

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 **Second COVID-19 Non-Refundable (NR) Advance .**

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. Employee who have already availed the First COVID-19 advance, can opt for a Second COVID-19 NR advance.

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 Second COVID-19 Non-Refundable (NR) Advance

- Login to MSEB CPF Portal. You can also open portal on mobile using any browser. CPF Portal link is <http://cpf1.mahadiscom.in/CpfWebProject>
- Select CPF Loan details and select Self Loan Application – New Loan Application.
- Select reason as **Second COVID-19 Non-Refundable (NR) Advance .**
- 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 Previous month Salary Slip.
- 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 like Basic and DA amount, salary saving a/c details. and employee must be 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 any query related to Refundable/Non-refundable advance write mail on cpfadvance@gmail.com