

Instructions to employees of MSEBHCL, MSPGCL, MSETCL and MSEDCL for filing online application under Para 68 L of the EPF Scheme 1952, for the purpose of **Non-Refundable (NR) Advance for “Outbreak of any epidemic or pandemic (COVID-19)”**.

1. **Eligibility for application**

An application from any member of the scheme employed in any establishment or factory located in an area declared as affected by outbreak of any epidemic or pandemic by the appropriate government.

2. **Eligible Amount**

Non-Refundable advance to employees, not exceeding the basic wages and dearness allowances for three months **or** up to 75% of the amount standing to his credit in the fund or the claimed amount by the employee whichever is the least.

3. **How to file online advance claim for the purpose “Outbreak of pandemic (COVID-19)”**

- Login to MSEB CPF Portal. You can also open portal on mobile using any browser. CPF Portal link is <http://cpfl.mahadiscom.in/CpfWebProject>
- Select CPF Loan details and select Self Loan Application – New Loan Application.
- Select reason as ‘Non-Refundable - Outbreak of any epidemic or pandemic (COVID-19)’.
- Enter amount required and correct salary saving Bank account details. Enter correct current Basic rate and DA amount and other details and Save.
- Upload scanned copy of Salary saving Bank account cancelled cheque or Pass book (Clear Image) and latest salary slip copy.
- Click on Final Submit button. OTP will be received on registered mobile no. Enter OTP to Final submit claim.
- In ‘Pending with HR User’ option, HR user should check all the details to be correct and employee is in service.
- Click on Forward to CPF after which OTP will be sent on registered mobile no of the forwarding authority. User having only HR Manager User access can only forward.
- Enter OTP to forward the claim to CPF system.
- For submission of fresh claim for availing (COVID-19) advance, the earlier claim sanctioned can be cancelled, in this case employee have to email to cpfadvance@gmail.com for cancellation.
- If any, previous application inwards in CPF system, for availing COVID-19 advance, employee can reject the advance application himself.