<u>Instructions to Employees for online Submission of CPF Advance Applications</u>   Date : 15/03/2017

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 claims. 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 employees of the division/circle offices to enter the CPF Advance application details in the CPF Portal system before forwarding the claims to CPF section. This will reduce the data entry at CPF section and also the details of claims in transit can be seen by CPF section. **<u>NO APPLICATION WILL BE ACCEPTED BY CPF SECTION FROM 16-MARCH-2017 WITHOUT THE APPLICATION DETAILS ENTERED IN MSEB CPF PORTAL AND WEB ID ASSIGNED TO THE ADVANCE APPLICATION</u>.**

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

1) **Employee must have registered to 'MSEB CPF Portal' as per CPF Circular No 194 date 06/01/2015 displayed under 'CPF Circulars' under Employee Portal of www.mahadiscom.in**

2) Select **'MSEB CPF Portal'** option under '**EMPLOYEE PORTAL'** of www.mahadiscom.in and login.

3) **Before entering the CPF Advance Application claim, 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) If the previous refundable CPF advances are clear, employee can enter the application details in system.

5) Employee should fill up the existing CPF Advance form manually and attach necessary documents and **<u>Cancelled Cheque of Salary Saving Account only</u>**.

6) To enter the CPF Loan application, select the option 'Self Loan Application' provided under 'CPF Loan Details'. Then select 'New Loan Application'. Existing HRMS master details will be displayed.

7) Check all the details to be correct. If any correction required in name, date of birth, date of joining, etc. send form no 3.6 along with copy of service book and school leaving certificate through proper channel. For correction in designation and location, send audited form no 3.5. The forms are provided under 'Employee Portal' under 'CPF Forms and Documents'.

8) Enter all the CPF advance application details and save. **If application gets saved successfully, message appears as 'Your application has been saved successfully'. Note the 'WEB Id'. <u>This Web Id</u>**

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 the screen under 'CPF Loan Details'. The date of application will be taken as system date. Write only this date on the manual CPF loan form.

9) 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 first consult the HR section with the screenshot. If HR section is unable to resolve the issue, then only mail to cpfsection@gmail.com with the screenshot of the error and details of the data entered in system. System will not allow saving such application.

10) The application entered is shown under 'CPF Loan Details'. Select the entered application identified by **'WEB ID'** and edit the details of the application by clicking 'View/Edit' button. Check all the details entered in system with respect to manual form by clicking on 'View/Edit'. Employee can collect the outward number and date from HR section and enter the same and save. **Employee must click on the 'Final Submit' button to stop further correction.**

11) 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'** 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.

12) CPF section will process the applications in the order of receipt and sanction or reject the application in MSEDCL payroll system.

13) **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 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'.**

14) **If the application is sanctioned after 31-Mar-2017, payment will be made by CPF Section. After payment is done, the 'status' will be updated to 'Disbursed'.**

15) **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. Employee Must Ensure that the CPF Advance recovery is started in salary from the next month of the payment month.**

16) **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 must select Circle from where salary is paid.