

1. Creation of Master Data of New Member & Existing Member

Under UDA login, a request for creation of master data of a New Member (New Joinee who has to be issued CMPF A/c Number) and Existing member (who was issued CMPF A/c Number offline) can be initiated.

Following are steps involved:

UDA (UNIT DEALING ASSISTANT)

The **Add New Member** option allows the Unit Dealing Assistant (UDA) to add new members to the CMPF system.

1. Under the **Submitted** tab, the UDA can view all new requests submitted for adding a member. These requests are waiting for review and approval by higher officers.
2. Under the **Returned** tab, the UDA can view all requests that were sent back by higher officers due to errors or missing information. The UDA should correct the details and resubmit the request.
3. Under the **Approved** tab, the UDA can view all requests that have been reviewed and approved by higher officers.

The **Add New Member** button also appears on the right side of the page (Figure 1).

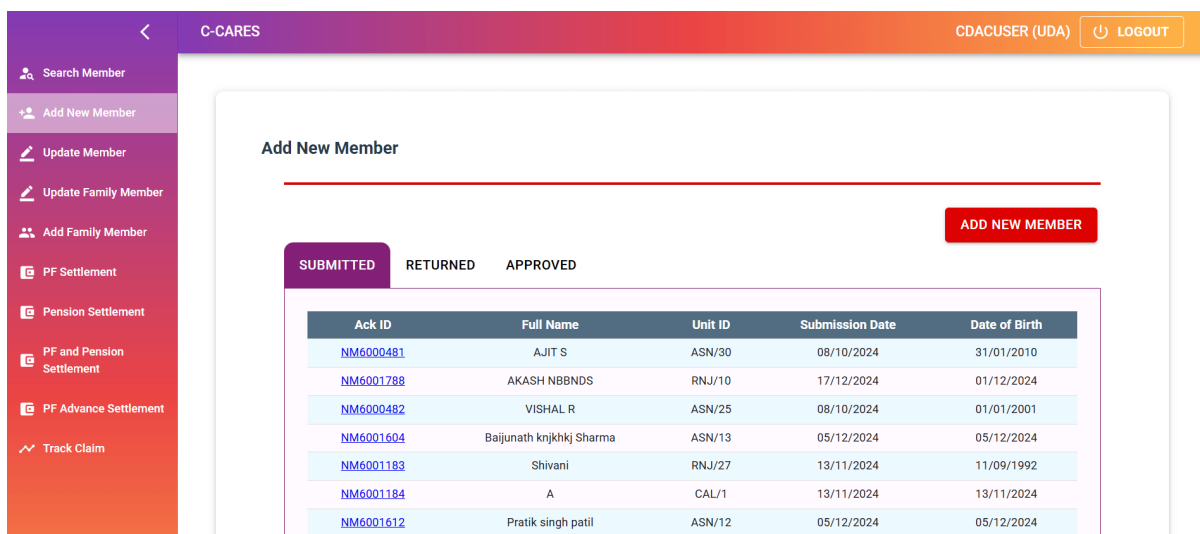


Figure 1: Add New Member Tab

By clicking the **Add New Member** button, a detailed form for adding a new member appears. The UDA can fill in all the required information, such as personal details, employment details, and bank account details for the new member (Figure 2).

The form contains the following sections and fields:

- Personal Information:** Includes fields for Name, Date of Birth, Gender, Address, and other personal details.
- Employment Details:** Includes fields for Employer Name, Address, and other employment-related information.
- Account Details of PF (Employees Only - PFSE-1):** Includes fields for PF Account Number, Date of Birth, and other PF-related details.
- Account Details of Pension (Employees Only - PSE-1):** Includes fields for Pension Account Number, Date of Birth, and other pension-related details.

Figure 2: Add New Member Form

While adding a new member, the system provides two options (Figure 3):

1. **New Member:** If the person is new to the CMPF system, enter their details, and the system will automatically generate a new CMPF account number.
2. **Existing Member:** If the person is already part of the CMPF system, enter their existing details and CMPF account number.



Figure 3: Choose Member Type

After entering the details and uploading the required documents, the UDA clicks the **Submit** button. If all the information is correct, the request is forwarded to the UAO for approval or disapproval (Figure 4). If any error occurs, an alert appears asking the UDA to enter the correct details (Figure 5).

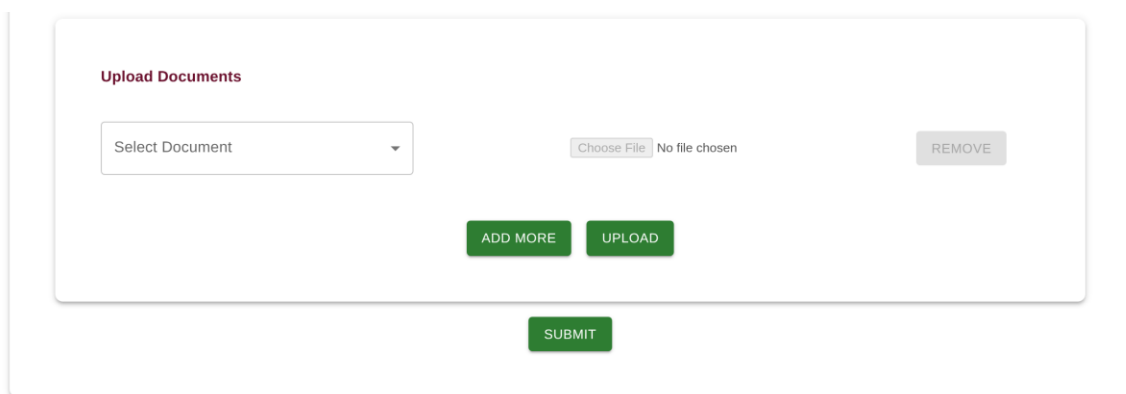


Figure 4: Successful Submission

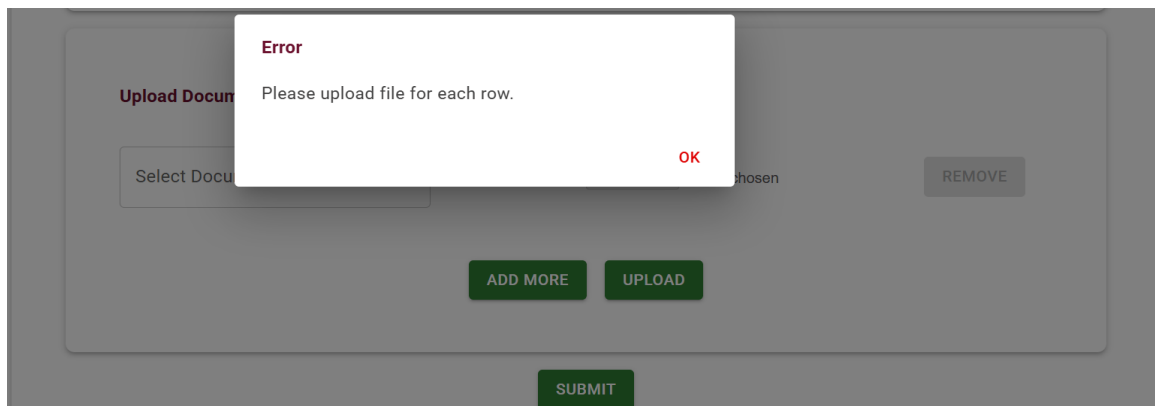


Figure 5: Error Alert

UAO (UNIT AUTHORISED OFFICER)

In the **Add New Member** tab, all requests for adding new members are displayed (Figure 6).

- Under the **Received** tab, all Add New Member requests forwarded to the UAO are shown. The UAO can approve a request or return it to the UDA if any discrepancies are found.
- Under the **Processed** tab, requests approved by the UAO and forwarded to the AAO are shown.
- Under the **Returned** tab, requests returned by the UAO to the UDA are shown.
- Under the **Approved** tab, requests approved by the SI are displayed.

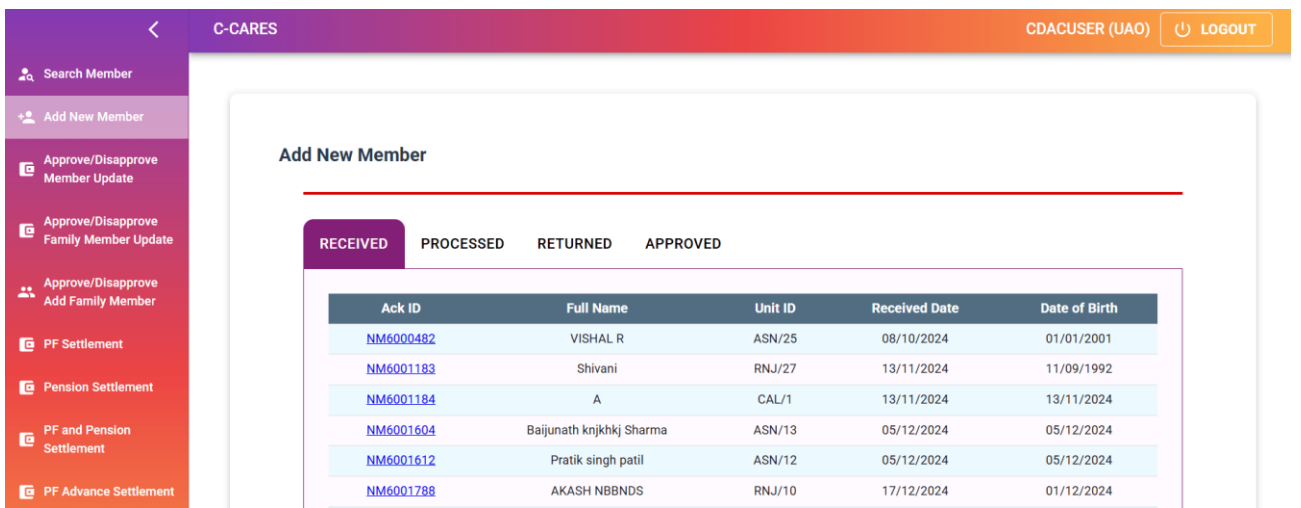


Figure 6: Approve/Disapprove Add New Member

Clicking the **Ack ID** under the **Received** tab displays the member's employment details, bank details for PF and pension, and uploaded documents. The UAO can review the information, select the AAO officer from the dropdown list, and click the **Forward** button to send it. If any details are incorrect, the request can be returned to the UDA by clicking the **Return** button (Figure 7).

