

FINANCE HEAD

Finance Head (FH) is provided with a pre-defined Login ID. He/she would be required to enroll to the portal to create the password. Post enrollment, FH can login into his/her account by clicking on Officer Login under the Login tab.

After logging into the account, following functionalities are provided:

- 1. Search Member
- 2. Create New Role

1. Search Member

In the **Search Member** section, the officer can view a member's details by entering any of the following information (Figure 1):

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

Search Member's Details

Search By:

Title	Full Name	Father/Husband Name	CMPF Account Number	Colliery Code	Colliery Name	Coal Company	Actions
Mr.	Hibiscus Singh	Rose Singh	CDAC/2/3456	545	SODEPUR-AHQ	ECL	

Rows per page: 10 1-1 of 1 < >

Figure 1: Search Member Interface

By clicking the eye icon next to a member's name, the officer can view detailed information such as personal details, employment information, PF and pension details, and family details (Figure 2).

BACK

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
Pan	: ***** 	Email ID	: mswetha@cdac.in
Aadhaar Number	: ***** 	Mobile Number	: XXXXXX6142
Marital Status	: Married	Landline Number	:
Address	: MOHULPALLI, 0, ARAKHAPUR, Odisha, INDIA, 761117		

Employment Details

CMPF Account Number	: CDAC/1/2345	Employee ID	:
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	:

Account Details of PF

Name of the Bank	: SBI	IFSC	: ***** 
Account No	: ***** 	Branch Name	:
Address	: Bangalore, , Bangalore, Bypanahalli, KARNATAKA, 543002		

Account Details of Pension

Name of the Bank	: PNB	IFSC	: ***** 
Account No	: ***** 	Branch Name	:
Address	: Mumbai, , thane, Thane, MAHARASHTRA, 421503		

Family Members Details

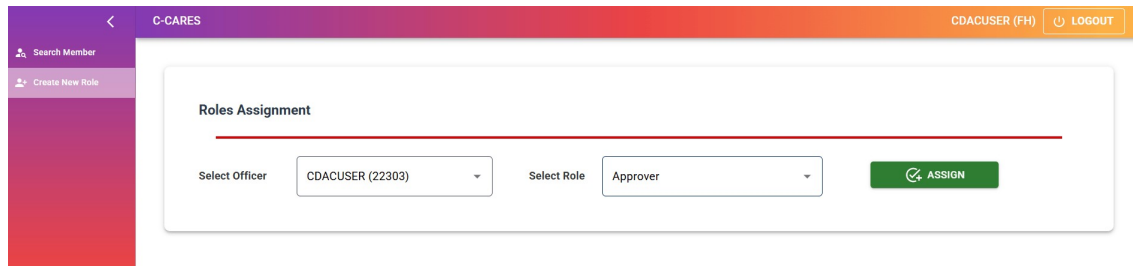
No Records Found...

Rows per page: 10 ▾ 0-0 of 0 < >

Figure 2: Member Details View

2. Create New Role

In the **Create New Role** tab, the FH can assign one or more roles to any officer listed in the **Select Officer** dropdown (Figure 3).



The screenshot shows a web interface for 'Roles Assignment'. At the top, there is a navigation bar with 'C-CARES' on the left and 'CDACUSER (FH) LOGOUT' on the right. Below the navigation bar, there is a sidebar with 'Search Member' and 'Create New Role' options. The main content area is titled 'Roles Assignment' and contains two dropdown menus: 'Select Officer' with the value 'CDACUSER (22303)' and 'Select Role' with the value 'Approver'. To the right of these dropdowns is a green button labeled 'ASSIGN' with a circular arrow icon.

Figure 3: Role Assignment

After selecting an officer's name, the FH must choose a role from the **Select Role** dropdown and click **Assign** to allocate that role to the selected officer. Each role can only be assigned once to a specific officer.

Once a role is successfully assigned, an email is automatically sent to the officer's registered email address containing their **Login ID**. The officer must then complete the enrollment process under the **Officer Enrollment** tab on the home page using the received Login ID.

MAKER

Maker (MKR) is provided with a pre-defined Login ID. He/she would be required to enroll to the portal to create the password. Post enrollment, MKR can login into his/her account by clicking on Officer Login under the Login tab.

