

MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

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Website: - 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. 1st 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.