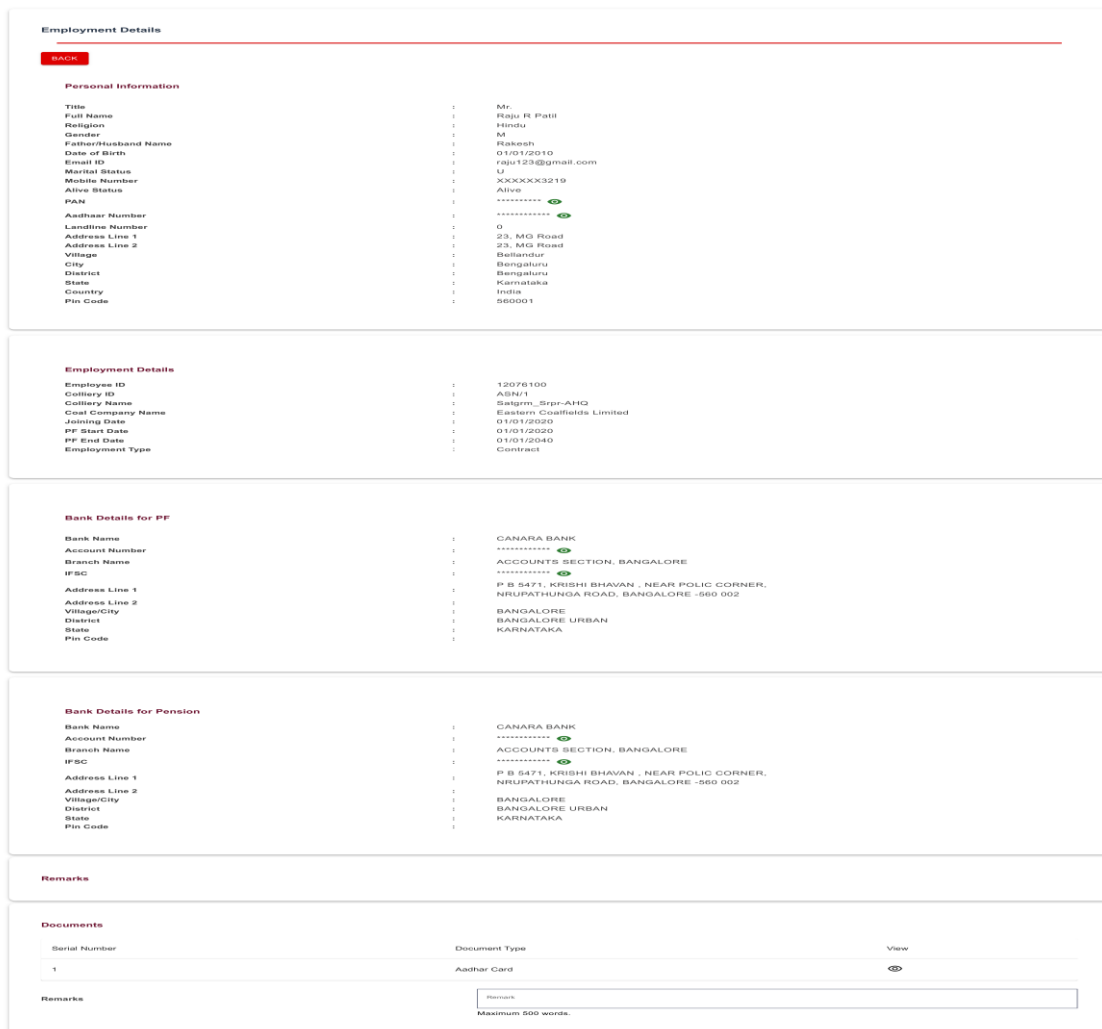


Figure 7: Forward to AAO

AAO (AREA AUTHORISED OFFICER)

In the **Add New Member** tab, requests for adding new members are displayed (Figure 8).

- Under the **Received** tab, all Add New Member requests forwarded to the AAO are displayed. The AAO can approve the requests or return them to the UAO if any discrepancies are found.
- Under the **Processed** tab, approved requests forwarded to the AGM or IDS are displayed.
- Under the **Returned** tab, all requests returned by the AAO to the UAO are displayed.
- Under the **Approved** tab, requests approved by the SI are displayed.

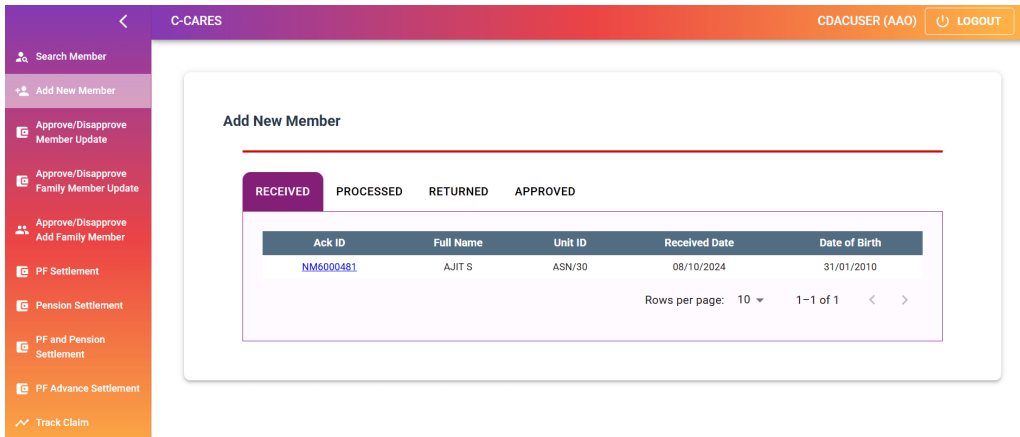


Figure 8: Approve/Disapprove Add New Member

Clicking the **Ack ID** under the **Received** tab displays the member's employment details, bank details for PF and pension, and any uploaded documents. The AAO can review the information, select the AGM/IDS officer from the dropdown list, and click **Forward to AGM** or **Forward to IDS** to send it. If any details are incorrect, the request can be returned to the UAO by clicking the **Return** button (Figure 9).

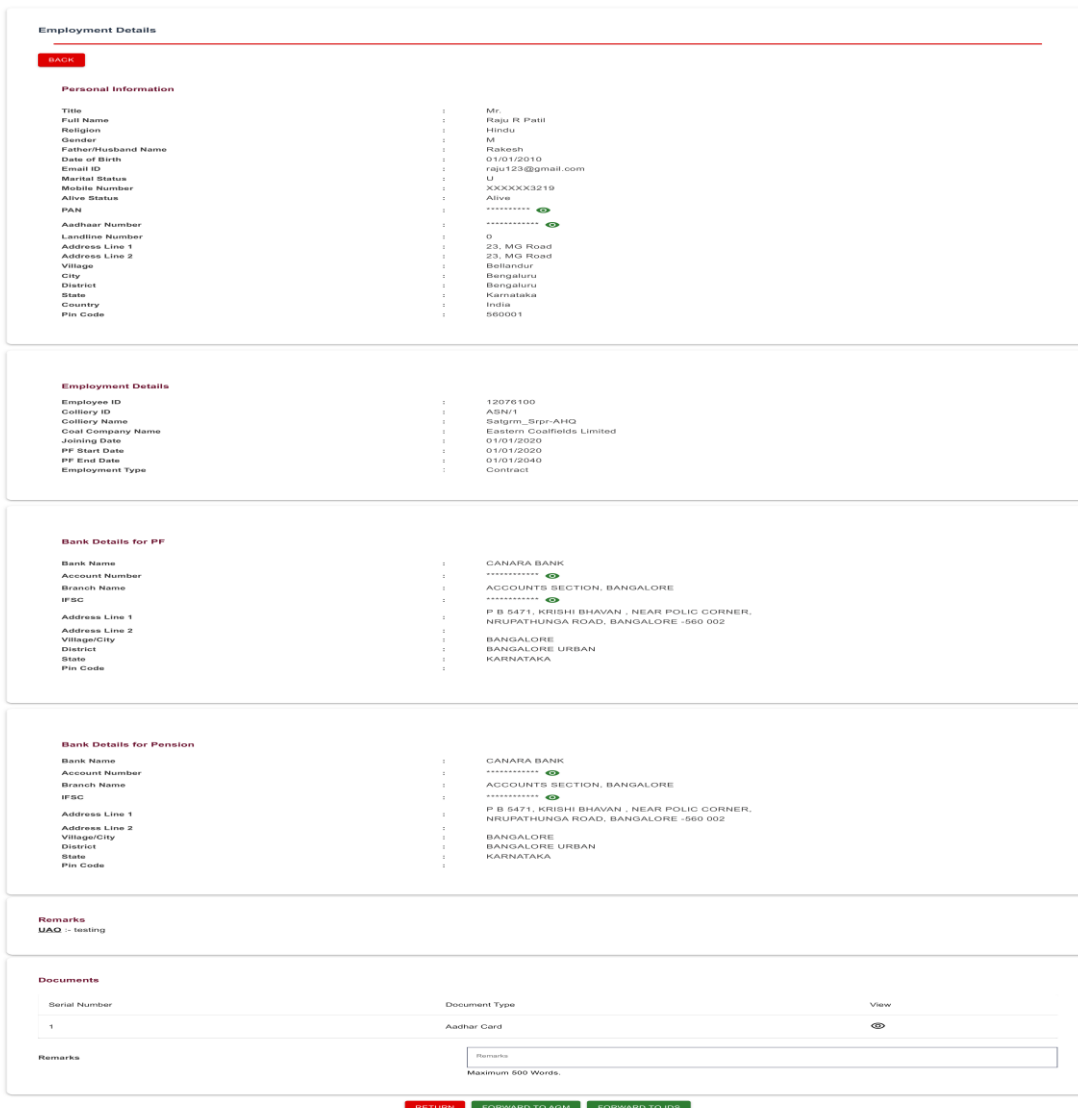


Figure 9: Forward to AGM/IDS

2.Update Member Master data

On successful creation of the member data , if any subsequent changes/updates has to be made member master data, following steps to be followed.

