

MSEB CPF Portal - CPF S&R Submission Special Access Form (No - 101)

Company Name :

CPF Accounting/Location Unit Code :(In 4 digits)

CPF Accounting/Location Unit Name :

Sr. No.	Responsibility	Description	Request for Change of User/Authority	CPF Number	Name of Employee	Designation	Mobile No	Remarks For Change of User Access	Signature of Employee to whom special access to be given
1)	CPF S&R Accounts Preparing User	This User can enter CPF S-Form and R-Form accounting amounts and also can upload employee wise CPF Loan and CPF Final Settlement i.e. R Form details. (He/She may be LDC/ UDC/ AA/ Dy. Manager of Account Section)	Current User/ First Time Register User						
			New User as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						
2)	CPF S& R Accounts Submitting Authority	This User can enter CPF S-Form and R-Form accounting amounts and finalise the same , and also can finalise employee wise CPF Loan and CPF Final Settlement i.e. R Form details. (He/She may be Dy. Manager/ Manager/ Sr. Manager of Account Section i.e. Account Head of concern location)	Current Authority/ First Time Register Authority						
			New Authority as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						

Note : Employee-wise R-Form Details upload option is not available currently.

Please send filled up scanned copy of this form on mail msebcpf.sr@gmail.com

CPF S&R Accounts Preparing User & Submitting Authority must be register as per CPF Circular No- 194 dated 06/01/2015 before sending this form to CPF Office.

Request Forwarding Authority (i.e. E.E./S.E. of concern location)

CPF No :

Name :

Designation :

Signature :

Date: