

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/S&R/D/ 18

Date- 1.5 JAN 2017

DEPARTMENTAL CIRCULAR NO-203

Subject: Revised Procedure for obtaining CPF Number and UAN Number

Employee's Provident Fund Organisation (EPFO) has rolled out Universal Account Number programme. The main objective of this programme was to extend effective online services to members and hence creation of UAN Number for newly joined employee is necessary. For creation of UAN Number, newly joined employee must submit "Form No. 11 – Declaration Form" (Published by EPFO) to the CPF Office along with KYC documents and Form No.3.1 and 3.2.In this regard, Circular No. 198 dated 14.01.2016 was also issued by this office.

At present Pension Contribution is being deposited through Electronic Challan cum Return (ECR) by 15th of every month on the basis of EPS Numbers of employees. However the EPFO has revised Electronic Challan cum Return (ECR) w.e.f. December 2016. The revised ECR is based on UAN Number. Considering this revision, allotment of UAN Number to the newly joined employees or obtaining UAN Number from the newly joined employee (In case the UAN Number is being allotted by his/her previous employer) is necessary.

In view of above it is decided to revise the procedure of allotment of CPF/UAN Number to the newly joined employees. The detailed procedure is as follows:

- Form-11 (as attached with this Circular) is required to be filled-up from respective employee immediately on his/her joining. Further KYC documents as mentioned below should be obtained from the respective employees.
- 2. Duly filled Form No. 3.1 & 3.2, and Form-11 along with the following mentioned documents and Annexure A (Enclosed herewith) of newly joined employees should be submitted to CPF Office (Hard Copy) by 25th of every month by HR Department. The scan copy of the same is to be sent to the email-id:uan.cpf@gmail.com.
 - a) Photocopy of Aadhar Card (Mandatory)
 - b) Photocopy of First Page of Bank Passbook (Account Number, IFSC Code, Name of Account Holder should be clearly visible) / Cancelled Cheque. (Mandatory)
 - c) Photocopy of PAN Card, if available.

3. The UAN Number allotted by EPFO and CPF Number allotted by MSEB CPF Trust to the new employees will be available on MSEB CPF Portal. The Authorized Person of HR Department can view/download the list and the HR Department should ensure that the CPF Number and UAN Number is being displayed on Salary Slip of the employee.

It is to be noted that, incomplete forms / documents will not be accepted and hence concerned HR Department should verify the same before sending such information to the CPF Office. New CPF Number will be allotted to the newly joined employees by MSEB CPF Trust only after receipt of complete forms along with requisite documents as mentioned above and after allotment of UAN Number by EPFO.

Further it is to be noted that the Circular No. 198 dated 14.01.2016 stands to be modified to that extent.

to the Board of Trustees of MSEB's C.P.F Trust, Mumbai.

Copy to:-

As per mailing list.

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

	Name of the member						
1.	Name of the member						
2.	Father's Name Spouse's Name						
-	(Please tick whichever is applicable)						
3.	Date of Birth: (DD / MM / YYYY)						
	Gender: (Male/Female/Transgender)						
4	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)						
5	(a) Email ID:						
6							
7	(b) Mobile No.: Whether earlier a member of Employees' Provident Fund Scheme	Yes / No					
	1952	, 1037110					
8	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No					
	Previous employment details: [if Yes to 7 AND/OR 8 abov	[e]					
	a) Universal Account Number:						
	b) Previous PF Account Number:						
9	c) Date of exit from previous employment: (DD/MM/YYYY)						
	d) Scheme Certificate No. (if issued)						
	e) Pension Payment Order (PPO) No. (if issued)						
_	a) International Worker:	Yes / No					
		1657110					
10	b) If yes, state country of origin (India/Name of other country)						
10	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]						
	KYC Details: (attach self attested copies of following KYCs)						
11	a) Bank Account No. & IFS Code						
	b) AADHAR Number						
	c) Permanent Account Number (PAN), if available						
	L	INDERTAKING					
	 Certified that the particulars are true to the best of my knowledge. I authorize EPFO to use my Aadhar for verification/authentication/e Kindly transfer the funds and service details, if applicable, from the (The transfer would be possible only if the identified KYC detail appusing his Digital Signature Certificate) 	previous PF account as declared above to the present P.F. Account					
	4) In case of changes in above details, the same will be intimated to e	employer at the earliest.					
	Date: Place:	Signature of Member					
		N BY PRESENT EMPLOYER					
	A. The member Mr./Ms./Mrs has join	ned on and has been allotted PF Numb					
	B. In case the person was earlier not a member of EPF Scheme, 1	952 and EPS, 1995:					
	(Post allotment of UAN) The UAN allotted for the me						
	 Please Tick the Appropriate Option: 						
	The KYC details of the above member in the UAN of	database					
	Have not been uploaded Have been uploaded but not approved Have been uploaded and approved with DSC The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous						
	Member ID as declared by member.						
	 Please Tick the Appropriate Option:- The KYC details of the above member in the UAN 	database have been approved with Digital Signature Certificate a					
	transfer request has been generated on portal.						
	As the DSC of establishment are not registered with 13) for transfer of funds from his previous establish	h EPFO, the member has been informed to file physical claim (Forment					
	13) for datisfier of funds front his brevious establishing	TICH.					