UDA (UNIT DEALING ASSISTANT):

The **Update Member** option allows the **Unit Dealing Assistant (UDA)** to update member details in the **CMPF system**.

1. Under the **Submitted** tab, the UDA can see all update requests that have been sent for review and approval by UAO.
2. Under the **Returned** tab, the UDA can see all requests that were sent back by higher officers due to mistakes or incorrect information. The UDA should correct the details and resend the request.

The **Update** button also appears on the right side of the page (Figure 10).

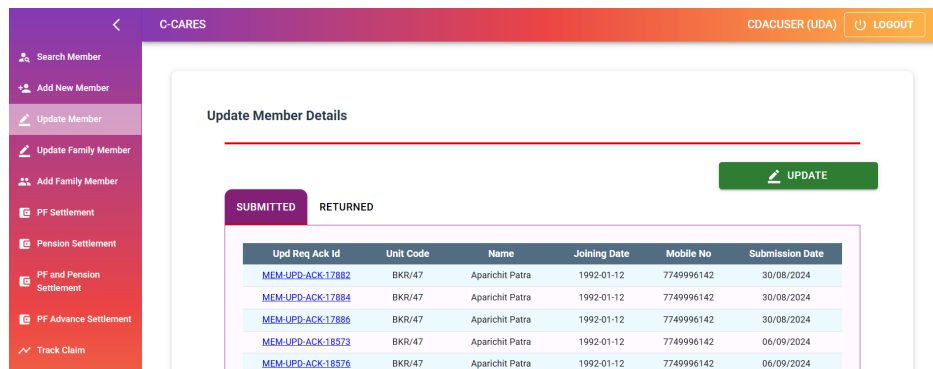


Figure 10: Update Member Tab

By clicking the **Update** button, the UDA can update member details by searching for the member using any of the following:

- i. CMPF Account Number
- ii. Aadhaar Number
- iii. PAN
- iv. Mobile Number
- v. Name

After clicking the **Search** button, a row displaying the member's details appears, along with the **View** and **Edit** icons (Figure 11).

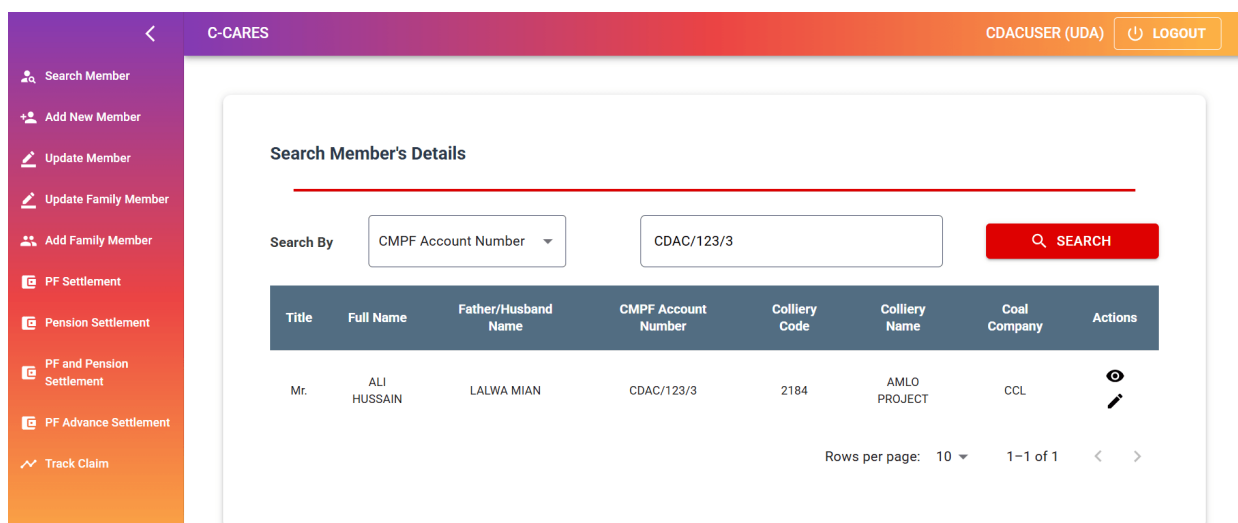


Figure 11: Member Details of the Searched Account

By clicking the **Edit** icon, all mandatory fields for updating appear. The UDA can then modify the required details (Figure 11).

BACK
Update Member Details

Personal Information

Title -

First Name -

Middle Name -

Last Name -

Date of Birth -

Alive Status - Alive Deceased

PAN -

Aadhaar Number -

Address Line1 -

Village -

District -

State -

Religion -

Gender - Male Female Other

Father/Husband Name -

Email ID -

Mobile Number -

Landline Number -

Marital Status -

Address Line2 -

City -

Pincode -

Country -

EDIT

Employment Details

CMPE Account Number -

Colliery Code -

Coal Company -

PE Start Date -

Employment Type -

Employee ID -

Colliery Name -

Joining Date -

PE End Date -

EDIT

Account Details of PF

IFSC -

Name of Bank -

Address -

City -

Account No -

Branch Name -

District -

State -

EDIT

Account Details of Pension

IFSC -

Name of Bank -

Address -

City -

Account No -

Branch Name -

District -

State -

EDIT

Upload Documents

Select Document No file chosen REMOVE

ADD MORE
UPLOAD

Remarks

Enter your remarks (Maximum 200 words).

PREVIEW

Figure 11: Fields for Updating Member

After updating the details, the UDA clicks the **Preview** button to review the changes made, and then clicks the **Submit** button. A dropdown will appear to select the officer to whom the request should be forwarded. The request is then sent to the UAO, and a “Successful” message will appear (Figure 12). The claim will then be visible under the **Submitted** tab.

BACK

Preview Member's Details

Personal Information

Title : Mr.	Religion : Hindu
Full Name : Aparichit Patra	Gender : Other
Date of Birth : 01/02/1990	Name of Father/Husband : Anjaan Patra
Alive Status : Deceased	Email ID : mswetha@cdac.in
PAN : ABCDE1234A	Mobile Number : 7749996142
Aadhaar Number : 987654321012	Landline Number :
Marital Status : Married	
Address : MOHULPALLI, 0, ARAKHAPUR, Odisha, INDIA, 761117	

Employment Details

CMPF Account Number : CDAC/1/2345	Employee Id : 12345
Colliery Code : BKR/47	Colliery Name : SODEPUR-AHQ
Coal Company : Eastern Coalfields Limited	Joining Date : 12/01/1992
PF Start Date : 12/01/1992	Employment Type : Regular

Account Details of PF

Name of the Bank : SBI	IFSC : SBIN0021232
Account No : 123213234	Branch Name :
Address : Bangalore, Bangalore, Bypanahalli, KARNATAKA	

Account Details of Pension

Name of the Bank : PNB	IFSC : PNB0023123
Account No : 2343223454	Branch Name :
Address : Mumbai, thane, Thane, MAHARASHTRA	

Remarks

SUBMIT

CDACUSER (UAO-CC-OFF-0001) ▼

OK

Figure 12: Submit Update Request

UAO (UNIT AUTHORISED OFFICER)

Requests for updating member details are displayed here (Figure 13).

- Under the **Received** tab, all update requests for members forwarded to the UAO are displayed. The UAO can either approve and forward them to the AAO or return the requests to the UDA if any discrepancies are found.
- Under the **Processed** tab, all approved requests forwarded to the AAO are displayed.
- Under the **Returned** tab, all requests returned by the UAO to the UDA are displayed.

