

Additional Instructions to HR section for online Submission of CPF Advance Application Date : 15/03/2017

Instructions for online submission of CPF advance application detail was given to HR section on 15/02/2017. It is now decided to also allow the employees to enter their CPF advance application details in system before forwarding the application to CPF section. However, to enter the applications for employees of class IV and to check status of application, it is necessary to submit the CPF Special access Form no. 102 as per CPF Circular No 201.

Since, the employees are now allowed to enter the advance application details, it is necessary for the HR section to check if the employee has entered the application in MSEB CPF Portal and '**WEB ID**' is mentioned in the advance application form. This is necessary to avoid double entry of the application. This can be seen from the option 'Search Loan History'. It is necessary that all the advance applications must be sent by entering in the MSEB CPF Portal.

The detailed instructions for employees are uploaded separately under '**MSEB CPF Portal Instructions**' under '**Employee Portal**' of www.mahadiscom.in.