After logging into the account, the following functionalities are provided:

1. Search Member
2. VV Upload

1. Search Member

In the **Search Member** section, the officer can view a member's details by entering any of the following information (Figure 1):

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

The screenshot displays the 'Search Member's Details' interface. It features a search form with a dropdown menu for 'Search By' set to 'CMPF Account Number', a text input field containing 'CDAC/2/3456', and a red 'SEARCH' button. Below the form is a table with the following data:

Title	Full Name	Father/Husband Name	CMPF Account Number	Colliery Code	Colliery Name	Coal Company	Actions
Mr.	Hibiscus Singh	Rose Singh	CDAC/2/3456	545	SODEPUR-AHQ	ECL	

At the bottom of the table, there is a pagination control showing 'Rows per page: 10' and '1-1 of 1' with navigation arrows.

Figure 1: Search Member Interface

By clicking the eye icon next to a member's name, the officer can view detailed information such as personal details, employment information, PF and pension details, and family details (Figure 2).

BACK

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
Pan	: ***** 	Email ID	: mswetha@cdac.in
Aadhaar Number	: ***** 	Mobile Number	: XXXXXX6142
Marital Status	: Married	Landline Number	:
Address	: MOHULPALLI, 0, ARAKHAPUR, Odisha, INDIA, 761117		

Employment Details

CMPF Account Number	: CDAC/1/2345	Employee ID	:
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	:

Account Details of PF

Name of the Bank	: SBI	IFSC	: ***** 
Account No	: ***** 	Branch Name	:
Address	: Bangalore, , Bangalore, Bypanahalli, KARNATAKA, 543002		

Account Details of Pension

Name of the Bank	: PNB	IFSC	: ***** 
Account No	: ***** 	Branch Name	:
Address	: Mumbai, , thane, Thane, MAHARASHTRA, 421503		

Family Members Details

No Records Found...

Rows per page: 10 ▾ 0-0 of 0 < >

Figure 2: Member Details View

2. VV Upload

In the **VV Upload** tab, the officer can view all previously submitted **VV/PS5 reports** under the **Submitted** tab. Reports returned by the **Checker Officer** appear under the **Returned** tab. A search bar is also available to find reports using their **VV ID** (Figure 3).

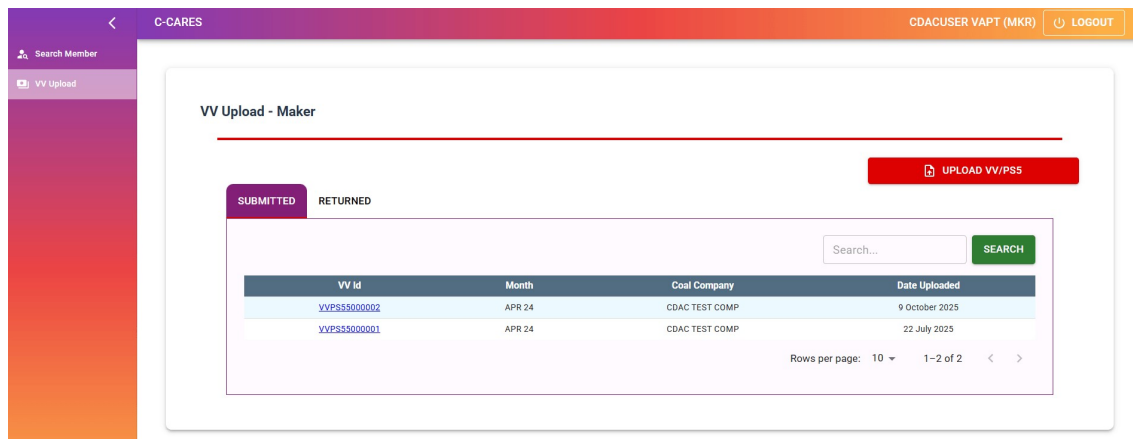


Figure 3: Submitted and Returned VV/PS5 Reports

To submit a new VV report, click the **Upload VV/PS5** button. This opens the **New VV Statement & PS5 Upload** tab, which contains two sections – **VV Statement** and **PS5 Verification** (Figure 4).