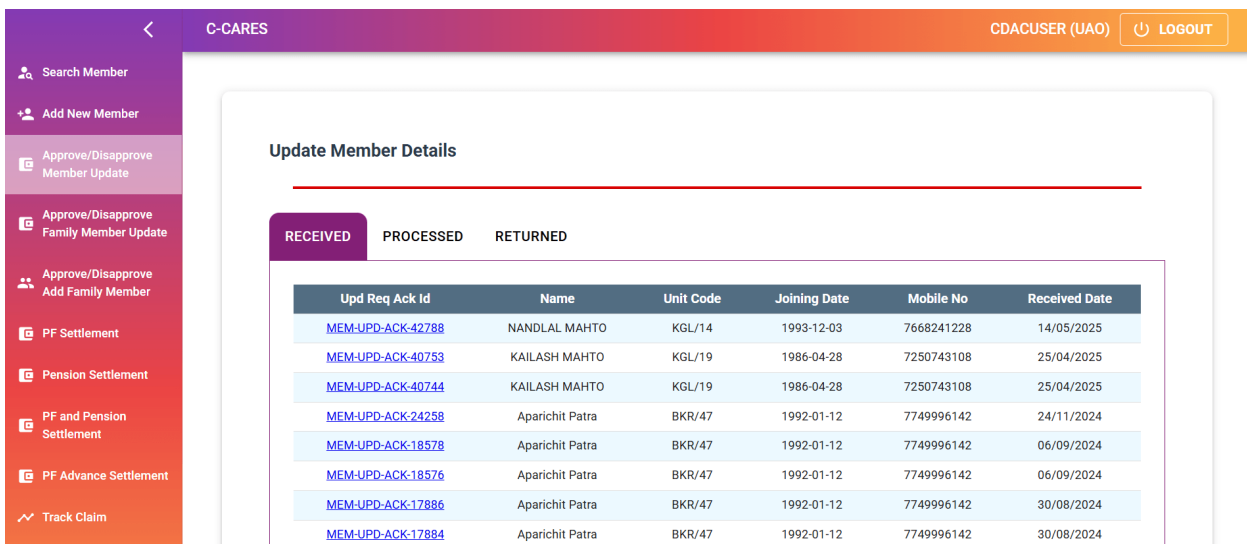


Figure 13: Approve/Disapprove Member Update

Clicking the **Upd Req Ack ID** under the **Received** tab displays the member’s personal information, employment details, and bank details for PF and pension. It also shows the updated member details with both old and new values, along with any uploaded documents and remarks. The UAO can review the information, select the AAO officer from the dropdown list, and click **Forward to AAO** to send the request. If any discrepancies are found, the UAO can return the request to the UDA by clicking the **Return** button (Figure 14).

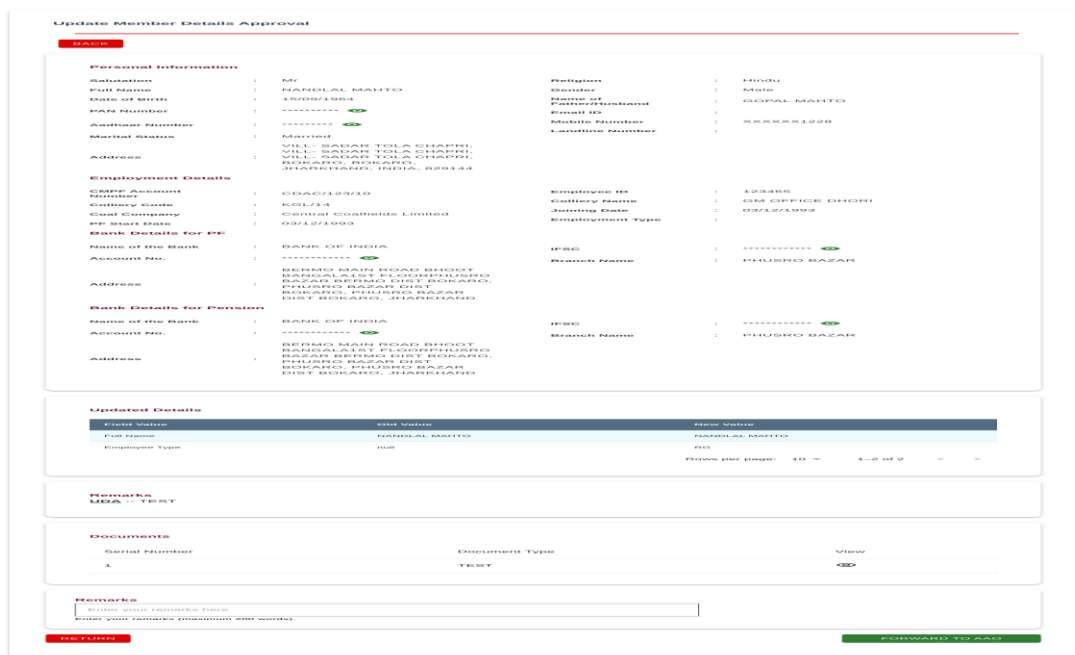


Figure 14: Forward to AAO

AAO (AREA AUTHORISED OFFICER)

Requests for updating member details are displayed here (Figure 15).

- Under the **Received** tab, all update requests for members forwarded to the AAO are displayed. The AAO can either approve the requests or return them to the UAO if any discrepancies are found.
- Under the **Processed** tab, all approved requests are displayed.
- Under the **Returned** tab, all requests returned by the AAO to the UAO are displayed.

Update Member Details

RECEIVED | **PROCESSED** | RETURNED

Upd Req Ack Id	Name	Unit Code	Joining Date	Mobile No	Received Date
MEM-UPD-ACK-5168	Aparichit Patra	BKR/47	1992-01-12	7749996142	12/04/2024
MEM-UPD-ACK-8783	Hibiscus Singh	BKR/47	1992-01-12	8074754971	24/05/2024
MEM-UPD-ACK-8783	Hibiscus Singh	BKR/47	1992-01-12	8074754971	24/05/2024
MEM-UPD-ACK-8783	Hibiscus Singh	BKR/47	1992-01-12	8074754971	24/05/2024
MEM-UPD-ACK-8783	Hibiscus Singh	BKR/47	1992-01-12	8074754971	02/09/2024
MEM-UPD-ACK-8998	Hibiscus Singh	BKR/47	1992-01-12	8074754971	27/05/2024
MEM-UPD-ACK-8998	Hibiscus Singh	BKR/47	1992-01-12	8074754971	27/05/2024
MEM-UPD-ACK-9272	Hibiscus Singh	BKR/47	1992-01-12	8074754971	27/05/2024

Figure 15: Approve/Disapprove Member Update

Clicking the **Upd Req Ack ID** under the **Received** tab displays the member's employment details, bank details for PF and pension, updated member information, and any uploaded documents. The AAO can review the details and click the **Approve** button to confirm the updates. If any discrepancies are identified, the request can be returned to the UAO by clicking the **Return** button.

3.Add Family Member Master Data

UDA(UNIT DEALING ASSISTANT)

The **Add Family Member** feature allows the **Unit Dealing Assistant (UDA)** to add new family members for existing CMPF members. This function is particularly useful when a member needs to include additional family members for claim or benefit purposes.

1. Under the **Submitted** tab, the UDA can view all new requests submitted for adding a family member. These requests are waiting for review and approval by UAO.
2. Under the **Returned** tab, the UDA can view all requests that were sent back by higher officers due to errors or missing information. The UDA should correct the details and resend the request (Figure 16).

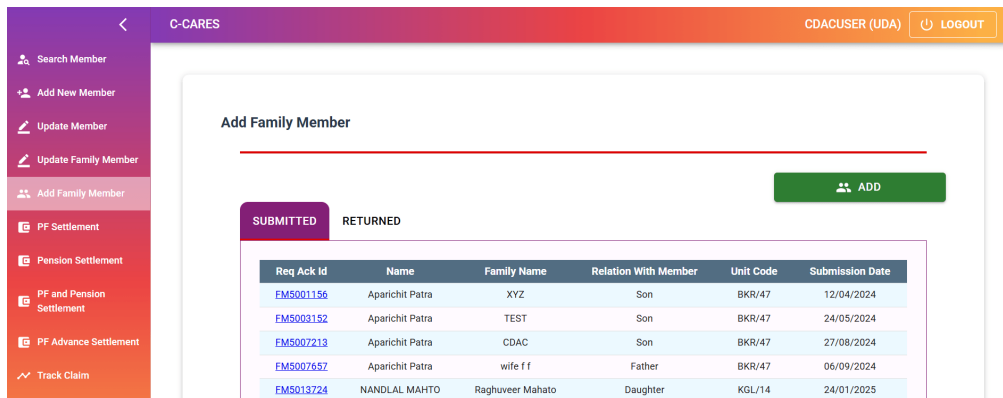


Figure 16: Add Family Member Tab

By clicking the **Add** button, the **Unit Dealing Assistant (UDA)** can add a new family member’s details by searching for the member’s information using their **CMPF Account Number** (Figure 17).

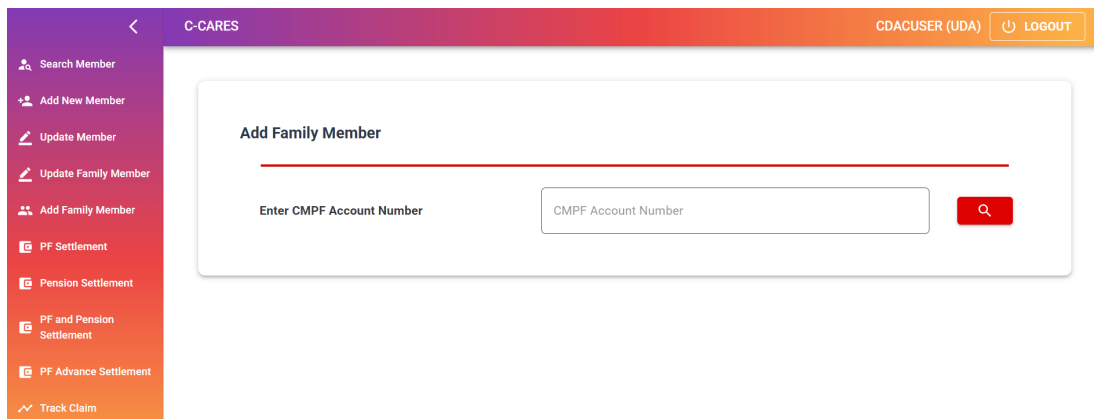


Figure 17: Search Member’s Family Details

After clicking the **Search** button, the member’s details appear along with an **Add Family Member** button (Figure 18).

