

महाराष्ट्र राज्य विद्युत मंडळ  
भविष्य निर्वाह निधी विश्वस्त मंडळ

फोन नं. ०२२-२४०९३११०

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फॅक्स नं. ०२२-२४०९३११०

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एस्टेला बॅटरीज विस्तारीत इमारत

भविष्य निर्वाह निधी विभाग

धारावी रोड, मांटुग। (पु) मुंबई ४०० ०१९.

क्र.लेवि/भनिनि/ ० | 30

दिनांक :- 7 JAN 2020

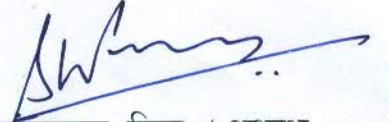
परिपत्रक क्र. २१६

**विषय:-** महानिर्मिती, महापारेषण, महावितरण व म.रा.वि.मं. सुत्रधारी कं. या कंपन्यांच्या विभागीय कार्यालयातून येणारे अग्रिम उचल ( परतावा व ना परतावा उचल), अंतिम प्रदान (९०% व १०%, १००%), कर्मचारी अनुबद्ध ठेव विमा योजना १९७६ (EDLI) व कर्मचारी निवृत्ती वेतन योजना १९९५ चे प्रस्ताव खालील जोडलेल्या मार्गदर्शक सुची नुसार पाठवणे बाबत.

महानिर्मिती, महापारेषण, महावितरण व म.रा.वि.मं. सुत्रधारी कं.म. या कंपनीतून वरील विषयानुसार येणा-या प्रस्तावांची छाननी करत असताना ब-याच वेळा त्रुटी असल्याने विभागीय / संबंधित कार्यालयास त्रुटी पुर्ततेसाठी परत पाठवावे लागतात. भ.नि.नि. कार्यालयास येणारे सर्व प्रस्ताव अचुक व योग्य त्या कागदपत्रासहीत प्राप्त होण्यासाठी सोबत मार्गदर्शक सुची जोडलेली आहे. या मार्गदर्शक सुची प्रमाणे अचुक व योग्य कागदपत्रे जोडून प्रस्ताव सादर करण्याची जबाबदारी मानव संसाधन विभागाची आहे.

करीता या परिपत्रका द्वारे असे निर्देशित करण्यात येते की, भ.नि.नि. कार्यालयास येणारे प्रस्ताव सोबत जोडलेल्या मार्गदर्शक सुची नुसार प्राप्त झाले नाहीत, तर होणा-या विलंबास विभागीय / संबंधित कार्यालये जबाबदार राहतील याची नोंद घ्यावी.

हे परिपत्रक सर्व कंपन्यांच्या संकेत स्थळावर उपलब्ध आहे.

  
संचालक (वित्त) / अध्यक्ष  
म.रा.वि.मं. सुत्रधारी कं. मर्या., /  
म.रा.वि.मंडळ, भ.नि.नि. न्यास

प्रत:- प्रेषण यादीप्रमाणे:-

महानिर्मिती/महापारेषण/महावितरण/म.रा.वि.मं. सुत्रधारी कं.म.

**A. Checklist in respect of Refundable advance other than Medical :-**

1. Only one hard copy of application (Form 15) is submitted with Employee's signature and signature & stamp of forwarding and controlling officer.
2. Cancelled cheque or copy of Front page of pass-book of Salary Saving bank account is attached.
3. Latest salary slip is attached
4. In case of advance applied for education purpose, Fees Receipt for Latest year from any Professional Educational institution in India or abroad is attached in original or attested copy.

**B. Checklist in respect of Medical advance for treatment of self and Family :-**

1. Only one hard copy of application (Form 15) is submitted with Employee's signature and signature & stamp of forwarding and controlling officer.
2. Cancelled cheque or copy of Front page of pass-book of Salary Saving bank account is attached.
3. Latest salary slip is attached
4. Medical Certificate of M.S. or M.D or MBBS Doctor on Letter Head is attached having stamp, signature, Reg. No., contact no. & Mob. No of the Doctor and employee's name and estimated medical expenditure is written on the certificate.
5. Amount of Refundable advance applied is not exceeding the estimated medical expenses mentioned by Doctor. i.e upto 3 times (Basic+DA) if the Doctor is MBBS and upto 6 times (Basic +DA) if the Doctor is MD/MS qualified.
6. The balance period of Service of the employee is more than 18 months.

**Note**

- The minimum period between two regular Refundable advances is three months.
- Employee can avail one C.P.F advance and Second Advance for Self-medical treatment immediately.

**C. Checklist in respect of Non-refundable Advance:-**

1. Only One Hard Copy of Application (Form No.15(C)) having signature of the employee and sign & stamp of HR officials, F&A officials and Controlling officer is submitted.
2. Cancelled Cheque or copy of first page of Pass Book of Salary Saving Bank account is attached.
3. Latest Salary Slip is attached.

**List of required documents to be submitted with Non Refundable advance application**

**A) Purchase of Plot (for Construction of House)/Purchase of House**

1. Registered Agreement (Agreement to sale-Sub registrar) with balance amount /Sathekarar on stamp paper of proper value from owner of house/plot for selling his property with agreed value, made before two witness or allotment letter given on letter head by registered Co-op Housing Society.(No sale deed applicable)Latest Outstanding balance Letter from property owner.
2. One of the following recent documents for current year showing ownership of property from the owner who is going to sell property.
  - a) 7/12 Utara (along with N.A. Order)
  - b) Extract of property card
  - c) Assessment list (form No. 8 ro 43 etc)or Online Tax receipt
  - d) Certificate from Advocate i.e. search Report
3. Valuation certificate of plot/house to be purchased as per market rate from registered Architecture.
4. Copy of General Power of Attorney holder in favour of person who is selling plot/house.
5. No objection certificate from Co-op. Housing Society or CIDCO or MHADA etc. if the said plot/ house has been purchased by the owner from them.
6. If the plot/house is in joint property, the share of property should be mentioned in the documents given in item no. 2 above or deviation on stamp paper made before competent court of law.