Date:

Maharashtra State Electricity Board

Addition To CPF/EFPF File

Statement Showing Employees Who Have Been Newly Appointed AND Who Have Not Been Allotted A Number In The C.P.F. Recovery Schedule

Card	Type: 2 (1-1)	Division Code :	(2-5) DIVISIO	ON NAME:			Month of Jo	oining:		
	ype: 11 (6-7)							Card Co	de: 11 (10-11)	
Sr.	C.P.F.	Full Name Of Em	Date of Entry	Sub-	Designation	Eligibility	Remarks			
No.	Number(Will be Allotted by CPF Section)	First Name	Second Name	Surname	In Service of Board(i.e. Joining Date) DDMMYY	Code	Code(Give Des. Title in brackets)	Code		
	8	15	15	15	6	2	3	1		
	(12-19)	(20-34)	(35-49)	(50-64)	(65-70)	(71-72)	(73-75)	(76-76)		
)					
		Spital 1 Spital Spital								
is not entry	This form show made earlier b	y your division or t or whom first salar	ery month. If there he previous division	are no such entr n office if he has j	joined there fi	rst and in	imediately tr	ansferred.	this entry for an employ This form should cont s of these employees sho	ain
	ared By: F No.:	Checked By CPF No.:		ead Clerk: PF No.:		ional Acc No. :	ountant:	Di	isbursing Officer	

FORM: 3.2

Maharashtra State Electricity Board

First Recovery Statement

	d Type: 2 (1-	atement Showing Details of Employer Sex C 1) Division Code: (2-5) DIV Batch No.: (8-9)	ode: 1 = M	Iale; 2 = 1	Married	l Woman; 3 =	Miss	_	:	
Sr. No.	C.P.F. Number(Will be Allotted by CPF Section)	Full Name Of Employee (IN BLOCK LETTERS)	Date of Birth DDMMYY	Age At Entry	Sex Code	E.F.P.F Number(will be allotted by CPF Section)	Name of Father/ Husband	Month of Entitlement to EPS(same as month of joining)	Arrears to be Recoverd	Remarks(Sr. No. given in Form 3.1 for reference)
	8		6	2	1	8	20	4	5	
	(12-19)		(20-25)	(26-27)	28-28	(29-36)	(37-56)	(57-60)	(61-65)	
		•		•						
				7						
s no entr	e: This form sl ot made earlie	Of Employees For First CPF/E nould be submitted every month. If the by your division or the previous division whom first salary is paid and Cl	nere are no ision office PF recovery	such enti if he has is made.	ries, bla joined This fo	nk form shou there first and orm should or	ld be sent. Ma	ake sure tha transferred ed with Cor	. This forespondi	orm should con
	PF No. :		Head Clean		-				Journal of the second	5 Omeer

Annexure A

/		 		
Relation i.e. Monthly wages ather/Husband as on joining (w.r.to. Name (i.e.Gross Salary) mentioned in Column No. 7")	6	7		
Relation i.e. Father/Husband (w.r.to. Name mentioned in "Column No. 7")	8			
Father's / Husband Name	7			
Date of joining (DD/MM/YYYY)	9			
Date of Birth (DD/MM/YYYY)	2			
Gender	4			
Name of the employee				
Sr. Personal Title No. (Mr./ Ms./ Mrs.)	2			

	Adhar Card Details	Name as per Adhar Card	15				
	Adł	Adhar Number	14				
KYC Details	Bank Details	Name as per Bank Details	13				
		IFSC Code	12		1		
	Bank	Bank Account Number	11				
Marital Status	Marital Status (Married /Unmarried / Widow/ Widower/ Divorcee)						

Signature of the Authorised HR Person with Stamp of the Office