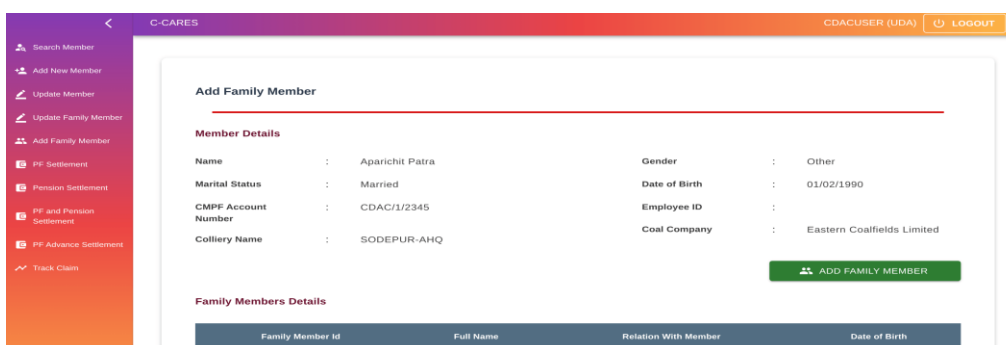


Figure 18: Member Details with Add Family Member Button

Once the UDA clicks **Add Family Member**, a form appears containing all the necessary fields, claim eligibility details, and a document upload option (Figure 19).

BACK

Add Family Member

Personal Information

Title *	<input type="text" value="Title"/>	Religion *	<input type="text" value="Religion"/>
First Name *	<input type="text" value="First Name"/>	Gender *	<input type="radio"/> Male <input type="radio"/> Female
Middle Name	<input type="text" value="Middle Name"/>	<input type="radio"/> Other	
Last Name	<input type="text" value="Last Name"/>	Father/Husband Name *	<input type="text" value="Father/Husband Name"/>
Date of Birth *	<input type="text" value="mm/dd/yyyy"/>	Email ID	<input type="text" value="Email ID"/>
Relation With Member *	<input type="text" value="Relation"/>	Mobile Number	<input type="text" value="Mobile Number"/>
PAN	<input type="text" value="PAN"/>	Landline Number	<input type="text" value="LandLine Number"/>
Aadhaar Number	<input type="text" value="Aadhaar Number"/>	Marital Status *	<input type="text" value="Marital Status"/>
<input type="checkbox"/> Address Same as Member		Address Line2	<input type="text" value="Address Line2"/>
Address Line1 *	<input type="text" value="Address Line1"/>	Village	<input type="text" value="Village"/>
City *	<input type="text" value="City"/>	District *	<input type="text" value="District"/>
Pincode *	<input type="text" value="Pincode"/>	State *	<input type="text" value="Enter State"/>
Country *	<input type="text" value="India"/>		

Claim Eligibility Details

PF Nominee	<input type="radio"/> No <input type="radio"/> Yes
% PF Share	<input type="text" value="% PF"/>
Pension Nominee	<input type="radio"/> No <input type="radio"/> Yes
% Pension Share	<input type="text" value="% Pension"/>

Bank Details

IFSC	<input type="text" value="IFSC"/>	Account No	<input type="text" value="Bank Account Number"/>
Name of the Bank	<input type="text" value=""/>	Branch Name	<input type="text" value="Branch Name"/>
Address	<input type="text" value="Address Line1"/>	District	<input type="text" value="District"/>
City	<input type="text" value="City"/>	State	<input type="text" value="Bank State"/>

Figure 19: Fields for Adding a New Family Member

After filling in the required details and uploading the supporting documents, the UDA clicks the **Submit** button to send the request to the UAO for approval. The claim eligibility information and uploaded documents are also included in the submission (Figure 20).

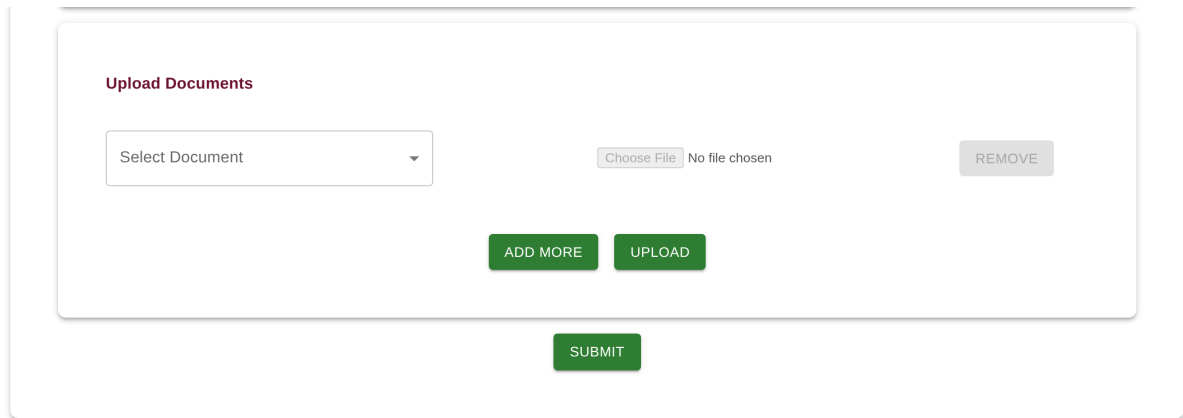


Figure 20: Document Upload and Request Submission

UAO (UNIT AUTHORIZED OFFICER)

Requests for adding a new family member are displayed here (Figure 21).

- Under the **Received** tab, all requests for adding a new family member forwarded to the UAO are displayed. The UAO can either approve and forward them to the AAO or return the requests to the UDA if any discrepancies are found.
- Under the **Processed** tab, all approved requests forwarded to the AAO are displayed.
- Under the **Returned** tab, all requests returned by the UAO to the UDA are displayed.

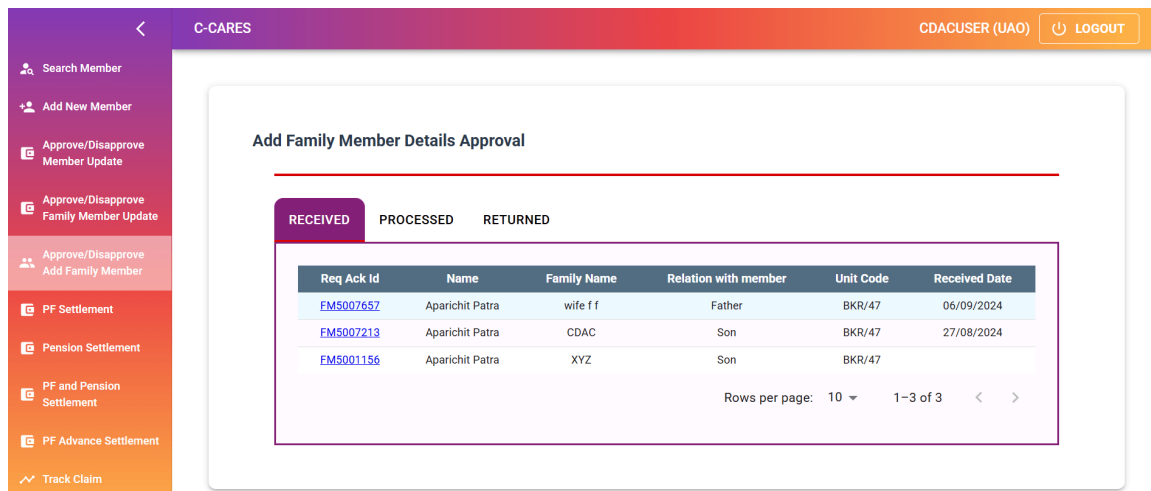


Figure 21: Approve/Disapprove Add Family Member

Clicking the **Req Ack ID** under the **Received** tab displays the member's details, new family member details, claim eligibility information, and uploaded documents. The UAO can review the information, select the AAO officer from the dropdown list, and click **Forward to AAO** to send the request. If any details are incorrect, the UAO can return the request to the UDA by clicking the **Return** button (Figure 22).

Add Family Member Details Approval

BACK

Member Details

Name : Aparichit Patra	Gender : Other
Marital Status : Married	Date of Birth : 01/02/1990
CMPE Account Number : CDAC/1/2345	Employee ID :
Colliery Name : SODEPUR-AHQ	Coal Company : Eastern Coalfields Limited

Family Members Details

No Records Found...

Rows per page: 10 ▾ 0-0 of 0 < >

New Family Member's Details

Basic Details

Title : Mr.	Religion : Hindu
First Name : Raju	Date of Birth : 01/01/2001
Middle Name : A	Email ID : rajui23@gmail.com
Last Name : Patra	Mobile Number : XXXXX3219
Name of Father/Husband : Aparichit Patra	Landline Number : 0
Relation : Son	Aadhaar Number : 123412341234
Gender : Male	PAN : ABCDE1234F
Marital Status : Unmarried	Address : KHB Colony, 5th cross, house no 5,

Barpali,
Bargarh,
ORISSA,
INDIA,
768029

Claim Eligibility Details

PE nominee : Yes	Pension nominee : Yes
PE nominee % : 50	Pension nominee % : 25

Bank Details

Name of the Bank : CANARA BANK	IFSC : CNRB0001234
Account No. : 987123456	Branch Name : OOTCAMUND
Address : 156/13, SHOHAM PALACE RD ELTINERROAD OOTY, OTHAKALMANDAPAM, COIMBATORE, TAMIL NADU	

Documents

Serial Number	Document Type	View
1	Aadhaar Id	

Remarks

test

Enter your remarks (maximum 200 words).

RETURN

FORWARD TO AAO

CDACUSER (AAO-CC-OFF-0001) ▾

OK

Figure 22: Forward to AAO

AAO (AREA AUTHORIZED OFFICER)

Requests for adding a new family member are displayed here (Figure 23).

- Under the **Received** tab, all requests for adding a new family member forwarded to the AAO are displayed. The AAO can either approve them or return the requests to the UAO if any discrepancies are found.
- Under the **Approved** tab, all approved requests by the AAO are shown.
- Under the **Returned** tab, all requests returned by the AAO to the UAO are displayed.

