



दुरुध्वनी क्र. ०२२-२६४७१४३०/२६४७४२११
फॅक्स : ०२२-२६४८०६४२
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(महाराष्ट्र शासन उपक्रम)
CIN = U40109MH2005SGC153645

महा व्यवस्थापक (मासं-मा.सं.व्य.प्र.),
प्रकाशगड, ४ था मजला,
प्रो. अनंत काणेकर मार्ग,
बांद्रा (पू), मुंबई - ४०० ०५१.

क्र. मासं/मा.सं.व्य.प्र./

No 39308

दिनांक :- **18 DEC 2024**

प्रति,

मुख्य अभियंता, म.रा.वि.वि.कं.मर्या.,
सर्व परिमंडल कार्यालये/(प्र.व.सु.),
एकलहरे, नाशिक/(स्थापत्य), बांद्रा, मुंबई.

विषय : कर्मचारी भविष्य निर्वाह निधी कार्यालय यांच्या संकेत स्थळावर online
स्वरूपात संयुक्त घोषणापत्र सादर करणेबाबत.


उपरोक्त विषयाबाबत आपणास कळविण्यात येते की सद्यस्थितीत कर्मचारी भविष्य निर्वाह निधी /सेवानिवृत्ती वेतन (EPS) खात्यामधील नावात दुरुस्ती करणे करिता कर्मचारी ऑफलाईन स्वरूपात संयुक्त घोषणापत्र भरून मुख्य कार्यालयात सादर करण्याची व त्यावर स्वाक्षरी करून संबंधित कार्यालयात सादर करण्याची प्रक्रिया सुरु होती. आता, कर्मचारी भविष्य निर्वाह निधी कार्यालयातर्फे पत्राने/स्वहस्ते (Offline) स्वरूपात संयुक्त घोषणापत्र भरून देण्याची कार्यपद्धती बंद करण्यात आली असून ती फक्त ऑनलाईन स्वरूपात कर्मचारी भविष्य निर्वाह निधी कार्यालय यांच्या संकेत स्थळावर सादर करण्याचे निर्देश देण्यात आले आहेत.

ऑनलाईन पद्धतीने नावात/पत्यांमध्ये/UAN मध्ये, इत्यादी सुधारणा करण्यासाठीचा प्रस्ताव सादर करताना कर्मचाऱ्याचे संबंधित कागदपत्रे सोबत जोडलेल्या परिशिष्ट-अ मध्ये नमुद केल्यानुसारच प्रकरण परतवे (२ किंवा ३ कागदपत्रे) सादर करणे आवश्यक आहे.

कर्मचारी भविष्य निर्वाह निधी/सेवानिवृत्ती वेतन (EPS) खात्यामध्ये बदल करावयाचे असल्यास संबंधित मानव संसाधन विभागातील कर्मचाऱ्याने संबंधित कर्मचाऱ्याचे परिशिष्ट-अ अन्वये नमुद केलेले कागदपत्रे स्पष्ट स्वरूपात स्कॅन करून स्वतः/प्रतिनिधी व संबंधित कर्मचारी सोबत पुर्व परवानगीने (श्री. अशोक गाणगेर, व्यवस्थापक, मासं-मा.सं.व्य.प्र. यांच्याशी संपर्क साधून) मुख्य कार्यालयात येऊन सदर अर्ज तपासून कर्मचारी भविष्य निर्वाह निधी कार्यालय यांच्या संगणकीय संकेत स्थळावर माहिती भरणे (upload) आवश्यक आहे. कर्मचाऱ्याचे नाव, जन्म तारीख, आधार कार्ड नंबर व इत्यादी ही सोबत जोडण्यात येणाऱ्या परिशिष्ट - अ प्रमाणे प्रत्येक अपलोड करण्यात येणाऱ्या कागदपत्रांमधील माहिती अदयावत व सर्व कागदपत्रांवर एक समान असणे आवश्यक आहे.

