

महाराष्ट्र राज्य विद्युत मंडळ  
भविष्य निर्वाह निधी विश्वस्त मंडळ

फोन नं. ०२२-२४०९३११०

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एस्टेला बॅटरीज विस्तारीत इमारत

भविष्य निर्वाह निधी विभाग

धारावी रोड, मांटुग। (पु) मुंबई ४०० ०१९.

क्र.लेवि/भनिनि/ ० | 30

दिनांक :- 7 JAN 2020

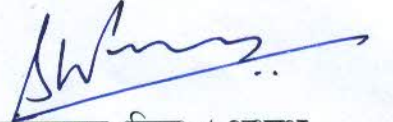
परिपत्रक क्र. २१६

**विषय:-** महानिर्मिती, महापारेषण, महावितरण व म.रा.वि.मं. सुत्रधारी कं. या कंपन्यांच्या विभागीय कार्यालयातून येणारे अग्रिम उचल ( परतावा व ना परतावा उचल), अंतिम प्रदान (९०% व १०%, १००%), कर्मचारी अनुबद्ध ठेव विमा योजना १९७६ (EDLI) व कर्मचारी निवृत्ती वेतन योजना १९९५ चे प्रस्ताव खालील जोडलेल्या मार्गदर्शक सुची नुसार पाठवणे बाबत.

महानिर्मिती, महापारेषण, महावितरण व म.रा.वि.मं. सुत्रधारी कं.म. या कंपनीतून वरील विषयानुसार येणा-या प्रस्तावांची छाननी करत असताना ब-याच वेळा त्रुटी असल्याने विभागीय / संबंधित कार्यालयास त्रुटी पुर्ततेसाठी परत पाठवावे लागतात. भ.नि.नि. कार्यालयास येणारे सर्व प्रस्ताव अचुक व योग्य त्या कागदपत्रासहीत प्राप्त होण्यासाठी सोबत मार्गदर्शक सुची जोडलेली आहे. या मार्गदर्शक सुची प्रमाणे अचुक व योग्य कागदपत्रे जोडून प्रस्ताव सादर करण्याची जबाबदारी मानव संसाधन विभागाची आहे.

करीता या परिपत्रका द्वारे असे निर्देशित करण्यात येते की, भ.नि.नि. कार्यालयास येणारे प्रस्ताव सोबत जोडलेल्या मार्गदर्शक सुची नुसार प्राप्त झाले नाहीत, तर होणा-या विलंबास विभागीय / संबंधित कार्यालये जबाबदार राहतील याची नोंद घ्यावी.

हे परिपत्रक सर्व कंपन्यांच्या संकेत स्थळावर उपलब्ध आहे.

  
संचालक (वित्त) / अध्यक्ष  
म.रा.वि.मं. सुत्रधारी कं. मर्या., /  
म.रा.वि.मंडळ, भ.नि.नि. न्यास

प्रत:- प्रेषण यादीप्रमाणे:-

महानिर्मिती/महापारेषण/महावितरण/म.रा.वि.मं. सुत्रधारी कं.म.

**A. Checklist in respect of Refundable advance other than Medical :-**

1. Only one hard copy of application (Form 15) is submitted with Employee's signature and signature & stamp of forwarding and controlling officer.
2. Cancelled cheque or copy of Front page of pass-book of Salary Saving bank account is attached.
3. Latest salary slip is attached
4. In case of advance applied for education purpose, Fees Receipt for Latest year from any Professional Educational institution in India or abroad is attached in original or attested copy.

**B. Checklist in respect of Medical advance for treatment of self and Family :-**

1. Only one hard copy of application (Form 15) is submitted with Employee's signature and signature & stamp of forwarding and controlling officer.
2. Cancelled cheque or copy of Front page of pass-book of Salary Saving bank account is attached.
3. Latest salary slip is attached
4. Medical Certificate of M.S. or M.D or MBBS Doctor on Letter Head is attached having stamp, signature, Reg. No., contact no. & Mob. No of the Doctor and employee's name and estimated medical expenditure is written on the certificate.
5. Amount of Refundable advance applied is not exceeding the estimated medical expenses mentioned by Doctor. i.e upto 3 times (Basic+DA) if the Doctor is MBBS and upto 6 times (Basic +DA) if the Doctor is MD/MS qualified.
6. The balance period of Service of the employee is more than 18 months.