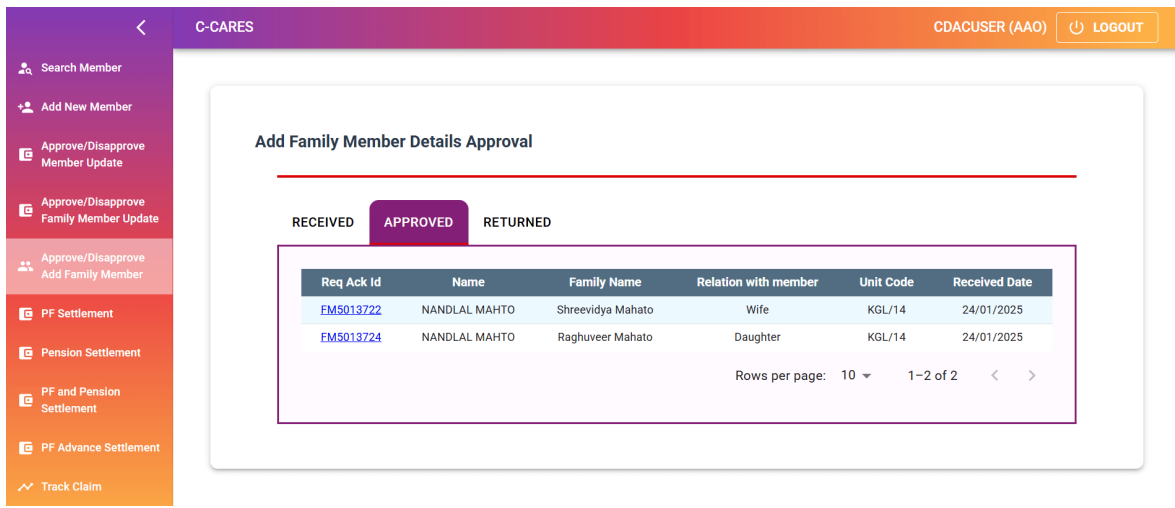


Figure 23: Approve/Disapprove Add Family Member

Clicking the **Upd Req Ack ID** under the **Received** tab displays the member’s details, new family member information, claim eligibility details, and any uploaded documents. The AAO can review the information and approve it. If any discrepancies are identified, the request can be returned to the UAO by clicking the **Return** button (Figure 24).

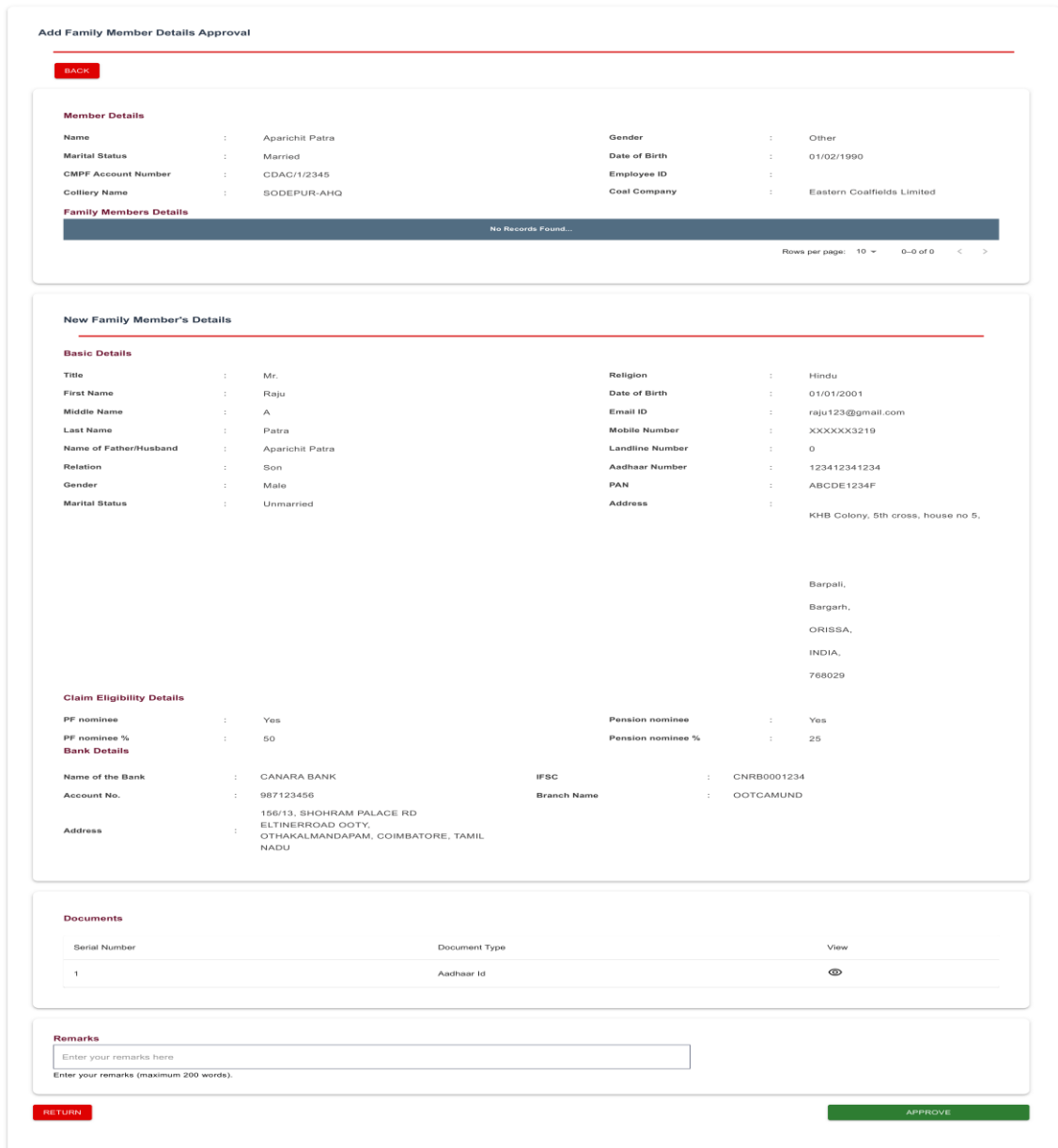


Figure 24: Return or Approve Add Family Member

4.Update Family Member Master Data

UDA (UNIT DEALING ASSISTANT)

The **Update Family Member** option allows the **Unit Dealing Assistant (UDA)** to update the details of family members in the **CMPF system**.

1. Under the **Submitted** tab, the UDA can view all update requests that have been sent for review and approval by UAO.
2. Under the **Returned** tab, the UDA can view all requests that were sent back by higher officers due to errors or incorrect details. The UDA should correct the details and resend the request.

The **Update** button also appears on the right side of the page. Click this button to proceed (Figure 25).

Upd Req Ack Id	Name	Family Name	Relation With Member	Unit Code	Submission Date
FAM-UPD-ACK-11873	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	17/01/2025
FAM-UPD-ACK-1424	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	17/04/2024
FAM-UPD-ACK-1525	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	18/04/2024
FAM-UPD-ACK-2699	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	22/05/2024
FAM-UPD-ACK-2869	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	27/05/2024

Figure 25: Update Family Member Tab

Important Note: If any claims are under process, **family member details cannot be updated**. In such cases, an error message will be displayed when attempting to update the family member details (Figure 26).

Error!
PF/Pension claim for the member is already in process (PN2033506). Member details cannot be updated while the claim is in process.

Figure 26: Error Message When Family Member Update Is Restricted

To update family member details, the **Unit Dealing Assistant (UDA)** must first search for the member using any of the following: CMPF Account Number, Aadhaar Number, PAN, Mobile Number, or Name (figure 27). Once the member is found, click the eye icon to view details of the member and their family members. The UDA can then select the specific family member whose information needs to be changed and click the **Edit** icon to update the details (Figure 28) or the **Delete** icon to delete the family member.

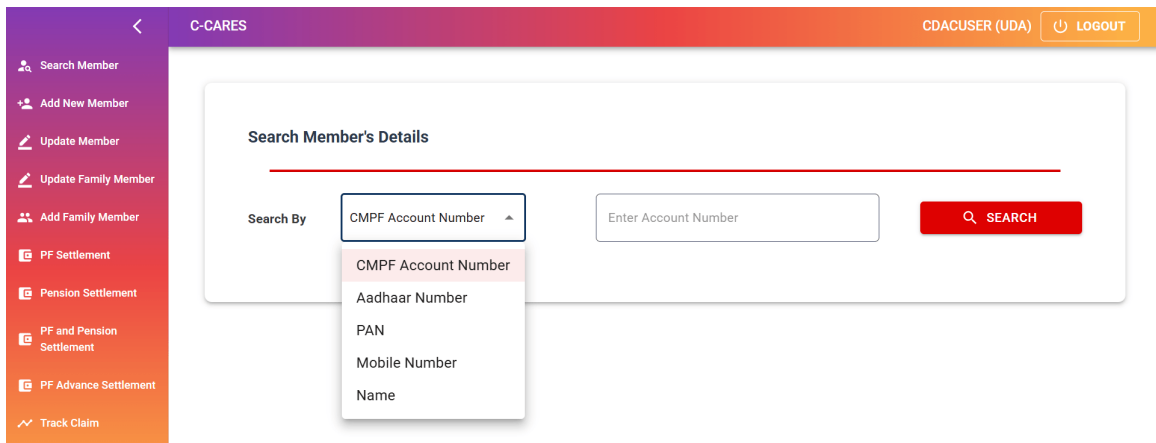


Figure 27: Search Family Member

After searching, a row containing the member's family details appears, along with **View**, **Edit**, and **Delete** icons (Figure 28).