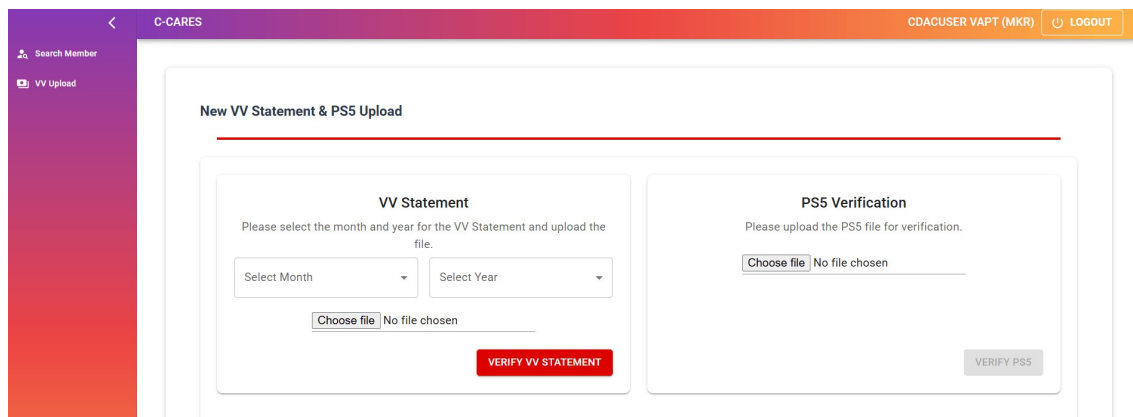


Figure 4: VV Statement and PS5 Upload Sections

In the **VV Statement** section, the officer can upload member data for a specific month by selecting the Excel file and clicking **Verify VV Statement**. Once verified, the system displays the **Fund Summary, Total Provident Fund, and Total Pension Fund**. If the uploaded file is missing required headers, an error message appears stating **“Missing required header(s) in VV Statement.”**

In the **PS5 Verification** section, upload the PS5 verification Excel file and click **Verify PS5**. If both Excel sheets match successfully, a verified symbol will be displayed (Figure 5).

New VV Statement & PS5 Upload

VV Statement

Please select the month and year for the VV Statement and upload the file.

Select Month: April | Select Year: 2024

Choose file: vv_demo.xlsx

Fund Summary:

Total Provident Fund: ₹20,57,344
Total Pension Fund: ₹10,37,768

✔ Verified

PS5 Verification

Please upload the PS5 file for verification.

Choose file: ps5_demo.xlsx

✔ Verified

CDACUSER VAPT (CKR-CC-OFF-0003) ▾
FORWARD TO CHECKER

Figure 5: PS5 Verification Process

After successful verification, select the **Checker Officer** from the dropdown and click **Forward to Checker**. The report will then be sent to the selected officer for review.

If certain member records are missing from the database, those entries appear under the **Suspense Accounts** section. In such cases, the missing member details must be added to the system. Once the information is updated, the respective **PF** and **Pension Amounts** automatically link to the member's ledger, allowing them to view the updated data (Figure 6).

List of Suspense Accounts

8 accounts are in suspense. Kindly add these members to C-CARES portal to regularize them.

- ABC/16/9046
- DEF/16/999
- MNO/30/999
- IJK/15/1829
- QWE/15/1958
- IJK/15/2559
- ABF/29/437
- OPQ/41/803

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OK

PS5 Verification

Please upload the PS5 file for verification.

Choose file: ps5_demo.xlsx

✔ Verified

Figure 6: Handling Suspense Accounts

CHECKER

Checker (CKR) is provided with a pre-defined Login ID. He/she would be required to enroll to the portal to create the password. Post enrollment, CKR can login into his/her account by clicking on Officer Login under the Login tab.

After logging into the account, following functionalities are provided:

- 1. Search Member
- 2. VV Upload

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1. Search Member

In the **Search Member** section, the officer can view a member's details by entering any of the following information (Figure 1):

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

The screenshot displays the 'Search Member's Details' interface. It features a search form with a dropdown menu for 'Search By' set to 'CMPF Account Number', a text input field containing 'CDAC/2/3456', and a red 'SEARCH' button. Below the form is a table with the following data:

Title	Full Name	Father/Husband Name	CMPF Account Number	Colliery Code	Colliery Name	Coal Company	Actions
Mr.	Hibiscus Singh	Rose Singh	CDAC/2/3456	545	SODEPUR-AHQ	ECL	

At the bottom of the table, there is a pagination control showing 'Rows per page: 10' and '1-1 of 1' with navigation arrows.

Figure 1: Search Member Interface

By clicking the eye icon next to a member's name, the officer can view detailed information such as personal details, employment information, PF and pension details, and family details (Figure 2).