**Note**

- The minimum period between two regular Refundable advances is three months.
- Employee can avail one C.P.F advance and Second Advance for Self-medical treatment immediately.

**C. Checklist in respect of Non-refundable Advance:-**

1. Only One Hard Copy of Application (Form No.15(C)) having signature of the employee and sign & stamp of HR officials, F&A officials and Controlling officer is submitted.
2. Cancelled Cheque or copy of first page of Pass Book of Salary Saving Bank account is attached.
3. Latest Salary Slip is attached.

**List of required documents to be submitted with Non Refundable advance application**

**A) Purchase of Plot (for Construction of House)/Purchase of House**

1. Registered Agreement (Agreement to sale-Sub registrar) with balance amount /Sathekarar on stamp paper of proper value from owner of house/plot for selling his property with agreed value, made before two witness or allotment letter given on letter head by registered Co-op Housing Society.(No sale deed applicable)Latest Outstanding balance Letter from property owner.
2. One of the following recent documents for current year showing ownership of property from the owner who is going to sell property.
  - a) 7/12 Utara (along with N.A. Order)
  - b) Extract of property card
  - c) Assessment list (form No. 8 ro 43 etc)or Online Tax receipt
  - d) Certificate from Advocate i.e. search Report
3. Valuation certificate of plot/house to be purchased as per market rate from registered Architecture.
4. Copy of General Power of Attorney holder in favour of person who is selling plot/house.
5. No objection certificate from Co-op. Housing Society or CIDCO or MHADA etc. if the said plot/ house has been purchased by the owner from them.
6. If the plot/house is in joint property, the share of property should be mentioned in the documents given in item no. 2 above or deviation on stamp paper made before competent court of law.

**B) Purchase of Flat (from Builder or Power of attorney Holder)**

1. Registered Agreement (Agreement to sale-Sub registrar) with balance amount /Sathekarar on stamp paper of proper value made before two witness along with following documents.(No sale deed applicable )Latest Outstanding balance Letter from Builder with work construction report.
  - a) Title clearance certificate from advocate/search report
  - b) 7/12 Utara along with Non agriculture order
  - c) Development Agreement
  - d) Power of Attorney
  - e) Permission for commencement of construction or completion certificate if constructions completed from the office of local Municipal authority
  - f) Approved plan from local Municipal authority
  - g) Valuation certificate showing proper value of flat as per market rate from registered Architecture.
  - h) If Flat is joint property then,required co-applicants declaration on rs.100 stamp paper that he or she has not taken any loan from his/her office or from any financial institution for the same reason.
  - i) Lease Agreement if plot is under government possession-Triparty Agreement
  - j) Allotment letter if Flat/plot is from government organization like (MHADA,CIDCO)

**C) Construction of house/addition to the house/completion of house under construction etc.**

1. One of the following recent document for current year showing ownership of plot/house/flat.
  - a) 7/12 Utara (along with N.A. Order)
  - b) Extract of property card
  - c) Assessment list (from No. 8 or 43)or Online Tax receipt
  - d) Title clearance certificate from advocate
2. Permission for construction of house/addition to the house from office of local body i.e. Corporation/ Municipality/ Gram Panchayat on letter head(Please see that validity of permission should not be lapsed and Extension date of commencement of permission required ).
3. Estimated cost of construction of house/Addition of the house/completion of house under construction, from Architecture or professional Civil Engineer (item-wise) with owner name,property number,survey number ,Civil Engineer registration number on Civil Engineers letter head with date ,stamp and signature of Civil Engineer.
4. Incompletion of work or completion of work Certificate in Civil Engineers letterhead with civil Engineer registration number.
5. Plot on which construction is to be carried out necessary documents required in item (1) above, should show the share of subscriber or deviation before competent court of law.
6. Sanctioned layout plan with owner name,property number,survey number and stamp and sign of Corporation/ Municipality/ Gram Panchayat etc.
7. Employee has taken earlier non refundable advance for plot or house purchase and applying for extension on same plot or house ,declaration of controlling officer is required (equivalent to Executive Engineer) along with sanction detail of earlier advance.