**B) Purchase of Flat (from Builder or Power of attorney Holder)**

1. Registered Agreement (Agreement to sale-Sub registrar) with balance amount /Sathekarar on stamp paper of proper value made before two witness along with following documents.(No sale deed applicable )Latest Outstanding balance Letter from Builder with work construction report.
  - a) Title clearance certificate from advocate/search report
  - b) 7/12 Utara along with Non agriculture order
  - c) Development Agreement
  - d) Power of Attorney
  - e) Permission for commencement of construction or completion certificate if constructions completed from the office of local Municipal authority
  - f) Approved plan from local Municipal authority
  - g) Valuation certificate showing proper value of flat as per market rate from registered Architecture.
  - h) If Flat is joint property then,required co-applicants declaration on rs.100 stamp paper that he or she has not taken any loan from his/her office or from any financial institution for the same reason.
  - i) Lease Agreement if plot is under government possession-Triparty Agreement
  - j) Allotment letter if Flat/plot is from government organization like (MHADA,CIDCO)

**C) Construction of house/addition to the house/completion of house under construction etc.**

1. One of the following recent document for current year showing ownership of plot/house/flat.
  - a) 7/12 Utara (along with N.A. Order)
  - b) Extract of property card
  - c) Assessment list (from No. 8 or 43)or Online Tax receipt
  - d) Title clearance certificate from advocate
2. Permission for construction of house/addition to the house from office of local body i.e. Corporation/ Municipality/ Gram Panchayat on letter head(Please see that validity of permission should not be lapsed and Extension date of commencement of permission required ).
3. Estimated cost of construction of house/Addition of the house/completion of house under construction, from Architecture or professional Civil Engineer (item-wise) with owner name,property number,survey number ,Civil Engineer registration number on Civil Engineers letter head with date ,stamp and signature of Civil Engineer.
4. Incompletion of work or completion of work Certificate in Civil Engineers letterhead with civil Engineer registration number.
5. Plot on which construction is to be carried out necessary documents required in item (1) above, should show the share of subscriber or deviation before competent court of law.
6. Sanctioned layout plan with owner name,property number,survey number and stamp and sign of Corporation/ Municipality/ Gram Panchayat etc.
7. Employee has taken earlier non refundable advance for plot or house purchase and applying for extension on same plot or house ,declaration of controlling officer is required (equivalent to Executive Engineer) along with sanction detail of earlier advance.

**D) Resale Flat**

- a) Registered Agreement (Agreement to sale-Sub registrar) with balance amount /Sathekarar on stamp paper of proper value made before two witness.(No sale deed applicable )Latest Outstanding balance Letter from Builder or property owner
- b) Society/apartment not formed then required builders no objection certificate
- c) No objection certificate from society or apartment for selling Flat or house
- d) Current year Title clearance certificate from advocate
- e) Society Share certificate of flat owner as proof of ownership of flat
- f) If the Flat is in joint property ,required co applicants declaration on rs.100 stamp paper that he or she has not taken any loan from his/her office or from any financial institution for the same reason
- g) Layout of flat/House

**E) Repayment of Outstanding Housing Loan/Housing Loan for Construction of House/Housing loan for Purchase of plot (Like HDFC, LIC, ICICI/Nationalized Bank, Schedule Commercial Bank, MMRDA)**

- a) Employee shall submit certificate or such other documents from such agency ,indicating particulars of Home loan ,sanctioned amount ,loan account number,latest Outstanding principal and interest with banks stamp and Signature
- b) EMI statement from which loan installment deducted from employees saving account
- c) Current year Title clearance/Search Report certificate from advocate

**F) Payment for L.I.C Insurance Premium**

- a) Attested Xerox copies of policy document of LIC of India
- b) If premium amount not paid required Original Intimation letter of insurance company of LIC of India(It is applicable only for current financial year )
- c)If premium paid before applying Non-Refundable advance required attested copy of paid receipt (It is applicable only for current financial year )

**Other general required Documents**

- 1) All Xerox copies should be attested by the officer not below the rank of Executive Engineer.
- 2) Audited 3.6 form if there is difference in subscriber's name in PLA Slip and service book.
- 3) Full postal address of Circle/Divn/Sub-Division along with Pin code of office where salary of the employee is accounted.
- 4) Signature of subscriber/owner of property, HR and F&A officials, controlling and forwarding officer is to be taken on application and declaration, for having filled in the form without mistake and full matter covered.(Service certificate if available )
- 5) Only one hard copy of application along with Latest salary slip,salary a/c cancel cheque Xerox, passbook front page and documents as per checklist
- 6) Employee can take advance 18 months before retirement.
- 7) Employee must completed 5 years of membership of fund for all above Non Refundable advance reasons except for Repayment of Housing Loan, employee must completed 10 years of membership of fund.

**Important: -** It is requested to forward the application with verification of all documents mentioned above, so as to avoid delay and rejection and to get advance in time.