BACK

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
Pan	: *****	Email ID	: mswetha@cdac.in
Aadhaar Number	: *****	Mobile Number	: XXXXXX6142
Marital Status	: Married	Landline Number	:
Address	: MOHULPALLI, 0, ARAKHAPUR, Odisha, INDIA, 761117		

Employment Details

CMPF Account Number	: CDAC/1/2345	Employee ID	:
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	:

Account Details of PF

Name of the Bank	: SBI	IFSC	: *****
Account No	: *****	Branch Name	:
Address	: Bangalore, , Bangalore, Bypanahalli, KARNATAKA, 543002		

Account Details of Pension

Name of the Bank	: PNB	IFSC	: *****
Account No	: *****	Branch Name	:
Address	: Mumbai, , thane, Thane, MAHARASHTRA, 421503		

Family Members Details

No Records Found...

Rows per page: 10 ▾ 0-0 of 0 < >

Figure 2: Member Details View

2. VV Upload

In the **VV Upload** tab, the **Checker Officer** can view all reports received from the **Maker Officer** under the **Received** tab. Reports returned by the Checker appear in the **Returned** tab, while the **Processed** tab lists all reports forwarded to the **Approver Officer**. A search bar is also available to locate reports using their **VV ID** (Figure 3).

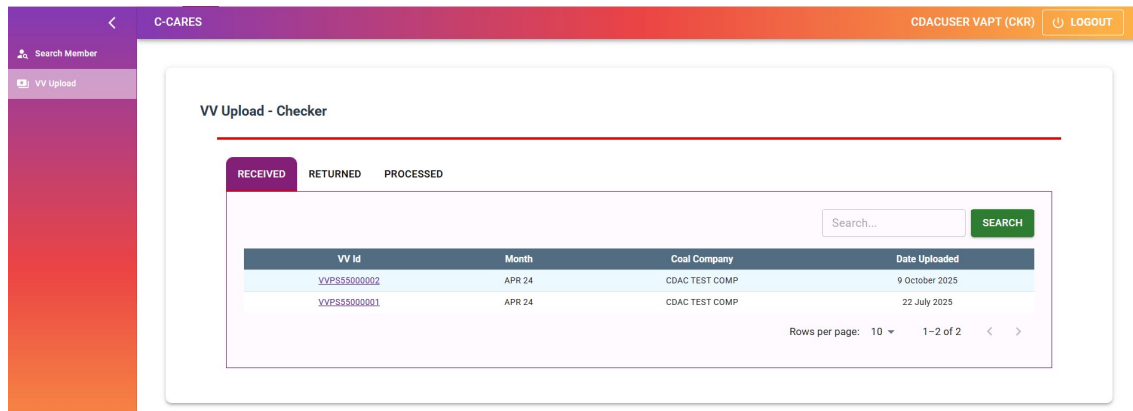


Figure 3: Received and Processed Reports

The Checker can review a report by clicking its **VV ID**. Once opened, both the **VV Statement** and **PS5 Data** are displayed in a tabular format. These details are automatically generated from the Excel files uploaded by the **Maker Officer** (Figure 4).

At the bottom of the report, a **Remarks** section is provided. The Checker can select an **Approver Officer** from the dropdown menu and click **Forward to Approver** to send the report for approval. If discrepancies or incorrect data are found, the Checker can return the report to the Maker Officer by clicking **Return**. After returning a report, a confirmation message such as "**VV Statement and PS5 returned successfully**" will appear (Figure 4).

Check VV Statement and PS5 Data

← BACK

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VV Statement

Serial No.	Personnel No.	PF A/c No.	Name	Father/Husband Name	Year Month
1	11010857	KGL/22/329	LILA DEVI	PANU MOHLI	APR-24 To AP
2	11012390	KGL/21/999	ATHAR ADAM		APR-24 To AP
3	11086493	KGL/36/1803	GANGADHAR MAHTO		APR-24 To AP
4	11086758	KGL/19/999	SUNDAR SAW		APR-24 To AP
5	11089448	KGL/36/1855	ISHWAR PRASAD B...		APR-24 To AP
6	11091816	KGL/16/9046	BUDHAN TURI		APR-24 To AP
7	11093614	KGL/16/996	MOHAN SINGH		APR-24 To AP
8	11093630	KGL/16/1965	DASRATH MANJHI		APR-24 To AP
9	11093887	KGL/16/1997	BALESHWAR MAHTO		APR-24 To AP

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PS5 Data

Month	Total Amount Of Salary Of The Employees	Total Salary Of The Employees For Pension Contribution	Compulsory Contributions Towards CMPF @ 12% Of Total Emolument	Contribution Towards Adjustment Of CMPF @1.16% Of Total	Contribution Towards Adjustment 2% Of Pens
APR	1000	2000	2057344	3000	4000

Rows per page: 50 1-1 of 1 < >

Figure 4: Forward or Return Report

Once the report has been successfully forwarded, it will appear under the **Processed** tab for record tracking (Figure 5).