**D) Resale Flat**

- a) Registered Agreement (Agreement to sale-Sub registrar) with balance amount /Sathekarar on stamp paper of proper value made before two witness.(No sale deed applicable )Latest Outstanding balance Letter from Builder or property owner
- b) Society/apartment not formed then required builders no objection certificate
- c) No objection certificate from society or apartment for selling Flat or house
- d) Current year Title clearance certificate from advocate
- e) Society Share certificate of flat owner as proof of ownership of flat
- f) If the Flat is in joint property ,required co applicants declaration on rs.100 stamp paper that he or she has not taken any loan from his/her office or from any financial institution for the same reason
- g) Layout of flat/House

**E) Repayment of Outstanding Housing Loan/Housing Loan for Construction of House/Housing loan for Purchase of plot (Like HDFC, LIC, ICICI/Nationalized Bank, Schedule Commercial Bank, MMRDA)**

- a) Employee shall submit certificate or such other documents from such agency ,indicating particulars of Home loan ,sanctioned amount ,loan account number,latest Outstanding principal and interest with banks stamp and Signature
- b) EMI statement from which loan installment deducted from employees saving account
- c) Current year Title clearance/Search Report certificate from advocate

**F) Payment for L.I.C Insurance Premium**

- a) Attested Xerox copies of policy document of LIC of India
- b) If premium amount not paid required Original Intimation letter of insurance company of LIC of India(It is applicable only for current financial year )
- c)If premium paid before applying Non-Refundable advance required attested copy of paid receipt (It is applicable only for current financial year )

**Other general required Documents**

- 1) All Xerox copies should be attested by the officer not below the rank of Executive Engineer.
- 2) Audited 3.6 form if there is difference in subscriber's name in PLA Slip and service book.
- 3) Full postal address of Circle/Divn/Sub-Division along with Pin code of office where salary of the employee is accounted.
- 4) Signature of subscriber/owner of property, HR and F&A officials, controlling and forwarding officer is to be taken on application and declaration, for having filled in the form without mistake and full matter covered.(Service certificate if available )
- 5) Only one hard copy of application along with Latest salary slip,salary a/c cancel cheque Xerox, passbook front page and documents as per checklist
- 6) Employee can take advance 18 months before retirement.
- 7) Employee must completed 5 years of membership of fund for all above Non Refundable advance reasons except for Repayment of Housing Loan, employee must completed 10 years of membership of fund.

**Important: -** It is requested to forward the application with verification of all documents mentioned above, so as to avoid delay and rejection and to get advance in time.

## **CHECKLIST FOR FINAL SETTLEMENT SECTION**

Before forwarding the claim papers, HR section should carry out the following checks:

