

Instructions for forwarding CPF Advance applications other than Covid19 dated 22.05.2020

Following Instructions are hereby given for forwarding of CPF advances other than Covid19.

- 1) List of applications already inwarded in CPF system having inward numbers will be reverted to HR section. Applications forwarded by HR will also be reverted to HR section. All the Non-Covid advance applications will be shown as pending at HR section. The report 'CPF Advance Pending with Employee or Office' provided under CPF Reports for HR section can be generated to check the applications.
- 2) If employee wants that application to be sanctioned, ask to attach the documents as per the original procedure used for sending hard copy. HR section should verify the application details and attachments and then only forward to CPF section in system only. If employee do not want advance or wants to apply fresh application, HR user can reject the old application.

Following documents are required to attach.

- Scan copy of the printed form signed by employee, controlling officer, forwarding officer. The controlling and forwarding authority forward to HR section.
 - Payslip copy as per Basic DA shown in application.
 - Salary Saving Bank passbook and/or cancelled cheque copy in clear image.
 - Other documents as per application reason.
 - For Medical reason, attach Medical certificate and for Professional Education, attach Tuition Fees receipt.
 - For Non refundable advance, attach documents as prescribed in Form 15(C).
- 3) For all new applications, above attachments must be done by employee.
 - 4) It is better to forward urgent cases first for early processing.
 - 5) Do not reject if any document not attached. Employee can attach documents even if final submitted by employee. Inform employee to attach documents. If any wrong document attached, then HR may reject application.

For any issue on advance, please email on cpfadvance@gmail.com. Do not attach AADHAR copy or PAN copy to the application.