Remarks

testing

RETURN

CDACUSER (APR-CC-OFF-0001) ▾

FORWARD TO APPROVER

Figure 5: Processed Report Overview

APPROVER

Approver (APR) is provided with a pre-defined Login ID. He/she would be required to enroll to the portal to create the password. Post enrollment, APR can login into his/her account by clicking on Officer Login under the Login tab.

After logging into the account, following functionalities are provided:

- 1. Search Member
- 2. VV Upload

1. Search Member

In the **Search Member** section, the officer can view a member's details by entering any of the following information (Figure 1):

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- v. Name

Title	Full Name	Father/Husband Name	CMPF Account Number	Colliery Code	Colliery Name	Coal Company	Actions
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Figure 1: Search Member Interface

By clicking the eye icon next to a member's name, the officer can view detailed information such as personal details, employment information, PF and pension details, and family details (Figure 2).

BACK

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
Pan	: ***** 	Email ID	: mswetha@cdac.in
Aadhaar Number	: ***** 	Mobile Number	: XXXXXX6142
Marital Status	: Married	Landline Number	:
Address	: MOHULPALLI, 0, ARAKHAPUR, Odisha, INDIA, 761117		

Employment Details

CMPF Account Number	: CDAC/1/2345	Employee ID	:
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	:

Account Details of PF

Name of the Bank	: SBI	IFSC	: ***** 
Account No	: ***** 	Branch Name	:
Address	: Bangalore, , Bangalore, Bypanahalli, KARNATAKA, 543002		

Account Details of Pension

Name of the Bank	: PNB	IFSC	: ***** 
Account No	: ***** 	Branch Name	:
Address	: Mumbai, , thane, Thane, MAHARASHTRA, 421503		

Family Members Details

No Records Found...

Rows per page: 10 ▾ 0-0 of 0 < >

Figure 2: Member Details View

2. VV Upload

In the **VV Upload** tab, the **Approver Officer** can view all VV/PS5 reports received from the **Checker Officer** under the **Received** tab. Reports that have been returned by the Approver are listed under the **Returned** tab, while approved reports appear under the **Processed** tab. A search bar is also provided to search for reports using their **VV ID** (Figure 3).

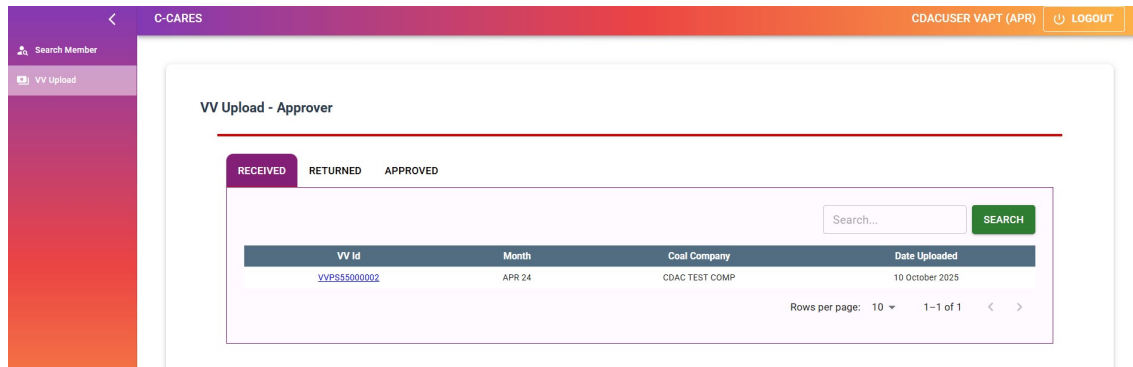


Figure 3: Received and Processed Reports

The Approver can review the details of any report by clicking on its **VV ID**. After clicking, both the **VV Statement** and **PS5 Data** are displayed in a tabular format. These details are automatically generated from the Excel file uploaded by the **Maker Officer** (Figure 4).

