

No. AD/PF/ADVANCE/ 386

MSEB, CPF Section
Dharavi, Matunga,
Mumbai 400 019.

Date: 29 APR 2014

C. G. M. - I. T. Section
M. S. E. D. C. Ltd.
Inward No.: 895
Date.: 29/04/14

OFFICE NOTE:

Sub: - Display the departmental Circular No.190 regarding the sending scanned copy of CPF Refund / Non refundable advance by mail.

Ref: - Departmental Circular No.190 dated.: 29/04/2014.

With reference to above subject, it is to state that, MSEB CPF Trust has issued the Departmental Circular No.190 dated.29.04.2014 (copy enclosed herewith) regarding the sending scanned copy of Refundable / Non refundable advance by mail.

Therefore, it is requested to kindly display the said circular no.190 on the website of three companies at earliest.

Please do the needful at earliest.

AK
Secretary,
to the Board of Trustees,
of MSEB-CPF Trust, Mumbai.

General Manager, (F&A) / (CPF) *[Signature]*

Chief General Manager, (IT),
MSPGCL, MSETCL, MSEDCL.

[Signature]
29/4
[Signature]
[Signature]

**MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.**

Phone No. -
022 - 24090546
022 - 24090770
022 - 24092531



Fax No. 022 - 24093110
Website : www.mahadiscom.in

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

Date: 29.04.2014

CIRCULAR No. 190

Sub:- Scanned Sanctioned copy of CPF Refundable / Non Refundable
Advance through Mail.


It is observed that so many complaints are received from field offices regarding non receipt of sanctioned copy of CPF Refundable/Non refundable advance in time in order to resolve this issue it is decided to send the scanned sanctioned copy of CPF Refundable/ Non refundable advance by mail. This practice will be beneficial from the point of saving in postage expenditure & field's offices will get sanctioned copy of CPF advance within 2/3days after sanction.

All the field offices of Distribution, Transmission and Generation companies are instructed to observe strictly following points.

- 1) Scanned Sanctioned copies of CPF Refundable/ Non refundable advance will be sent by mail only on Email ID of field offices and employccs from 15th May 2014 onwards. Field offices can make payment of CPF advance on scanned sanctioned copy received on mail from CPF section. Email ID of CPF Advance Section is **aocpfadvance@mahadiscom.in**
- 2) No hard copy of sanctioned CPF refundable/non refundable advance will be sent to field offices or employees henceforth.
- 3) While sending the CPF advance application field' office should invariably mention Email ID of disbursing office and employee concerned.

- 4) Field office should verify the scanned sanctioned copy with list of sanctioned advance placed by WM section on internet.
- 5) HR Section should take entry of CPF advance in Service Book of concerned strictly before making payment so that possibility of double payment will be avoided.
- 6) It is the responsibility of the field office to ensure that no double payment of CPF advance is made in any case.

Online CPF payment through system is in progress. After implementation of online payments of CPF, this practice of sending scanned sanctioned copy will be discontinued.


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