

Instructions were displayed under employee portal on 15-Mar-2017 for online CPF advance application entry. It is once again instructed to all employees that they must enter the CPF advance application details in system only. Print the form for CPF Refundable Advance which is given in 'View' option. Manual form should not be filled up for Refundable advance. System generated form should be printed and forwarded with necessary signatures and attached documents and cancelled cheque. **Manual form will not be accepted from here onwards.**

Provision will be made for Non-Refundable Form printing. Till that time manual form will be accepted but the application details must be entered in system and 'WEB ID' given to the application must be written on the manual form.

Also instructions were given for CPF final settlement application details entry by HR section. It is once again instructed to enter the application details in system and then only forward the claim by mentioning 'WEB ID' on the form. If the application details are not entered in system, the claim will be rejected by CPF section.

**IT IS INSTRUCTED TO HR SECTION TO NOTE THAT ADVANCE CLAIM ENTRY WAS ALREADY ENABLED FOR EMPLOYEE SELF ALSO ON 15-MAR-2017. THOSE WHO HAVE REGISTERED TO MSEB CPF PORTAL ALREADY CAN NOW ENTER THEIR APPLICATION DETAILS IN SYSTEM. HENCE, IT IS INSTRUCTED TO FIRST CHECK FOR THE CASE IF ALREADY ENTERED BY THE EMPLOYEE AND 'WEB ID' GIVEN ON THE FORM. IF THE EMPLOYEE HAS NOT ENTERED, THEN ONLY ENTER THE CLAIM DETAILS IN SYSTEM.**

**IN THE NEAR FUTURE THE FINAL SETTLEMENT CLAIM ENTRY(90/10/100%) WILL ALSO BE ENABLED FOR EMPLOYEE SELF FOR WHICH INSTRUCTIONS WILL BE SENT SEPARATELY.**

**Please always read the 'Home' page of MSEB CPF Portal for developments and provisions added and 'CPF Circulars' and 'MSEB CPF Portal Instructions' given under 'EMPLOYEE PORTAL' of [www.mahadiscom.in](http://www.mahadiscom.in).**