



MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: - www.mahadiscom.in

No.AD/PF/S&R/D/ 18

Date- 05 JAN 2017

DEPARTMENTAL CIRCULAR NO-203

Subject: Revised Procedure for obtaining CPF Number and UAN Number

Employee's Provident Fund Organisation (EPFO) has rolled out Universal Account Number programme. The main objective of this programme was to extend effective online services to members and hence creation of UAN Number for newly joined employee is necessary. For creation of UAN Number, newly joined employee must submit "Form No. 11 – Declaration Form" (Published by EPFO) to the CPF Office along with KYC documents and Form No.3.1 and 3.2. In this regard, Circular No. 198 dated 14.01.2016 was also issued by this office.

At present Pension Contribution is being deposited through Electronic Challan cum Return (ECR) by 15th of every month on the basis of EPS Numbers of employees. However the EPFO has revised Electronic Challan cum Return (ECR) w.e.f. December 2016. The revised ECR is based on UAN Number. Considering this revision, allotment of UAN Number to the newly joined employees or obtaining UAN Number from the newly joined employee (In case the UAN Number is being allotted by his/her previous employer) is necessary.

In view of above it is decided to revise the procedure of allotment of CPF/UAN Number to the newly joined employees. The detailed procedure is as follows:

1. Form-11 (as attached with this Circular) is required to be filled-up from respective employee immediately on his/her joining. Further KYC documents as mentioned below should be obtained from the respective employees.
2. Duly filled Form No. 3.1 & 3.2, and Form-11 along with the following mentioned documents and Annexure A (Enclosed herewith) of newly joined employees should be submitted to CPF Office (Hard Copy) by 25th of every month by HR Department. The scan copy of the same is to be sent to the email-id: uan.cpf@gmail.com.
 - a) Photocopy of Aadhar Card (Mandatory)
 - b) Photocopy of First Page of Bank Passbook (Account Number, IFSC Code, Name of Account Holder should be clearly visible) / Cancelled Cheque. (Mandatory)
 - c) Photocopy of PAN Card, if available.

3. The UAN Number allotted by EPFO and CPF Number allotted by MSEB CPF Trust to the new employees will be available on MSEB CPF Portal. The Authorized Person of HR Department can view/download the list and the HR Department should ensure that the CPF Number and UAN Number is being displayed on Salary Slip of the employee.

It is to be noted that, incomplete forms / documents will not be accepted and hence concerned HR Department should verify the same before sending such information to the CPF Office. New CPF Number will be allotted to the newly joined employees by MSEB CPF Trust only after receipt of complete forms along with requisite documents as mentioned above and after allotment of UAN Number by EPFO.

Further it is to be noted that the Circular No. 198 dated 14.01.2016 stands to be modified to that extent.

R. Pawar

~~Secretary~~

to the Board of Trustees
of MSEB's C.P.F Trust, Mumbai.

Copy to:-

As per mailing list.

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10.	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:
Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - **(Post allotment of UAN)** The UAN allotted for the member is
 - **Please Tick the Appropriate Option:**
The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - **Please Tick the Appropriate Option:-**
 - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

Annexure A

Sr. No.	Personal Title (Mr./ Ms./ Mrs.)	Name of the employee	Gender	Date of Birth (DD/MM/YYYY)	Date of joining (DD/MM/YYYY)	Father's / Husband Name	Relation i.e. Father/Husband (w.r.to. Name mentioned in "Column No. 7")	Monthly wages as on joining (i.e.Gross Salary)
1	2	3	4	5	6	7	8	9

KYC Details			
Marital Status (Married /Unmarried / Widow/ Widower/ Divorcee)	Bank Details		Adhar Card Details
	Bank Account Number	IFSC Code	Name as per Bank Details / Adhar Number
10	11	12	13 / 14 / 15

Signature of the Authorised HR Person with Stamp of the Office