### **A. In respect of 10% or 100% Final settlement Claim**

- 1) All particulars in Form No. 11 are dully filled up.
- 2) Form No. 11 is signed & stamped at relevant places by concerned viz.,  
(i) Employee (ii) HR official (iii) F&A official (iv) Controlling officer
- 3) Following particulars of last 12 months CPF deduction statement are complied with:
  - a) It is signed & stamped by (i) HR official (ii) F&A official (iii) Controlling officer.
  - b) The amount mentioned in the statement is tallying with CPF schedule.
  - c) Pay fixation arrears & DA arrears paid to employee, if any, are mentioned in the statement.
  - d) Amount of Voluntary CPF contributions and Loan repayments, if any, are mentioned in the statement.
  - e) If any recovery/ reversal of CPF is appearing in the statement, the reason for the same are mentioned in it.
  - f) If any excess CPF deduction is appearing in the statement, the reason for the same are mentioned in it.
- 4) All recoveries for Loan installment & BOT are updated in CPF schedule before sending the case to CPF section.
- 5) EPS payment of last 5 years is deducted & paid to EPFO through ECR challan.
- 6) In case, CPF deduction is not appearing in CPF schedule of last 5 years then,
  - a) It is due to the fact that salary is not drawn for particular month and if supplementary salary was drawn for that particular month, then CPF is deducted & EPS is deducted & paid to EPFO through ECR challan.
  - b) If salary is not drawn, then EOL statement is attached or if there is any other reason, the same is mentioned.
- 7) If the retiring employee has been promoted from Class – IV to higher Class, then promotion Order & joining report is attached.
- 8) Employee's name & date of birth is matching with CPF database. If not, then audited Form no. 3.6 & Service Book copy is attached.
- 9) The Employee name is matching with the bank details.
- 10) Minus (-) S Form, IBA & Schedule is attached in case of excess payment made to the employee on account of resignation, death, etc.

- 11) Suspension order, joining report, revocation order, and termination order is attached in cases where the employee was suspended or terminated or revoked in last five years and the payment is reconciled at HR Section & tallying with the amount payable period of termination, suspension, revocation.
- 12) PAN Card & Form 15 G is submitted in case the employee is withdrawing amount more than or equal to Rs. 50,000/- with service period of less than 5 years.
- 13) In case of Loan sanctioned but not disbursed
  - a) Cashbook, Cash Voucher & Service Book record is verified & it is observed that loan was not disbursed then Controlling Officer letter & Rs. 200/- Bond paper notarized and signed by employee on the given format is required.
  - b) If after verifying Cashbook, Cash Voucher & Service Book record, if found that loan was disbursed then CV No, CV date for disbursed amount & R Form is required.
- 14) Following documents are attached :
  - i) Form No.11
  - ii) Last 12 month statement
  - iii) Relieve order
  - iv) cancelled cheque /first page bank passbook Xerox copy
  - v) Pan Card/ Aadhar Card
  - vi) For Point no. (12) Form 15 G

**B. In respect of 90% Final Settlement Claim**

- 1) All particulars in 90% Application Form are dully filled up.
- 2) 90% Application Form signed & stamped at relevant places by the employee, HR official, F&A official and controlling officer.
- 3) Cancelled cheque or copy of first page of bank passbook of Employee's salary saving Bank Account is attached.
- 4) Following documents are attached :
  - i) 90% Application Form
  - ii) Cancelled cheque or copy of first page of bank passbook of Employee's salary saving Bank Account.

**C. In respect of claims due to death of Employee**

- 1) All particulars in Form No. 12 are dully filled up.
- 2) Form No. 12 is signed & stamped at relevant places by the nominee(s), HR official, F&A official and controlling officer.

3) Nominee details w.r.to name, relationship, share % are matched with service records.

**Note- Member has not submitted fresh nomination after marriage, any nomination made before such marriage shall be deemed to be invalid.**

4) In case, the employee has not made any nomination, then Final Settlement Case will be finalized on the basis of list of family members as declared by the employee in Form No. 1&2 whichever is applicable. If any of these is not applicable then the claim will be finalized on the basis of legal heir certificate. Please check that the details of Heirs w.r.to name, relationship, share % are matching with legal heir Certificate.

5) In case of there is disputes and doubts, a succession certificate may be called for. In such case, please check that details of Heirs w.r.to name, relationship, share % are matching with succession certificate.

6) Form no. 12, Pan Card/ Aadhar Card, Cancelled cheque / copy of first page of Bank passbook of each nominee / heir is attached.

7) The nominee/heirs name is matching with the bank details.

8) The Original Death certificate is attached.

9) Point No (A) 3,4,5,6,7,8,10,11 is also checked for death case.

10) Following documents are attached :

- i) Form No12
- ii) Last 12 month statement
- iii) Cancelled cheque/ first page bank passbook copy
- iv) PAN Card/Aadhar Card
- v) Original Death Certificate
- vi) For Point no (4) Legal heir certificate
- vii) For Point no(5) succession certificate

#### **D. In respect of Supplementary CPF Final Claim**

1) All particulars in Annexure 'B' as per Circular No.8893 dt. 27.09.2012 are duly filled up.

