

MAHARASHTRA STATE ELECTRICITY BOARD'S  
CONTRIBUTORY PROVIDENT FUND TRUST.

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Website: - [www.mahadiscom.in](http://www.mahadiscom.in)

No.AD/PF/RSM/D/No 865

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**DEPARTMENTAL CIRCULAR NO- 209**

**Subject: Revised Procedure for obtaining CPF Number and UAN Number**

Employee's Provident Fund Organization (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 and Circular No. 203 was also issued by this office.

At present, Audited Form No. 3.1 and 3.2 along with Form No. 11 and KYC documents are submitted by the field offices to CPF Office for creation of CPF Number and UAN Number. Various times it is observed that incomplete details are provided to the CPF Office or in case of any wrong details provided by the field offices, the same are returned to the concerned offices for verification.

Further as per EPFO Notification No. Pension-I/17(10)/2016-17/Jeevan Pramaan-Aadhar/4792 dated 05.06.2017, the submission of Aadhar Number in case of employees joined w.e.f. 1<sup>st</sup> July 2017 has made mandatory. To implement this notification EPFO Website is linked with UIDAI Database (Aadhaar). Due to this the employees details are verified with Aadhar Details and in case of any mismatch, UAN Number is not generated. Various times it is observed that only "Year of Birth" has been mentioned on Aadhar Card and the same is failed to match with the complete date of birth of the employee. In such cases CPF Office has requested to the concerned field offices to submit Aadhar Details only after updating the complete Date of Birth on Aadhar Card.

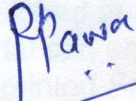
Due to all above, there is delay in allotment of CPF Number and UAN Number. To avoid this delay and to reduce the time gap, new system on MSEB CPF Portal has been developed. The new system will allow HR Section employees having special access to submit new employee details in the CPF Portal and generate Form No. 3.1 and 3.2 and Form-11 from the system. The system related instructions are attached to this Circular.

The necessary documents required to be sent to the CPF Office are mentioned below.

1. Audited Form No. 3.1 and 3.2
2. Form-11 signed by the concerned new employee.
3. Aadhaar Card Photocopy (With complete/corrected DOB)
4. Bank Passbook First Page Photocopy/Cancelled Cheque
5. PAN Card

Further it is observed that employees are joining from one subsidiary to another subsidiary of MSEB Holding Co. Ltd., for e.g. from MSEDCL to MSETCL/MSPGCL or vice versa. In such cases if the employee has not withdrawn his entire PF Contribution from MSEB CPF Trust then in such cases his/her existing CPF Number/UAN Number will be continued. However in such cases the concerned division should send Audited Form No. 3.6 for such type of employees to CPF Office.

This Circular will be effective from 1<sup>st</sup> January 2018 onwards. Further Circular No. 198 dated 14.01.2016 and Circular No. 203 dated 05.01.2017 stands to be modified to that extent.

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

Copy to:-

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### **Instructions for new CPF Number and UAN Number application for HR section**

At present Form No 3.1 and 3.2 along with EPFO's Form-11 in respect of newly joined employees are to CPF section for allotment of CPF Number. As various new employees are joining the employer companies from time to time, it is tedious task for CPF Trust to enter the various employees' details in the system. Further it is observed that there is mismatch in the information provided by the concerned division office/field office to KYC documents submitted by the concerned new employee. In such cases, the concerned division is requested to verify the said information and re-submit the information. This causes delay in allotment of CPF Number to the newly joined employees.

Further as stated in Circular, UAN Numbers are generated on EPFO's website which is linked to the UIDAI Database (Aadhar). Hence if the details do not matches with the Aadhar details the UAN Number is not generated. Major difficulties are being faced in case of Date of Birth. In such cases the concerned division is requested to communicate with the concerned employee and ask them to submit corrected/complete Aadhar details.

Therefore to avoid delay in correspondence, system is developed in MSEB CPF Portal so that HR section person having special access to CPF portal can enter the new employee details in system. HR section person can generate the printed Form No. 3.1 and 3.2 and Form No. 11. Take signature of new employee on the Form No. 11 and submit the Audited Form No. 3.1 & 3.2 and Form 11 along with following necessary documents.

1. Photocopy of Aadhar Card
2. Photocopy of Bank Passbook First Page/Cancelled Cheque
3. Photocopy of PAN Card

The complete process flow for generating Form No.3.1 and 3.2 and Form-11 is as follows:

1. To enter the new employee details, HR person should have registered to 'MSEB CPF Portal' as per CPF Circular No. 194 dated 06.01.2015 and should have got the special access by submitting CPF Special Access Form No. 102 as per CPF Circular No. 201 dated 28.12.2016. These circulars are available under 'CPF Circulars' under 'Employee Portal' under [www.mahadiscom.in](http://www.mahadiscom.in).
2. HR section should login to 'MSEB CPF Portal' and select option 'New Employee CPF and UAN' and then select 'New CPF No. and UAN Application'. Then click on 'New CPF Number UAN Number Application' button for entering the new employee details. Before entering the employee details, past employment details and all the employee documents should be present with HR section for entering the data. Division/Circle Office must enter the details as soon as new employee joins.

