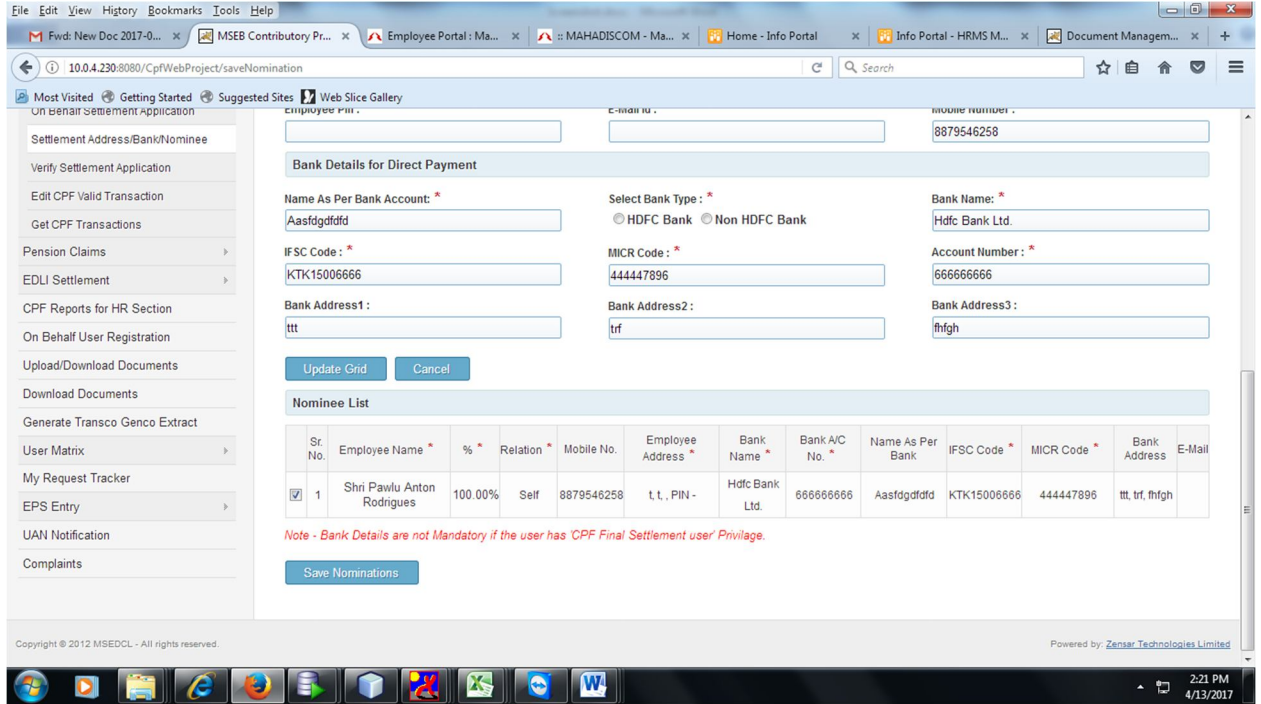
Sr. No.	Employee Name *	% *	Relation *	Mobile No.	Employee Address *	Bank Name *	Bank A/C No. *	Name As Per Bank	IFSC Code *	MICR Code *	Bank Address	E-Mail
1	Shri Pawlu Anton Rodrigues	100.00%	Self	8879546258	t,t	HDFC Bank Ltd.	666666666	Krishna	KTK15006666	444447896	ttt, trf, frfgh	

Note - Bank Details are not Mandatory if the user has 'CPF Final Settlement user' Privilege.

Save Nominations

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- Select the check box (check boxes for multiple nominees) and click on 'Save Nominations'. 'Records Saved successfully' will be displayed.



- Click on 'Self Settlement Application' again. It will show application details. Click on 'View' to Edit the details of the application identified by the Web Id. 'Print' option is available when 'View' is clicked (or

it will be shown before 'Final Submit' button). Take print and check. Then only click on 'Final Submit' button to submit the application. Further corrections will not be allowed.

Settlement Application Details On Behalf

Note : You should only submit an "on behalf of" Settlement application for employees NOT registered in the CPF Web Portal

Search by CPF Number

Note : When searching by CPF number, complete previous history of approved/rejected applications BY YOU only will be shown

[New Settlement Application](#)

List of Applied Applications

CPF Number	Settlement Type	Application Date	Current Status	View Application	Final Settlement
2470284(6665)	99%	05-10-2016	Pending For Verification	View	
969869(6683)	99%	07-10-2016	Pending With Employee	View/Edit	Final Submit
1573225(6723)	99%	14-10-2016	Pending With Employee	View/Edit	Final Submit
1573225(6725)	99%	14-10-2016	Pending With Employee	View/Edit	Final Submit
1965654(6763)	10%	13-01-2017	Pending With Employee	View/Edit	Final Submit
1965654(6764)	10%	13-01-2017	Pending With Employee	View/Edit	Final Submit
1965654(6765)	10%	13-01-2017	Pending With Employee	View/Edit	Final Submit
1965654(6766)	10%	13-01-2017	Pending With Employee	View/Edit	Final Submit
1965654(6783)	99%	03-04-2017	Pending With Employee	View/Edit	Final Submit
1760009(6784)	90%	03-04-2017	Pending With Employee	View/Edit	Final Submit