2) If any arrears payment is made to the employee after Final settlement, then Employee share of CPF contribution @ 12% is paid along with arrears payment and Annexure 'B' is submitted to CPF section for Employer share of CPF contribution.

- 3) If by mistake, employee share is also deducted after Final Settlement and reflected in CPF Schedule and S form, then Annexure 'A' is submitted to CPF section for Employer & Employee both share of CPF contribution.
- 4) CV number and date of Arrears payment is indicated in Annexure 'A' & 'B'.
- 5) Annexure 'A' / 'B' is signed & stamped at relevant places by HR official, F&A official and controlling officer.
- 6) Following documents are attached:
  - i) Annexure 'A' / 'B'
  - ii) Cancelled cheque / copy of first page of bank passbook
  - iii) In case of death of employee death certificate is attached.



## **CHECKLIST FOR EMPLOYEE DEPOSIT LINK INSURANCE (EDLI)**

1) Two copies of Form No 5(IF) with the sign & stamp at relevant places of nominees/ legal heirs and controlling officer is submitted.

Note- Separate Form No 5(IF) for each nominees/ legal heirs is attached.

2) Following documents are attached:

i) Form no 5(IF)

ii) PAN Card/ Aadhar Card of nominees/ legal heirs

iii) Cancelled cheque/ copy of first page of bank passbook

iv) Two copies of original death certificate

**Note - EDLI claim & Pension Claim of death employee is submitted jointly to CPF section.**

I **Checklist for submitting Form No. 10 D and proposal under Employee Pension Scheme.**

- 1) Attach two copies attested by Dy. Manager (HR) or above, of (a) Employee Service Book First Page (b) School Leaving Certificate or Birth Certificate (c) Aadhar card.
- 2) Attach two copies attested by Dy. Manager (HR) or above, of spouse's (a) Aadhar card (b) School Leaving Certificate or Birth Certificate.
- 3) Attach two attested copies of first page of Bank pass book. (Employee should have separate or joint account in any of the designated bank only viz. State Bank of India, ICICI Bank, Bank of India, Axis Bank, HDFC Bank & Punjab National Bank).
- 4) Attach 3 passport - size joint photographs of employee & his / her spouse.
- 5) Confirm whether employee's name is correctly mentioned in proposal and MUST match with all Aadhar Card, Bank Passbook, Form 10D & others.
- 6) Attach two audited copies of statement showing EOL (i.e leave without pay) during service. {However, if EPS (e.g. 417/-, 541/- & 1250/- etc) is deducted during EOL, then respective leave need not be shown as EOL }
- 7) In case supplementary salary is drawn (for one or more months), details of month wise EPS deducted & paid is provided.
- 8) Confirm whether employee has children below 25 years of age. If yes, his / her name & proof of birth date (School Leaving, Bonafide Certificate from authorities, School / College Birth Certificate, Passport etc.) must be attached. [Any details need not be given for children aged above 25 years].
- 9) Salary details for last five years (60 Months). If employee retired before March 2012, the details of salary drawn of 12 months need to be attached.
- 10) If the Member was previously employed in any undertaking (before joining present employment), relevant details in column no. 15&16 of Form 10D needs to be filled.

- 11) If there is any difference in name or difference in spelling given as per Form No. 10D and name/ spelling as per other documents, please attach Aadhar Card, Bank Passbook etc. along with joint declaration.
- 12) Confirm whether the proposal is audited & duly signed & stamped by appropriate authorities. Also, confirm whether every page is self attested by employee.