वरीलप्रमाणे झालेल्या बदलाबाबत आपल्या कार्यक्षेत्रातील मानव संसाधन अधिकारी यांना अवगत करण्यात यावे. अशी सर्व प्रकरणे एक विशेष बाब म्हणून ३१.०१.२०२५ पुर्वी उचित कार्यवाही करण्याचे निर्देश द्यावेत, ही विनंती.

सोबत : परिशिष्ट-अ


(भूषण कुलकर्णी)

मुख्य महाव्यवस्थापक (मासं)

प्रत सविनय सादर :

१. संचालक (मासं), म.रा.वि.वि.कं.मर्या., सांघिक कार्यालय, मुंबई.
२. सह व्यवस्थापकीय संचालक, म.रा.वि.वि.कं.मर्या., प्रादेशिक कार्यालय, कल्याण/औरंगाबाद.
३. प्रादेशिक कार्यकारी संचालक, म.रा.वि.वि.कं.मर्या., प्रादेशिक कार्यालय, पुणे/नागपूर.

प्रत सस्नेह सादर :

१. मुख्य महा व्यवस्थापक (तां.आ), म.रा.वि.वि.कं.मर्या, सांघिक कार्यालय, मुंबई.

२. मुख्य औद्योगिक संबंध अधिकारी, म.रा.वि.वि.कं.मर्या, सांघिक कार्यालय, मुंबई.

----- उपरोक्त माहिती अद्यावत करण्यास्तव सर्व अधिकारी/कर्मचारी संघटनांना अवगत करावे.

प्रत रवाना :

१. महा व्यवस्थापक, (मासं)(मा.सं.व्य.प्र.)/(शिनिं)/(नियोजन), म.रा.वि.वि.कं.मर्या, सांघिक कार्यालय, मुंबई.

२. सचिव, म.रा.वि.मं.भ.नि.नि.विश्वस्त मंडळ, धारावी, मुंबई.

	Documents Uploads
	Change Type
1	Aadhaar Number (Document)
	* Aadhaar Card/e-aadhaar card with linked active mobile phone and full date of birth
2	Member Name (Documents) (Any 3 Documents)
	* Passport
	* Birth Certificate of member
	* Driving license of member
	* Service photo identity card issued by central Govt.
	* Service photo identity card issued by State Govt.
	* Service photo identity card issued by UT Govt.
	* Service photo identity card issued by PSU.
	* Service photo identity card issued by Banks.
	* School Leaving Certificate (SLC)
	* School Trasfer Certificate (TC)
	* SSC Certificate
	* Mark Sheet issued by board
	* University containing name
	* Bank passbook having name and photograph cross stamped by bank official
	* PAN Card/e-PAN of member
	* Ration card
	* PDS photo card of the member
	* Voter ID/e-Voter ID
	* Pension card of member
	* Freedom Fighter photo card
	* Central govt. health scheme
	* Ex-Servicemen contributory health scheme
	* Medi-claim card with photo issued by state
	* Central Govts.
	* Public Sector Undertakings
	* Rashtriya Swasthya Bima Yojana (RSBY) Card
	* ST/SC/OBC Certificate with photograph
	* For full name /first name change requests : PF Member to submit the Gazette notification of new name along with any supporting doument of old name with photograph (Even for 1st instance of full name/First name change)
	* Valid visa along with foreign possport (valid only) issued in case of other foreign nationals
	* Freedom Fighter card having photo
	* Person of Indian Origin (PIO) card issued by Govt. of India
	* Overseas Citizen of Indian (OCI) card issued by Govt. of India
	* Tibetan Refugee card (Accompanied by one more ID)
3	Date of birth (Documents) (Any 3 Documents)
	* Passport
	* Birth Certificate of member
	* School Leaving Certificate (SLC)
	* School Trasfer Certificate (TC)
	* SSC Certificate
	* Mark sheet issued by board
	* PAN Card/e-PAN of member