3. Enter the correct personal details, joining details, past employment details, KYC details of the new employee. Since various details of the employee are required to be entered, it is advisable to Save the data intermediately to avoid system timeout/session expire problem. Kindly check the details and Save. Errors may generate while saving as per system requirement. It is advisable to check the errors and make necessary corrections. After successful saving, "Web ID" will be assigned to the application. Kindly note that "Web ID" will generate only after entering complete information and successful saving.
4. If any employee's details saved more than once, inform CPF section to delete additional entry on email id: msebcpf.rsm@gmail.com.
5. Edit option has been provided for checking and correction. After all the details are found correct, then click on 'Final Submit' button. Kindly note that after final submission only, Form No 3.1 and 3.2 as well as Form 11 will be generated.
6. Take print out of Form No 3.1 & 3.2 and Form 11 using 'Print Form 11' and 'Print Form 3.1&3.2' buttons. Take signature of employee on Form No-11 and Send audited Form No 3.1 & 3.2 along with Form-11 and other documents mentioned above to CPF section.
7. After receipt, CPF section will check the details and allot CPF Number. In case of any query/correction the concerned division will be addressed.
8. After allotting CPF Number, UAN Number is generated and therefore if any problem is occurred while UAN Number allotment, the concerned division will be addressed. Prompt compliance is required to avoid delay in UAN Number allotment as mandatory returns of EPS amount and EDLI premium cannot be filed on the EPFO site.

Status of the CPF Number and UAN number will be shown in the screen. Mail and SMS will be sent to employee for UAN number allotted.

List of employees to whom CPF number is allotted can be generated from option 'Employee Created List' provided under 'CPF Reports for HR section'. No manual intimation will be made by CPF section for CPF Number and UAN Number allotment. It is advisable to update the newly allotted CPF Number and UAN Number in the concerned system of HR and also add the said numbers on Salary Slip of the employee.

After CPF number and UAN number allotted, ask the new employees to register to the 'MSEB CPF Portal'. The link is provided under 'Employee Portal' of [www.mahadiscom.in](http://www.mahadiscom.in). Also ask the employees to activate UAN Number as per Circular No. 208 dated 20.12.2017.

## Important Points while entering the details in the Application.

### **A) Employee Details:**

1. Enter Employees First Name, Middle Name, Last Name as appears on Aadhar Card. In case last name/middle name is not there, user can enter '.'.
2. Enter correct Date of Birth. Date of birth entered should be same as on Aadhar card. Option of 'Year of Birth' has been provided only for Saving purpose. Therefore in case only 'Year of Birth' has been mentioned on Aadhar Card, kindly ask the concerned employee to generate/download E-Aadhar from [www.eaadhaar.uidai.gov.in](http://www.eaadhaar.uidai.gov.in) or change the same from nearby Aadhar Centers at the earliest.
3. Enter the name of Father If 'Father' Name' selected. Enter Spouse Name if 'Spouse Name' selected.
4. Accounting Location will be shown as per CPF special access Form. HR section of one location can select only his location. Hence, the location is tagged with the HR persons CPF number as given in CPF Special Access Form No 102. If Accounting Location is shown wrong, HR person must send Form No 102 immediately for location tagging. As and whenever new HR person joins a location and he is assigned CPF related work, new form 102 must be sent for giving access.
5. Enter Total Wages i.e. BASIC Wages and DA Wages only. For e.g. An employee joins in the employer company on 28<sup>th</sup> December 2017 in the Pay Scale of Rs. 10050-195-11025-235-13375-275-19700 then his/her Total Wages would be Rs. 23,718/- (Basic Wages – Rs. 10,050 and DA – Rs. 13,668, considering present DA Rate of 136%).
6. Enter Gross Salary i.e. Basic Wages, DA Wages and all allowances. For e.g. As stated in Point No. 5, the Gross Salary of the employee would be Rs. 27,733/- (Basic Wages – Rs. 10,050, DA – Rs. 13,668 considering present DA Rate of 136%, HRA @ 30% if applicable Rs. 3015 and other applicable allowances Rs. 1000/-).
7. Enter special remarks if any for the employee like contract basis, previously terminated and rejoined, joined from other company of MSEB etc.

### **B) Previous Employment Details :**

1. If the employee was previously employed and is having PF Number or UAN Number, Kindly Select "Yes". If the employee is not having details of PF Number/UAN Number, ask the concerned employee to collect the same from the previous Employer.

2. Enter Date of Exit from previous employment.
3. Enter Scheme certificate number, if issued by RPFC.

**C) KYC Details:**

1. Enter Aadhar Number, Employee name as per Aadhar, Gender as per Aadhar and date of birth or Year of Birth as per Aadhar. If complete Date of Birth is not available on employee's Aadhar Card then kindly ask the concerned employee to generate/download E-Aadhar from [www.eaadhaar.uidai.gov.in](http://www.eaadhaar.uidai.gov.in) or contact the nearby Aadhar Centers to update the Date of Birth on their Aadhar Card and submit to HR Department. The details on Aadhar must match with details entered under Employee Details, otherwise UAN Number will not be generated.
2. Enter Bank Account Number, IFSC Code and Employee name as per Bank Account.
3. Enter PAN Number and Employee Name as appearing on PAN Card.