

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

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क्र. महानिर्मिती/मासं/देयके/ 4690

दिनांक: 07.10.2020

<u>गतिमान प्रशासन – मानव संसाधन</u> परिपत्रक

विषय : UAN No. मध्ये परिपूर्ण माहिती सादर करुन Update करणेबाबत तसेच कर्मचारी कुटुंब निवृत्ती वेतन योजना, १९९५ च्या लाभाकरीता EPFO Member च्या 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 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, सांधिक 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)/(संवस्)/(मातं), महानिर्मिती, सांधिक कार्यालय, मुंबई.





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

Procedure and Document Required for online claim 10D settlement

EMPLOYEES PROVIDENT FUND ORGANISATION

MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA



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



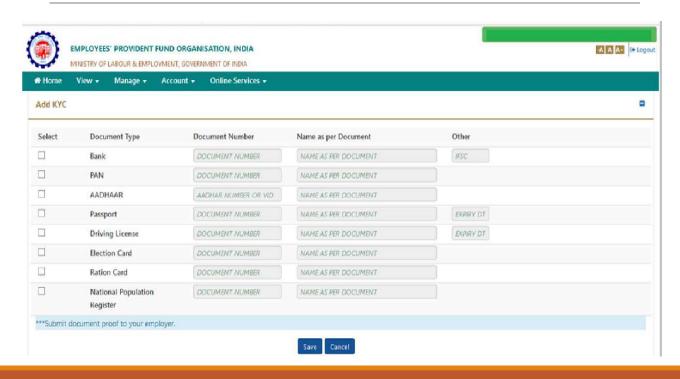
1. Pre-requisites: KYC



KYC in Unified Member Portal must be updated

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

MENU – Manage > KYC

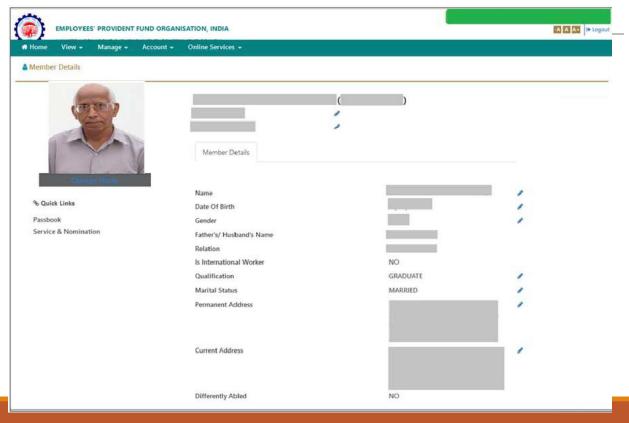




2. Pre-requisites: Profile



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





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

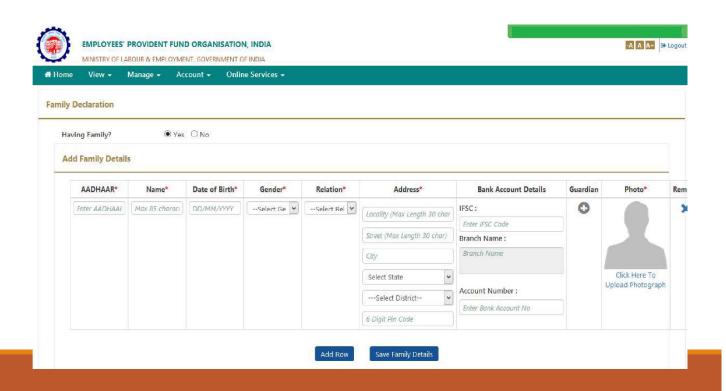
Follow the process amend Family details, fix new percentage, nominate & e-sign for approval



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. (Rquired Browser: Mozolla Firefox +58 and above)





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)

			FUND ORGAN	ISATION, INDIA	A A A+ (9-1						
₩ Home	View →	Manage →	Account →	Online Services +							
	Please choose claim form type: PF Withdrawal / PF Advance / Pension Withdrawal										
				मोबाइल नंबर/Mobile Number	982568XXXX						
			यूनिवर्सल खाव	ग संख्या/Universal Account Number (UAN)							
				बड़े अक्षरों में नाम/Name (In capital letters)							
		~₹	थायी खाता संख्या	(पैन)/=Permanent Account Number (PAN)	XXJPM540XX						
				Date Of Joinng	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 & digits						
	Deferred Pension*				○ Yes ○ No						
				Deferred Pension Age	Deferred Pension Age Y						
				Deferred Pension Contribution	Deferred Pension Contributi.						



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)

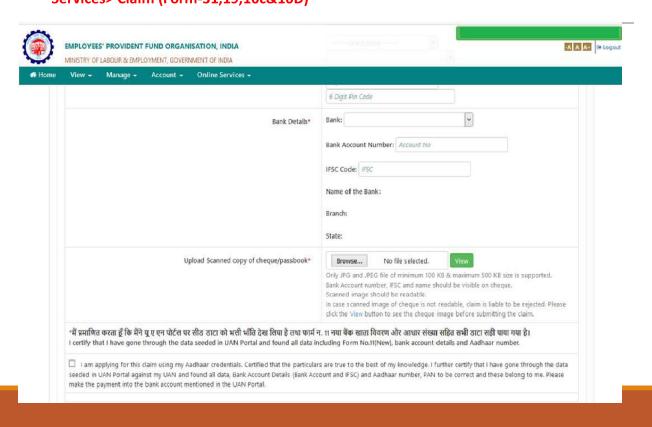
MINISTRY OF LABOUR & EMPLOYMENT, G e View → Manage → Accoun	portugues (management)				
	Deferred Pension Contribution	Deferred Pension Contributio			
	Family Details	Name	Date of Birth	Gender	Relation
			03/06/1972	FEMALE	Wife
			23/06/1998	FEMALE	Daughter
			04/09/2006	FEMALE	Daughter
		City (Maximum 64 char.) 6 Digit Pin Code			
	Bank Details*	Bank Account Number: Account IFSC Code: IFSC Name of the Bank: Branch: State:	NÓ NÓ		



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)





6 & 7. Attaching and sending documents at Email 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.

Thank You