



## महाराष्ट्र राज्य वीज निर्मिती कंपनी मर्यादित

महाराष्ट्र शासन उपक्रम (CIN : U४०१००MH२००५SGC१५३६४८)

एस्ट्रेला बॅटरीज विस्तारीत इमारत, धारावी रोड, माटुंगा, मुंबई - ४०० ०१९.

दुरध्वनी ०२२-२४०७७४४१/४२/४३ website: [www.mahagenco.in](http://www.mahagenco.in)

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क्र. महानिर्मिती/मासं/देयके/ 4690

दिनांक: 07.10.2020

### गतिमान प्रशासन - मानव संसाधन

#### परिपत्रक

विषय : UAN No. मध्ये परिपूर्ण माहिती सादर करून Update करणेबाबत तसेच कर्मचारी कुटुंब निवृत्ती वेतन योजना, १९९५ च्या लाभाकरीता EPFO Member च्या [unifiedportal-mem.epfindia.gov.in](http://unifiedportal-mem.epfindia.gov.in) या संकेतस्थळावर ऑनलाईनद्वारे नामनिर्देशन (E-Nomination) प्रपत्र व फॉर्म १०(D) भरणेबाबत मार्गदर्शक सूचना.

म.रा.वी.नि. कंपनी मध्ये कार्यरत सर्व अधिकारी/कर्मचारी यांना कळविण्यात येते की, ज्या अधिकारी/कर्मचारी यांनी त्यांना अद्यावत केलेल्या UAN No. मध्ये परिपूर्ण माहिती Update केलेली नाही, त्यांनी परिपूर्ण माहिती Update करावी. तसेच कर्मचारी कुटुंब निवृत्ती वेतन योजना, १९९५ च्या लाभाकरीता सर्व अधिकारी /कर्मचारी यांना कळविण्यात येते की, त्यांनी EPFO Member च्या [unifiedportal-mem.epfindia.gov.in](http://unifiedportal-mem.epfindia.gov.in) या संकेतस्थळावर कुटुंबाबाबत ऑनलाईन नामनिर्देशन (E-Nomination) करावे. तसेच फॉर्म १०(D) भरणेबाबत मार्गदर्शक सूचना सोबत जोडलेले आहे.

वर नमूद UAN No. मध्ये परिपूर्ण माहिती Update करणे व ऑनलाईन नामनिर्देशन (E-Nomination) तसेच फॉर्म १०(D) भरणे या प्रक्रिया अत्यंत महत्वाचे असल्याने तातडीने प्रक्रियेबाबत सर्व अधिकारी/कर्मचारी यांनी आपआपल्या स्तरावर उचित कार्यवाही करण्यात यावी.

(भि. य. मंता)

कार्यकारी संचालक (मासं)

प्रति,

सर्व मुख्य अभियंता /मुख्य महाव्यवस्थापक, सांघिक कार्यालय/सर्व क्षेत्रिय कार्यालय

-----यांना विनंती करण्यात येते की, सदर परिपत्रक आपल्या अधिपत्याखाली सर्व अधिकारी/कर्मचारी यांच्या निर्देशनास आणून द्यावे.

प्रत सविनय सादर :

संचालक (वित्त)/(प्रकल्प)/(संचलन)/तथा सल्लागार (खणिकर्म), महानिर्मिती, सांघिक कार्यालय, मुंबई.

प्रत सस्नेह रवाना :

कार्यकारी संचालक (मासं)/(प्रकल्प)/(संवसु)/(मातं), महानिर्मिती, सांघिक कार्यालय, मुंबई.



# Settlement of Pension Claim (Form-10D) in the month of retirement & handing over PPO on the date of retirement

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Procedure and Document Required for  
online claim 10D settlement

EMPLOYEES PROVIDENT FUND ORGANISATION

MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA

REGIONAL OFFICE "BANGALORE" AREA OFFICE



## Complete Process Flow



1. Pre-requisites: KYC

2. Pre-requisites: Profile

3. Pre-requisites: Nomination for online claim 10 D

4. Advance payment of contribution (T+2)

5. Filling claim 10 D online

6. Attaching additional documents with duly signed scan copy of filled form

7. Emailing duly signed claim form along




## 1. Pre-requisites: KYC



KYC in Unified Member Portal must be updated

☐ Link Aadhar card, Bank account in member portal & approve by employer portal.

MENU – **Manage > KYC**

**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Logout

Home View Manage Account Online Services

Add KYC


Select	Document Type	Document Number	Name as per Document	Other
<input type="checkbox"/>	Bank	DOCUMENT NUMBER	NAME AS PER DOCUMENT	IFSC
<input type="checkbox"/>	PAN	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	AADHAAR	AADHAR NUMBER OR VID	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Passport	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Driving License	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Election Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Ration Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	National Population Register	DOCUMENT NUMBER	NAME AS PER DOCUMENT	

\*\*\*Submit document proof to your employer.

