

MSEB CPF Portal is started in Jan-2015. The CPF claims online submission is started in Jan-2017. Various reports are deployed for checking status of claims and others. Following reports are existing in system as on date. **It is instructed to make use of all the reports on daily/weekly/monthly basis as necessary.**

CPF Reports for HR Section : This option is provided to HR section employees for whom CPF special access form no 102 has been submitted as per CPF Circular no 201. The HR section must check following reports on regular basis.

- **Employees Created List** : This report shows the list of new employees created during given period. HR section should check this report if they have sent new CPF Number forms no 3.1, 3.2 to CPF section. **CPF section will not revert to the mail ids from now onwards.** If CPF number not allotted within a week by CPF section, they can send reminder. HR section must enter their Accounting unit code and period of CPF numbers created. They can see the list of employees created for their location based on form no 3.1,3.2 and Form 11 received. For employees joining within MSEB companies, the existing CPF number will be informed on mail.
- **CPF FS Both Share Supplementary Claim** : This report is for generation of Supplementary CPF both (employee+board share) share claims which are Final submitted during given period for you location. See instructions for supplementary claim submission dated 15-Jul-2017.
- **CPF FS Board Share Supplementary Claim** : This report is for generation of Supplementary CPF board share claims which are Final submitted during given period for you location. See instructions for supplementary claim submission dated 15-Jul-2017.
- **CPF Advance Pending with Employee or Office** : This report shows the list of CPF advance claims which are entered in system but they are not submitted using 'Final Submit' button. The same report also shows claims which are dispatched but are not yet received by CPF section. They may be with the employee or office or in transit. HR section must ensure that the claims reach CPF section at the earliest. Any claims which are pending in system for more than one month should intimate to CPF section in mail. After Inward number assigned to the claim, the claim will not appear in this report. It will be pending with CPF section.
- **CPF Final Settlement Pending with Employee or Office** : This report shows the list of CPF final (10/100/90%/supplementary CPF) claims which are entered in system but they are not submitted using 'Final Submit' button. The same report also shows claims which are dispatched but are not yet received by CPF section. They may be with the employee or office or in transit. HR section must ensure that the

claims reach CPF section at the earliest. Any claims which are pending in system for more than one month should intimate to CPF section in mail. After Inward number assigned to the claim, the claim will not appear in this report. It will be pending with CPF section.

- **CPF Advance Pending with CPF Section** : This report shows the list of CPF Advance claims which are received by CPF section and inward number assigned. This ensures that the claim is pending with CPF and can be sanctioned or rejected. Any claims which are pending with CPF section as in this report for more than one month should intimate to CPF section in mail.
- **CPF Final Settlement Pending with CPF Section** : This report shows the list of CPF final (10/100/90%/supplementary CPF) claims which are received by CPF section and inward number assigned. This ensures that the claim is pending with CPF and can be sanctioned or rejected. Any claims which are pending with CPF section as in this report for more than one month should intimate to CPF section in mail.
- **CPF Nominee Pending with Employee or Office** : This report shows the list of CPF nomination applications which are entered in system but they are not submitted using 'Final Submit' button. The same report also shows claims which are dispatched but are not yet received by CPF section. They may be with the employee or office or in transit. HR section must ensure that the claims reach CPF section at the earliest. Any claims which are pending in system for more than one month should intimate to CPF section in mail. After the application is verified/approved/rejected, the application will not appear in this report.
- **Employee Not Register on Portal** : This report generates list of employees who are active and not yet registered to MSEB CPF Portal. **Insist every employee to register to the MSEB CPF Portal**. This portal is for the MSEB PF members to apply for CPF claims, know status, know monthly CPF recoveries credited, debited from their CPF balances, generate yearly CPF PLA slips, check status of loan balances etc.

S&R Form Submission -> Reports : There is 'Reports' option provided under 'S&R Form Submission' menu. In this option following reports are existing for accounts users. Accounts section employees for whom CPF special access form no 101 has been submitted as per CPF Circular no 196. The accounts section must check following reports on regular basis.

- **CPF S&R Accounting Balance Summary** : This report shows circle and division-wise CPF balances as per S-Form and R-form IBA submitted to CPF section. The report is generated for selected company and the accounting month up to which balances are required. This report is for Circles and Head Office to monitor CPF balances. The month used is the accounting month and not CV month. E.g. amount of CPF

recovered in Apr-2017 but accounted in Jun-17 is considered for Jun-2017 and not for Apr-2017. If any entry recently entered, the amount will immediately affect balances.

- **Location-wise CPF S&R Information(Accounting Month-wise)** : This report shows quarterly balances for given accounting location based on accounting month. E.g. if payment made and CPF recovered in Apr-2017, but was not accounted due to some manual work and if the same sent in separate S-Form or R-Form in Jun-2017, the amount will be shown under Jun-2017 as accounting month. If such entry taken by CPF S&R accounting section in Jul-2017, the necessary month will be displayed under '**Taken in**' column. CV month i.e. actual payment month will be displayed under column name '**Recov/Paid Mth**'. For reconciliation purpose, Accounting month is used by accounts section. For CPF schedule crediting/debiting, effect will be given based on CV date (Recovery month/payment month). If any entry recently entered, the amount will be immediately affect the report.

NOTE : It is instructed to make use of the reports which will be added in near future. Instructions may not be sent for the same. If available reports are not used, the portal cannot be used effectively.