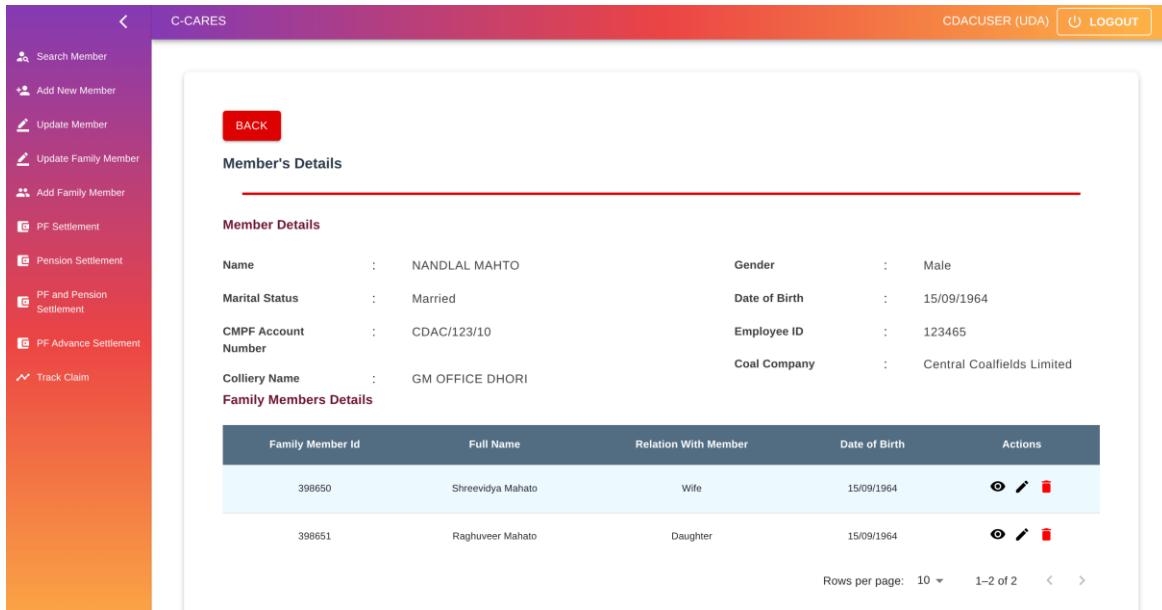


Figure 28: Family Member Details of the Searched Account

By clicking the **Edit** icon, all editable fields related to the selected family member are displayed, including nominee and claim eligibility details (Figure 29). A document upload option is also available at the end of the form to attach supporting documents (Figure 30).

BACK

Update Family Member Details

Personal Information

Title *	Mrs.
First Name *	Shreevidya
Middle Name	Middle Name
Last Name	Mahato
Date of Birth *	07/09/1970
Relation with Member *	Wife
PAN	PAN
Aadhaar Number	982647851234
Address Line1 *	VILL-BANDHDIH
City *	RANCHI
Pincode *	829301
Country *	INDIA

Religion *	Hindu
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other
Father/Husband Name *	NANDLAL MAHTO
Email ID	Email ID
Mobile Number	0
Landline Number	0
Marital Status *	Widow/Widower
Address Line2	Address Line2
Village	Village
District *	RANCHI
State *	JHARKHAND

Claim Eligibility Details

PF Nominee?	<input type="radio"/> No <input checked="" type="radio"/> Yes
% PF Share	50
Pension Nominee?	<input checked="" type="radio"/> No <input type="radio"/> Yes
% Pension Share	% Pension

Bank Details

IFSC	HDFC0000035	Account No	42114608906
Name of the Bank	HDFC BANK	Branch Name	CHANDIGARH - SECTOR THIRT
Address	HDFC BANK LTD SCO SITE NO	District	CHANDIGARH
City	CHANDIGARH	State	CHANDIGARH

EDIT

Figure 29: Fields for Updating Family Member Details and Nominee Information

After updating the necessary details, the UDA can preview the changes by clicking the **Preview** button before final submission (Figure 30).

Upload Documents

Select Document
▼

Choose File
No file chosen

REMOVE

ADD MORE

UPLOAD

Remarks

Enter your remarks here.

Enter your remarks (maximum 200 words).

PREVIEW

Figure 30: Preview Updated Details

On clicking the **Submit** button, the update request is submitted and forwarded to the UAO for approval or disapproval (Figure 31).

BACK

Preview Family Member Details

Basic Details

Title	: Mrs.	Religion	: Hindu
First Name	: Shreevidya	Date of Birth	: 1970-07-09
Middle Name	:	Email ID	:
Last Name	: Mahato	Mobile Number	: 0
Name of Father/Husband	: NANDLAL MAHTO	Landline Number	: 0
Relation	: Wife	Aadhaar Number	: 982647851234
Gender	: Female	PAN	:
Marital Status	: Widow/Widower		: VILL-BANDHDIH,
		Address	: RANCHI,
			: RANCHI,
			: JHARKHAND,
			: INDIA,
			: 829301

Claim Eligibility Details

PF nominee	: Yes	Pension nominee	: No
PF nominee %	: 50	Pension nominee %	: 0

Bank Details

Name of the Bank	: HDFC BANK	IFSC	: HDFC0000035
Account No.	: 42114608906	Branch Name	: CHANDIGARH - SECTOR THIRTY FIVE B
Address	: HDFC BANK LTD SCO SITE NO 371 AND 372 SECTOR 35 B CHANDIGARH 160022, CHANDIGARH, CHANDIGARH, CHANDIGARH, 829301		

Remarks

SUBMIT

Figure 31: Final Submission at UDA Level

To delete a family member, click the **Delete** icon on the right side of the family member details row (Figure 28). Upon clicking the delete icon, a **Delete Family Member Details** form will appear, where the UDA must upload supporting documents and provide remarks for deletion, which is mandatory (Figure 32). After filling in the required details, click the **Delete** button and select the UAO officer from the dropdown to forward the request for approval.

BACK

Delete Family Member Details

Upload Supporting Documents

Select Document
Aadhaar Card

Choose file | aadhaar card.pdf

REMOVE

ADD MORE
✔ Uploaded

Remarks

Multiple member records found with the same name

Enter your remarks (maximum 200 words).

DELETE

CDACUSER (UAO-CC-OFF-0001)

OK

Figure 32: Delete Family Member Details Form

Once submitted, the deleted family member’s information will be temporarily removed from the list. For example, in Figure 28, there were two family members; now, only one is visible (Figure 33). If the deletion request is approved by the AAO, the family member will be permanently removed from the CMPF system. If the request is rejected, the member will remain in the system, and their details will again appear in the family member list.

BACK

Member's Details

Member Details

Name	: NANDLAL MAHTO	Gender	: Male
Marital Status	: Married	Date of Birth	: 15/09/1964
CMPF Account Number	: CDAC/123/10	Employee ID	: 123465
Colliery Name	: GM OFFICE DHORI	Coal Company	: Central Coalfields Limited

Family Members Details

Family Member Id	Full Name	Relation With Member	Date of Birth	Actions
398651	Raghuveer Mahato	Daughter	24/10/1997	👁 ✎ 🗑

Rows per page: 10 ▾ 1-1 of 1 < >

Figure 33: Updated Family Member List After Deletion

UAO (UNIT AUTHORIZED OFFICER)

Requests for updating family member details are displayed here (Figure 34).

- Under the **Received** tab, all update requests for family members forwarded to the UAO are displayed. The UAO can either approve and forward them to the AAO or return the requests to the UDA if any discrepancies are found.
- Under the **Processed** tab, all approved requests forwarded to the AAO are displayed.
- Under the **Returned** tab, all requests returned by the UAO to the UDA are displayed.

The screenshot shows the 'Update Family Member's Details' interface. On the left is a navigation menu with options like 'Search Member', 'Add New Member', and 'Approve/Disapprove Member Update'. The main content area has three tabs: 'RECEIVED', 'PROCESSED', and 'RETURNED'. The 'RECEIVED' tab is active, displaying a table with the following data:

Upd Req Ack Id	Name	Family Name	Relation with member	Unit Code	Received Date
FAM-UPD-ACK-11873	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	17/01/2025
FAM-UPD-ACK-1424	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	17/04/2024
FAM-UPD-ACK-1525	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	18/04/2024

Below the table, there is a 'Rows per page: 10' dropdown and a '1-3 of 3' indicator with navigation arrows.

Figure 34: Approve/Disapprove Family Member Update

Clicking the **Upd Req Ack ID** under the **Received** tab displays the member's personal information, employment details, and bank details for PF and pension. It also shows the updated family member details with both old and new values, along with any uploaded documents and remarks. The UAO can review the information, select the AAO officer from the dropdown list, and click **Forward to AAO** to send the request. If any discrepancies are found, the UAO can return the request to the UDA by clicking the **Return** button (Figure 35).

The screenshot shows the 'Update Family Member's Details' interface for a specific request. At the top, there is a 'BACK' button. The main content is divided into several sections:

- Member Details:** A table showing personal information: Name (BISWANATH DAS), Gender (Male), Marital Status (Married), Date of Birth (16/04/1964), CMPP Account Number (MGM/Z/136), Employee ID (870130), Colliery Name (MUGMA RWS), and Coal Company (Eastern Coalfields Limited).
- Family Members Details:** A table showing family member information: Family Member Id (387368), Full Name (BISHNU DAS), Relation With Member (Wife), and Date of Birth (2004/1968).
- Updated Details:** A table comparing old and new values: Field Value (Pincode), Old Value (760113), and New Value (760012).
- Remarks:** A section for entering remarks, with a text input field and a note: 'Enter your remarks (maximum 200 words)'.

At the bottom, there are two buttons: 'RETURN' (red) and 'FORWARD TO AAO' (green).

