

There are many employees applying for CPF advances. Due to many applications received, it has become tedious task for CPF section to enter the CPF advance application details and process the applications. Also, in view of direct payment of CPF claims from 1-Apr-2017, it is absolutely necessary to collect the Bank details of the employees for payment of CPF claims directly to employee bank accounts. Hence, it is now decided to allow the GAD users of the division/circle offices to enter the CPF Advance application details in the CPF Portal system before forwarding the applications to CPF section. This will reduce the data entry at CPF section and also the details of applications in transit can be seen by CPF section. The GAD users can also track the status of the CPF application status. This will reduce the workload on CPF section and increase the number of applications that can be sanctioned. **IF THE APPLICATION DETAILS ARE NOT ENTERED IN MSEB CPF PORTAL AND 'WEB ID' NOT ASSIGNED TO THE ADVANCE APPLICATION, THE APPLICATION WILL BE REJECTED BY CPF SECTION.**

The steps are given below for online submission of CPF Advance Application details.

- 1) HR section must have registered to '**MSEB CPF Portal**' and special access Form No 102 must have been submitted to CPF section as per circular No 201.
- 2) After HR section gets special access, they can see the options '**On Behalf Loan Application**' and '**Search Loan History**' options.
- 3) **Before entering the CPF Advance application details, it is necessary to check the CPF Loan balances in system with the option 'View Loan History'**. This screen shows the loan balance position and past loan details with balances if any. If any loan balances pending, they must be checked with their monthly salary slips and yearly CPF PLA slips issued to them. The loan recovery history can also be seen from Apr-2008 onwards with the option 'View CPF Balance (Tentative)' option. If any loan balances are paid and wrongly shown as balance, proper proof must be attached with the application for verification by CPF section with CPF schedules and S-Forms to clear the loan balances.
- 4) Employee should fill up the existing CPF Advance forms manually and give to HR Section along with the Cancelled Cheque as instructed by CPF section. See instructions on www.mahadiscom.in under 'Employee Portal'.
- 5) HR section should fill up the CPF Advance Application details using the option 'On Behalf Loan Application' in the MSEB CPF Portal. **If application gets saved successfully, message appears as 'Your application has been saved successfully with Web Id NNNN'. Note the 'Web Id'. This Web Id must be marked on the application form as 'WEB ID : NNNN' whereas NNNN is Web Id number. This web id will also be shown on clicking 'On Behalf List' as 'CPF No.(Web ID)' in first column.**

- 6) If any error occurs, read the error message properly. The errors occur due to rules are applied for CPF advance application. e.g. previous loans are pending, employee not eligible to apply before completion of 1 year service etc. If any error is not clear, then only mail to cpfsection@gmail.com with the screenshot of the error and data entered. System will not allow saving such application. **Even if the application is invalid, in some of the cases, button 'Save Invalid Application' will be displayed to allow HR user to still save the invalid application and submit. CPF section will further validate the application in MSEDCL Payroll system and may reject the case.**
- 7) All the applications entered by a user are shown under 'CPF Loan Details On Behalf'. Select the entered application and edit the details of the application by clicking 'View/Edit' button. **In this option the application will be visible only to the person who has entered the application details.**
- 8) Search the employee CPF Number and check all the details entered in system with respect to manual form by clicking on 'View/Edit'. **If all the details correct, then only click on the 'Final Submit' button.**
- 9) The form should be checked for correctness by HR section and should send the hard copy application form on the same day of final submission along with required documents to CPF section.
- 10) After receipt of the hard copy, the CPF section will take the application details from CPF Portal into MSEDCL payroll system and assign '**Inward Number**' and '**Inward Date**' to the application. After inward number and inward date is assigned to the application, the employee and HR section can be sure that the application is received by CPF section.
- 11) CPF section will process the applications in the order of receipt and sanction or reject the application in MSEDCL payroll system.
- 12) **If the application is sanctioned on or before 31-Mar-2017, CPF section uploads the fortnightly Advance WM Report on www.mahadiscom.in. Payment will have to be made by the accounting division/circle office after funds are received from WM section. To check the sanction date, search by entering CPF number. Click on 'View'. 'Sanction Date' is shown under 'Sanction Details' and 'status' value should be 'Sanctioned'.**
- 13) **If the application is sanctioned after 31-Mar-2017, payment will be made by CPF Section. After payment is done, the 'status' will become 'Disbursed'.**
- 14) For MSEDCL locations, CPF advance recovery will start automatically in next month as per rules. For MSPGCL/MSETCL, excel or CSV file will be provided for applications whose payment is done.
- 15) **Any complaints related to saving the CPF advance application details should be sent on cpfsection@gmail.com along with screenshots and mention the details of wrong data shown in system, if any.**

NOTE : Region/Zone/Testing/Training locations salary is accounted at Circle, so Circle should enter and submit the application.