## II Checklist for submission of Form 10D and proposal in case of Deceased

### Employee Pension Scheme.

- 1) Attach two copies attested by Dy. Manager (HR) or above, of deceased (a) employee's Service Book First Page (b) School Leaving Certificate or Birth Certificate (c) Aadhar card.
- 2) Attach two copies attested by Dy. Manager (HR) or above of spouse and children below 25 years (at the time of death of employee) (a) Aadhar card (b) School Leaving Certificate or Birth certificate.
- 3) Confirm two audited copies of chart of EOL (Leave without pay), if any, is attached.
- 4) Original copy of Death certificate of deceased & its one copy attested by Dy. Manager (HR) or above.
- 5) Attach two attested copies of Legal Heir / Heir certificate given by Executive Magistrate (Tahasildar) of deceased with their birth date of Heirs in prescribed format.
- 6) One original copy of Form No. F-2 and LSM Certificate & one attested copy of each.
- 7) Attach two attested copies of final settlement of CPF.
- 8) If the deceased has two surviving wives, and Divorce from first wife has not taken place, Form 10D should be filled & signed by first wife only, and name of the second wife needs to be mentioned in column no. 12 of Form 10D. Original Marriage Certificate of Both Marriages is to be attached.
- 9) In case of second marriage of deceased, copy of divorce, (of first marriage) marriage certificate (of 2<sup>nd</sup> marriage) should be attached.
- 10) If spouse of deceased employee is also deceased, then attach one copy of her / his death certificate in original & its attested copy.
- 11) Attach 3 copies of passport size joint photographs of children below 25 years. Further, separate Bank account of each of heir in same branch

should be opened in any of stipulated 6 Banks. Also, details of bank, ( i.e. Name, Branch, Complete address ) must be mentioned in the proposal.

- 12) Confirm whether separate Form having specimen signature is attached for each of children below 25 years & spouse.
- 13) Attach two attested copies of relevant Office Order if deceased employee is terminated / voluntarily retired / retired.
- 14) If the deceased was previously employed in any undertaking (before joining present employment), relevant details in column no. 15&16 of Form 10D needs to be filled.
- 15) Confirm whether justification for delay is submitted through proper channel, if submission of proposal is delayed by more than 1 month.
- 16) Attach two audited copies of statement showing EOL (i.e. leave without pay) during service. {However, if EPS (e.g. 417/-, 541/- & 1250/- etc) is if any deducted during EOL, then respective leave need not be shown as EOL}
- 17) Confirm whether in case supplementary salary is drawn (for one or more Months), details of month wise EPS deducted is provided.
- 18) Proposal for EDLI must also be submitted along with pension proposals.
- 19) If there is any difference in name or difference in spelling given as per Form No. 10D and name/ spelling as per other documents, please attach Aadhar Card, Bank Passbook etc. along with joint declaration.
- 20) Confirm whether the proposal is duly audited, signed & stamped by appropriate authorities. Also, the proposal must be self attested by applicant.

**III Checklist for employee's service period is less than 10 years (Form – 10C) under Employee Pension Scheme.**

- 1) Check whether duly filled Form No. 10C is submitted if Employee's service period is less than 10 years.
- 2) Attach two copies attested by Dy. Manager (HR) or above of (a) First page of employee's Service Book (b) School Leaving Certificate or Birth Certificate c) Aadhar Card.
- 3) Attach two copies attested by Dy. Manager (HR) or above of spouse's Aadhar Card, in case of Deceased employee.
- 4) Attach two copies attested by Dy. Manager (HR) or above of Office Order accepting employee's resignation.
- 5) Please attach 3 passports – size photograph of employee & his / her spouse, in case of Deceased employee.
- 6) Confirm whether employee's name is correctly mentioned in proposal and MUST match with Aadhar Card, Bank Passbook, Form 10D & others.
- 7) Please attach Aadhar Card, Bank Passbook etc. along with joint declaration is attached if there is any difference in name or difference in spelling given as per Form No. 10C and name / spelling as per other documents.
- 8) Confirm whether in case supplementary salary is drawn (for one or more months), details of month wise EPS deducted & paid is provided.
- 9) Attach two attested copies of Bank Passbook & Cancelled Cheque.
- 10) Confirm whether the proposal is audited & duly signed & stamped by appropriate authorities. Also, confirm whether every page is self attested by employee.