Figure 35: Forward to AAO

If it is a delete claim, the **Return** button option is not available at the UAO level. The UAO can only forward the request to the AAO after reviewing the details and adding the mandatory remarks (Figure 36).

Delete Family Member's Details

[BACK](#)

Member Details

Name	: NANDLAL MAHTO	Gender	: Male
Marital Status	: Married	Date of Birth	: 15/09/1964
CMPF Account Number	: CDAC/123/10	Employee ID	: 123465
Colliery Name	: GM OFFICE DHORI	Coal Company	: Central Coalfields Limited

Family Members Details

Family Member Id	Full Name	Relation With Member	Date of Birth
398651	Raghuveer Mahato	Daughter	24/10/1997

Rows per page: 10 ▾ 1-1 of 1 < >

Family member ID : 398650
Full Name : Shreevidya Mahato

Updated Details

Field Value	Old Value	New Value
Shreevidya Mahato	Active	Inactive

Rows per page: 10 ▾ 1-1 of 1 < >

Remarks

UDA :- Multiple member records found with the same name

Documents

Serial Number	Document Type	View
1	Aadhaar Id	

Remarks

Enter your remarks (maximum 200 words).

[FORWARD TO AAO](#)

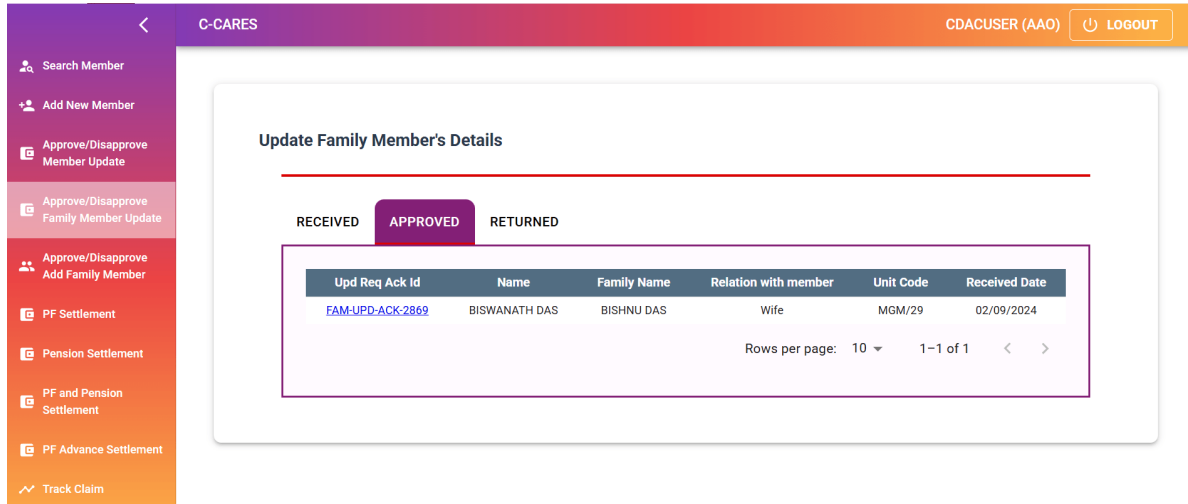
CDACUSER (AAO-CC-OFF-0001) ▾ [OK](#)

Figure 36: Forwarding Delete Claim to AAO

AAO (AREA AUTHORIZED OFFICER)

Requests for updating family member details are displayed here (Figure 37).

- Under the **Received** tab, all update requests for family members forwarded to the AAO are displayed. The AAO can either approve them or return the requests to the UAO if any discrepancies are found.
- Under the **Approved** tab, all approved requests by the AAO are shown.
- Under the **Returned** tab, all requests returned by the AAO to the UAO are displayed.



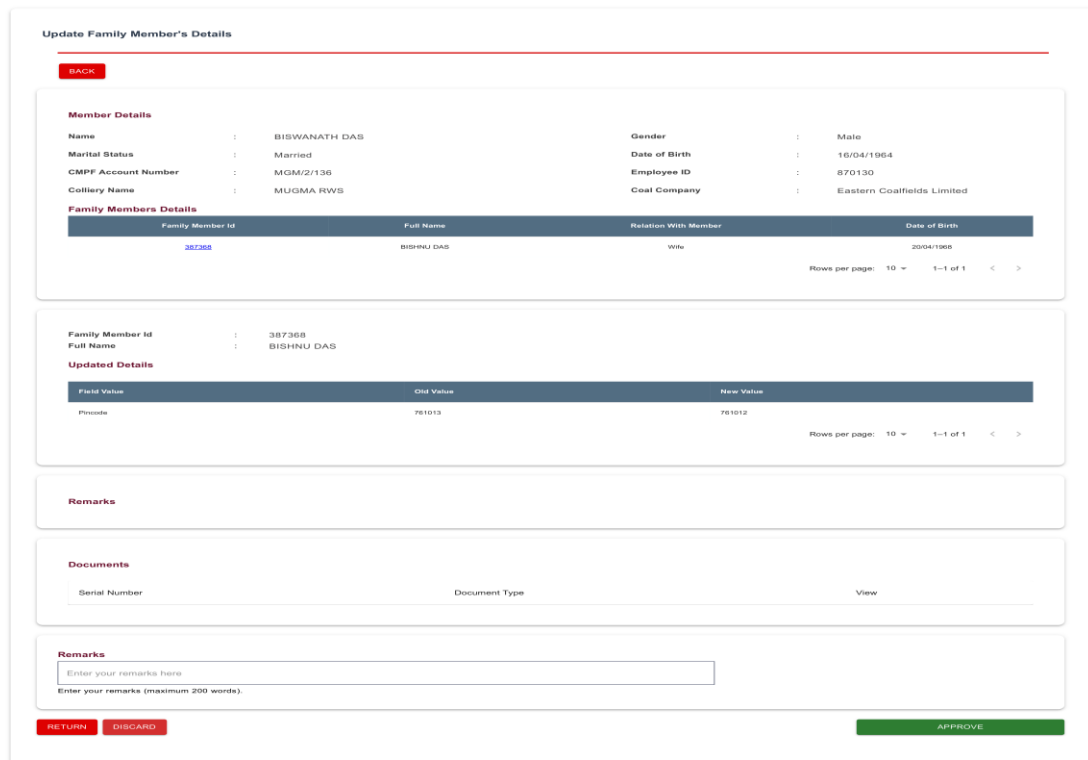
The screenshot shows the 'Update Family Member's Details' page in the C-CARES system. The page has a sidebar on the left with navigation options like 'Search Member', 'Add New Member', and 'Approve/Disapprove Member Update'. The main content area has three tabs: 'RECEIVED', 'APPROVED', and 'RETURNED'. The 'RECEIVED' tab is selected, displaying a table with the following data:

Upd Req Ack Id	Name	Family Name	Relation with member	Unit Code	Received Date
FAM-UPD-ACK-2869	BISWANATH DAS	BISHNU DAS	Wife	MGM/29	02/09/2024

Below the table, there is a 'Rows per page' dropdown set to 10 and a '1-1 of 1' indicator with navigation arrows.

Figure 37: Approve/Disapprove Family Member Update

Clicking the **Upd Req Ack ID** under the **Received** tab displays the family member's details, updated family member information, and any uploaded documents. The AAO can review the details and approve them. If any discrepancies are found, the request can be returned to the UAO by clicking the **Return** button or officer can discard the request by clicking on **Discard** button if it is not valid (Figure 38).



The screenshot shows the detailed view of a family member update request. The page has a 'BACK' button at the top left. The main content is organized into several sections:

- Member Details:** A table with fields like Name (BISWANATH DAS), Gender (Male), Marital Status (Married), Date of Birth (16/04/1964), CMPF Account Number (MGM/2/136), Employee ID (870130), Colliery Name (MUGMA RWS), and Coal Company (Eastern Coalfields Limited).
- Family Members Details:** A table with columns for Family Member Id, Full Name, Relation With Member, and Date of Birth. It shows one entry for BISHNU DAS, Wife, born 20/04/1968.
- Updated Details:** A table with columns for Field Value, Old Value, and New Value. It shows the Pincode updated from 761013 to 761012.
- Remarks:** A section for adding remarks.
- Documents:** A table with columns for Serial Number, Document Type, and View.
- Remarks:** A text input field for adding remarks, with a note 'Enter your remarks (maximum 200 words)'.

At the bottom, there are three buttons: 'RETURN' (red), 'DISCARD' (red), and 'APPROVE' (green).

Figure 38: Return / Discard or Approve Family Member Update

If it is a delete claim, the **Return** button option is not available at the AAO level. The AAO can only approve or discard the request after reviewing the details and adding the mandatory remarks (Figure 39).

Delete Family Member's Details

BACK

Member Details

Name : NANDLAL MAHTO Gender : Male
Marital Status : Married Date of Birth : 15/09/1964
CMPF Account Number : CDAC/123/10 Employee ID : 123465
Colliery Name : GM OFFICE DHORI Coal Company : Central Coalfields Limited

Family Members Details

Family Member Id	Full Name	Relation With Member	Date of Birth
398651	Raghuvveer Mahato	Daughter	24/10/1997

Rows per page: 10 ▾ 1-1 of 1 < >

Family Member Id : 398650
Full Name : Shreevidya Mahato

Updated Details

Field Value	Old Value	New Value
Shreevidya Mahato	Active	Inactive

Rows per page: 10 ▾ 1-1 of 1 < >

Remarks

UDA :- Multiple member records found with the same name

UAQ :- Multiple member records found with the same name

Documents

Serial Number	Document Type	View
1	Aadhaar Id	

Remarks

Duplicate member name detected.

Enter your remarks (maximum 200 words).

DISCARD

APPROVE

Figure 39: Approve/ Discard the delete claim of family member