VV statement and PS5 Approval

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VV Statement

Serial No.	Personnel No.	PF A/c No.	Name	Father/Husband Name	Year Month
1	11010857	KGL/22/329	LILA DEVI	PANU MOHLI	APR-24 To AP
2	11012390	KGL/21/999	ATHAR ADAM		APR-24 To AP
3	11086493	KGL/36/1803	GANGADHAR MAHTO		APR-24 To AP
4	11086758	KGL/19/999	SUNDAR SAW		APR-24 To AP
5	11089448	KGL/36/1855	ISHWAR PRASAD B...		APR-24 To AP
6	11091816	KGL/16/9046	BUDHAN TURI		APR-24 To AP
7	11093614	KGL/16/996	MOHAN SINGH		APR-24 To AP
8	11093630	KGL/16/1965	DASRATH MANJHI		APR-24 To AP
9	11093887	KGL/16/1997	BALESHWAR MAHTO		APR-24 To AP

Rows per page: 50 1-50 of 64 < >

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PS5 Data

Month	Total Amount Of Salary Of The Employees	Total Salary Of The Employees For Pension Contribution	Compulsory Contributions Towards CMPF @ 12% Of Total Emolument	Contribution Towards Adjustment Of CMPF @1.16% Of Total	Contribution Towards Adjustment 2% Of Pension
APR	1000	2000	2057344	3000	4000

Rows per page: 50 1-1 of 1 < >

Figure 4: VV Statement and PS5 Details

At the bottom of the report, a **Remarks** section is available. If all details are correct, the Approver can approve the report by clicking the **Approve** button. If any discrepancies are found, the Approver can return the report to the **Checker Officer** with appropriate remarks. Once the report is approved, the member's **PF** and **Pension** data are automatically updated in their ledger, and the member can view the revised PF and Pension amounts for that month (Figure 5).

Remarks

test

[RETURN](#)

[APPROVE](#)

Figure 5: Approve or Return Report

If certain member records are missing from the database, those entries will appear under the **Suspense Accounts** section. In such cases, the missing member information must be added

to the system. Once updated, the corresponding PF and Pension amounts are automatically linked to the member's ledger, enabling the member to view their updated data (Figure 6).

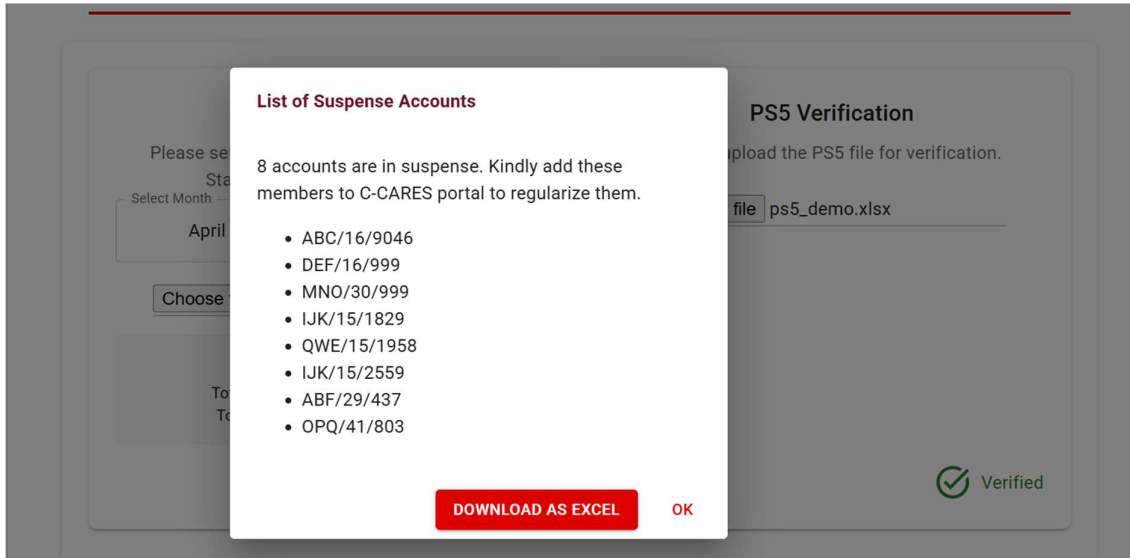


Figure 6: Handling Suspense Accounts