	* Ration card
	* PDS photo card of the member
	* Certificate based on the service records of the Central/ State govt.
	In the absence of proof of date of birth as above, Medical Certificate issued by Civil Surgeon after examining the member
	* medically and supported with an affidavit on oath by the member duly Notarized
	* Central/ State Pension Payment Order
	* CGHS/ECHS/Medi-Claim Card issued by Centre/ State/Uts Govts./ PSUs having photo & Date of Birth
	* Domicile Certificate issued by the govt.
4	Gender (Documents) (Any 3 Documents)
	* Passport
	* Birth Certificate of member
	* Driving license of member
	* Service photo identity card issued by central Govt.
	* Service photo identity card issued by State Govt.
	* Service photo identity card issued by UT Govt.
	* Service photo identity card issued by PSU.
	* Service photo identity card issued by Banks.
	* School Leaving Certificate (SLC)
	* School Trasfer Certificate (TC)
	* SSC Certificate
	* Mark Sheet issued by board
	* University containing name
	* Bank passbook having name and photograph cross stamped by bank official
	* PAN Card/e-PAN of member
	* Ration card
	* PDS photo card of the member
	* Voter ID/e-Voter ID
	* Pension card of member
	* Freedom Fighter photo card
	* Central govt. health scheme
	* Ex-Servicemen contributory health scheme
	* Medi-claim card with photo issued by state
	* Central Govts.
	* Public Sector Undertakings
	* Rashtriya Swasthya Bima Yojana (RSBY) Card
	* ST/SC/OBC Certificate with photograph
	For full name /first name change requests : PF Member to submit the Gazette notification of new name along with any
	* supporting doument of old name with photograph (Even for 1st instance of full name/First name change)
	* Valid visa along with foreign possport (valid only) issued in case of other foreign nationals
	* Freedom Fighter card having photo
	* Person of Indian Origin (PIO) card issued by Govt. of India
	* Overseas Citizen of Indian (OCI) card issued by Govt. of India
	* Tibetan Refugee card (Accompanied by one more ID)
5	Father/ Mother Name (Documents) (Any 3 Documents)
	* Birth Certificate of member
	* Driving License of member
	* PAN Card/e-PAN of member
	* Ration card
	* PDS photo card of the member
	* Pension card of member
	* CGHS/ECHS/Medi-claim card issued by Centre/ State/Uts Govts./ PSUs having photo and date of birth

	* Passport of member
	* Marriage certificate issued by govt./ local Bodies like municipality/gram panchayat
	* Photo ID card issued by Central/ State govt. like bhamashah, Jan-Aadhaar, MGNREGA, ARMY canteen card etc.
	* 10th or 12th school certificate/marksheet of the member bearing father/mother name
6	Relationship (Documents) (Any 3 Documents)
	* Birth Certificate of member
	* Driving License of member
	* PAN Card/e-PAN of member
	* Ration card
	* PDS photo card of the member
	* Pension card of member
	* CGHS/ECHS/Medi-claim card issued by Centre/ State/Uts Govts./ PSUs having photo and date of birth
	* Passport of member
	* Marriage certificate issued by govt./ local Bodies like municipality/gram panchayat
	* Photo ID card issued by Central/ State govt. like bhamashah, Jan-Aadhaar, MGNREGA, ARMY canteen card etc.
	* 10th or 12th school certificate/marksheet of the member bearing father/mother name
7	Marital Status (Documents) (Any 3 Documents)
	* Passport
	* Ration card
	* PDS photo card of the member
	* Voter ID/e-Voter ID
	* Marriage certificate issued by govt./ local Bodies like municipality/gram panchayat
	* Divorce Decree
	* Affidavit on oath by the member duly Notarized
	* Death Certificate issued by the Registrar of Birth or Deaths
	* Family Member Certificate issued by Employer on letter head