



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/3791

Date- 30/04/2015

DEPARTMENTAL CIRCULAR NO- 196

Sub: - Submitting CPF S&R Form information through MSEB CPF Portal.

It is to inform that CPF S&R form has to be submitted to CPF Section on or before 6th of every month. However it is seen that many field offices are not submitting S&R form in due time. Hence CPF Section has to take continuously follow up with the field offices which is resulted to delay in making statutory payment of Employee's Provident Fund Organisation (EPFO).

The CPF Section are preparing consolidated statements after receipt of S&R form information from all field offices of four companies for statutory payment to EPFO and also prepare account for payment/receipts to/from companies with MSEB CPF Trust before due date. Hence it is necessary to submit S&R form information in time & accurate. **Therefore it is decided to collect the CPF S&R form information from April-2015 onwards through internet based MSEB CPF Portal instead of taking on telephone. In this regard MSEB CPF Section has already issued CPF Circular NO-194 dated 06/01/2015 with subject "Steps for registration at MSEB CPF Portal" for employees to register at MSEB CPF Portal. The MSEB CPF Portal is available at www.mahadiscom.in under Employee Portal.**

The MSEB CPF Portal is common to all employees of four companies in which CPF Section will provide additional facilities to Accounts Section employees for submission of CPF S&R form information to CPF Section. Two types of accounting users are designed for providing them special access. The employee who has given "CPF S&R Accounts Preparing User" access can enter and edit the CPF S&R Form information. The employee who has given "CPF S&R Accounts Submitting Authority" access can enter and edit the S&R Form information and also finalise the same till **cut-off date i.e. on or before 6th of every month.** It is necessary for the "S&R Accounts Submitting Authority" to verify and finalize the S&R Form information which may be prepared by S&R preparing user. **The CPF Accounts Submitting Authority can directly submit CPF S&R Form information through his/her login.**