SaveCancel




Update member details i.e. Passport Size Photo, address, email id in member profile in member portal. **MENU – View > Profile**


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[Manage](#)
[Account](#)
[Online Services](#)

### Member Details



Member Details

[Quick Links](#)
[Passbook](#)
[Service & Nomination](#)

Name		
Date Of Birth		
Gender		
Father's/ Husband's Name		
Relation		
Is International Worker	NO	
Qualification	GRADUATE	
Marital Status	MARRIED	
Permanent Address		
Current Address		
Differently Abled	NO	



### 3. Pre-requisites: Nomination



**e-Nomination replaces physical nomination**

#### Nomination

- Member can nominate for PF, EDLI & Pension
- Member can have more than one nominee with percentage and can change nominees online

#### Employer duty

- No need of any intervention from Employer
- No witness, No approval, No paper work

#### e-Nomination

#### Employee duty

Logon to UAN ~ Save Family ~ Fix percentage ~  
Nominate ~ e-Sign ~ OTP ~ Approved

#### Ease of doing


Any change in Nomination or decide to add  
Follow the process amend Family details, fix new  
percentage, nominate & e-sign for approval



### 3. Pre-requisites: Nomination



Update e-nomination family member details as per aadhar card & upload Passport Size Photo in family details column in member portal. **MENU – Manage> E-nomination. (Required Browser : Mozilla Firefox +58 and above)**



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Family Declaration

Having Family? ☒ Yes ☐ No

Add Family Details

AADHAAR*	Name*	Date of Birth*	Gender*	Relation*	Address*	Bank Account Details	Guardian	Photo*	Rem
<input type="text" value="Enter AADHAAR"/>	<input type="text" value="Max 85 charac"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="--Select Ge"/>	<input type="text" value="--Select Rel"/>	<input type="text" value="Locality (Max Length 30 char)"/> <input type="text" value="Street (Max Length 30 char)"/> <input type="text" value="City"/> <input type="text" value="Select State"/> <input type="text" value="---Select District---"/> <input type="text" value="6 Digit Pin Code"/>	<input type="text" value="IFSC :"/> <input type="text" value="Enter IFSC Code"/> <input type="text" value="Branch Name :"/> <input type="text" value="Branch Name"/> <input type="text" value="Account Number :"/> <input type="text" value="Enter Bank Account No"/>	<input type="text" value=""/>	 <a href="#">Click Here To Upload Photograph</a>	


Add Row Save Family Details



## 5. Fill claim 10D online

Now process form 10 in online service column in member portal by using of mobile OTP with uploading scanned copy of cheque/passbook. **MENU – Online Services> Claim (Form-31,19,10c&10D)**



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Logout

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Please choose claim form type: PF Withdrawal / PF Advance / Pension Withdrawal

मोबाइल नंबर/Mobile Number	982568XXXX
यूनिवर्सल खाता संख्या/Universal Account Number (UAN)	
बड़े अक्षरों में नाम/Name (in capital letters)	
स्थायी खाता संख्या (पैन)/Permanent Account Number (PAN)	XXJPM540XX
Date Of Joining	01-09-1984
I want to apply for	MONTHLY PENSION (FORM-10D)
Type of Pension claimed	SUPERANNUATION
Details of Scheme Certificate (if any)	State: Select State Office: Scheme Certificate Number: Enter last 8 digits
Deferred Pension*	<input type="radio"/> Yes <input type="radio"/> No
Deferred Pension Age	Deferred Pension Age
Deferred Pension Contribution	Deferred Pension Contribution










## 5. Fill claim 10D online



Now process form 10 in online service column in member portal by using of mobile OTP with uploading scanned copy of cheque/passbook. **MENU – Online Services> Claim (Form-31,19,10c&10D)**



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home View Manage Account Online Services

6 Digit Pin Code

Bank Details\*

Bank:

Bank Account Number: 

Account No

IFSC Code: 

IFSC

Name of the Bank:

Branch:

State:

Upload Scanned copy of cheque/passbook\*

Browse...

No file selected.

View

Only JPG and JPEG file of minimum 100 KB & maximum 500 KB size is supported.  
Bank Account number, IFSC and name should be visible on cheque.  
Scanned image should be readable.  
In case scanned image of cheque is not readable, claim is liable to be rejected. Please click the View button to see the cheque image before submitting the claim.

मैं प्रमाणित करता हूँ कि मैंने यू ए एन पोर्टल पर सीड डाटा को भली भाँति देख लिया है तथा फार्म न. 11 नया बैंक खाता विवरण और आधार संख्या सहित सभी डाटा सही पाया गया है।  
I certify that I have gone through the data seeded in UAN Portal and found all data including Form No.11(New), bank account details and Aadhaar number.

☐

I am applying for this claim using my Aadhaar credentials. Certified that the particulars are true to the best of my knowledge. I further certify that I have gone through the data seeded in UAN Portal against my UAN and found all data, Bank Account Details (Bank Account and IFSC) and Aadhaar number, PAN to be correct and these belong to me. Please make the payment into the bank account mentioned in the UAN Portal.



## 6 & 7. Attaching and sending documents at Email [ro.bandra@epfindia.gov.in](mailto:ro.bandra@epfindia.gov.in)



1. 10D **PDF** copy already generated by online claim in member portal.
2. Scanned copy of Aadhar card & birth certificate/ school cert/passport of member. **Preferably colored and Clear.**
3. Scanned copy of Aadhar card & birth certificate/ school cert/passport of all members those are eligible for pension benefit. **Preferably colored and Clear.**
4. Scanned copy of Annexure- K member's previous service (if required in the case).
5. Scanned copy of 7PS/ monthly wage details of last 5 years (for Exempted Estt.)
6. Scanned copy of wage details at the time of 15/11/1995. (If applicable & required)
7. Scanned copy of Joint declaration if member father name wrong/abbreviated in system.
8. Scanned copy of bank passbook or cheque(containing printed name ). **Preferably colored and Clear.**
9. Scanned copy of break in service certificate on establishment letter head.
10. Scanned copy of member form 4PS & 5PS. (If required - for Exempted Estt.)
11. Color Scan Copy of Death Certificate of Member in case of Widow/Children Pension.

\* Note all documents must be signed & seal by employer for process the claim.

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Thank You

