



MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: - www.mahadiscom.in

No.AD/PF/ADM/D/275

Date- 14/01/2016

CPF CIRCULAR NO- 198

Sub- Steps for activation of Universal Account Number (UAN).

It is to inform that Employees' Provident Fund Organisation (EPFO) has rolled out Universal Account Number (UAN) programme and has circulated the allotted UAN to members on their Portal. The main objective of the EPFO implementation of UAN programme is the extension of effective online services to the members. The currently Universal Account Number (UAN) were initially allotted to the members whose pension contribution is paid through ECR (Electronic Challan Cum Return) during the period from 1st January, 2014 to 30th June, 2014.

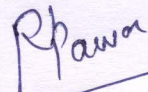
Employees who have joined after June, 2014 and whose pension contribution paid through ECR, such employees must submit "**Form No 11- Declaration Form**" along with xerox copy of KYC documents such as first page of Pass Book or Cheque, Aadhar Card, and PAN card etc. to CPF section through their HR section. (Form No-11 Declaration Form available on EPFO website www.epfindia.com and www.mahadiscom.in > Employee Portal). The HR sections are requested to verify the "Form No 11 -Declaration Form" submitted by employee and if found correct then submit the same to CPF Office immediately. After receipt of the form, the KYC details will be updated by CPF section at the EPFO site. Thereafter UAN will be allotted in the EPFO's portal and the same will be informed by CPF section to HR section of H.O. The HR Section will update employee UAN in their system for printing in salary slip.

It is important to note that the Universal Account Number (UAN) will become active only if employee gets registered at EPFO website i.e. on www.uanmembers.epfoservices.in. The guideline for Member UAN Registration is available at EPFO website i.e. www.epfindia.com. The CPF Office has also laid down steps wise registration process in **Annexure-A**. (Copy is enclosed to this circular).

For more details, employees are requested to visit EPFO website. (**MSEB CPF Portal is not website of Employee's Provident Fund Organisation**).

This circular is available on www.mahadiscom.in under Employee Portal.

Encl- Annexure- A


Secretary,
to the Board of Trustees
of MSEB's C.P.Fund, Mumbai.

