



महाराष्ट्र राज्य विद्युत मंडळ  
भविष्य निर्वाह निधी विश्वस्त मंडळ

फोन नं. ०२२-२४०९३११०  
०२२-२४०३१४९८  
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एस्ट्रेला बॅटरीज विस्तारीत इमारत  
भविष्य निर्वाह निधी विभाग  
धारावी रोड, मांटुगा (पु) मं.बई ४०० ०१९.

क्र.लेवि/भनिनि/ No 9

दिनांक : 5 JAN 2022

परिपत्रक क्र. २२०

विषय : महानिर्मिती , महापारेषण , महावितरण व म.रा.वि.मं.सुत्रधारी कं. या कंमन्यांच्या विभागीय कार्यालयातुन येणारे अग्रिम उचल (परतावा व ना परतावा उचल) व अंतिम प्रदान (९०% ,१०% व १००%) प्रस्ताव खालील जोडलेल्या सुधारित मार्गदर्शक सुचीनुसार पाठविणेबाबत.

संदर्भ : भनिनि परिपत्रकक्र. २१६ दिनांक ०७.०१.२०२०

म.रा.वि.मंडळ भनिनि विश्वस्त मंडळाच्या दिनांक १६.१२.२०२१ रोजी झालेल्या ११२ व्या बैठकीदरम्यान मिळालेल्या मंजूरीद्वारे परिपत्रकक्र. २१६ दिनांक ०७.०१.२०२० मधील अग्रिम उचल व अंतिम प्रदान प्रस्तावाच्या मार्गदर्शक सुचीमध्ये सुधारणा करण्यात आलेल्या आहेत.

करिता या परिपत्रकाद्वारे अग्रिम उचल व अंतिम प्रदान प्रस्तावाची सुधारित मार्गदर्शक सुची सोबत जोडलेली आहे. या मार्गदर्शक सुचीप्रमाणे अचुक व योग्य कागदपत्रे जोडुन प्रस्ताव सादर करण्याची जबाबदारी मानव संसाधन विभागाची आहे.

हे परिपत्रकसर्व कंमन्यांच्या संकेत स्थळावर उपलब्ध आहे.

  
सचिव

विश्वस्त मंडळ ( भनिनि)  
महाराष्ट्र राज्य विद्युत मंडळ

प्रत - प्रेषण यादीप्रमाणे

## MSEB CPF Trust

### REVISED SOP for Refundable Advance And Non Refundable Advance

#### Documents required for uploading on CPF PORTAL for Refundable advance

- Scan copy of Online Generated **Form 15** with Signature of employee and controlling officer/Forwarding officer sign and Desg. Stamp.
- In case of Medical reason, Medical Certificate required.
- In case of Payment of Higher Education, tuition fees receipt required.
- Latest Salary slip.
- Cancelled Cheque/passbook copy of Salary Saving Bank a/c

#### Refundable advance Reasons

- Higher education
- Medical Treatment for Family
- Medical Treatment for Self
- Funeral expenses of mother or father
- Relief to the subscriber in case of theft or robbery
- Overseas travel for reason of health of subscriber/family
- Self-Dependent real Brother /Sister's Marriage
- Self-Dependent real Son /Daughter's Marriage
- Court Case
- Naming Ceremony
- Thread Ceremony
- Novjot Ceremony of Son/Daughter
- Marriage Purpose Self
- Sunnat Ceremony of Son/Daughter
- Baptism or Communion of Son/Daughter
- First Death Anniversary of employee parent
- Natural calamities

Documents required for uploading on CPF PORTAL For Non-Refundable advance

- Scan copy of Online Generated **Form 15 C** audited with **second page of declarations signed by employee** except Covid 1 and covid 2 advance reason.
- Latest Salary slip.
- Cancelled cheque/passbook copy of Salary Saving Bank a/c.
- In case of Payment of insurance Premium - Form 16 required.

Non-Refundable advance Reasons

- Outbreak of any epidemic or Pandemic (COVID-19)
- Second COVID-19 Non-Refundable
- Purchase of House/Flat
- Purchase of residential Plot
- Construction of house on Plot
- Extension of existing house
- Repayment of housing loan to the organization on like ICICI,HDFC
- Payment of insurance Premium

## **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) All recoveries for Loan installment & BOT are updated in CPF schedule before sending the case to CPF section.
- 4) EPS payment of last 5 years is deducted & paid to EPFO through ECR challan.
- 5) 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.
- 6) If the retiring employee has been promoted from Class – IV to higher Class, then promotion Order & joining report is attached.
- 7) Employee's name & date of birth is matching with CPF database. If not, then audited Form no. 3.6 & Service Book copy is attached.
- 8) The Employee name is matching with the bank details.
- 9) 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.
- 10) Any excess payment made to the employee on account of resignation, death, Suspension, termination etc recovery will be done before submission of the claim to CPF Section. Any recovery regarding excess payment for that Minus (-) S Form, IBA & Schedule not accepted after submission of the claim to CPF Section, the same will be recovered & adjusted at company level.
- 11) 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.
- 12) 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 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.

13) Following documents are attached :

- i) Form No.11
- ii) Relieve order
- iii) cancelled cheque /first page bank passbook Xerox copy
- iv) Pan Card/ Aadhar Card
- v) For Point no. (11) 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) 3,4,5,7,9,10,12 is also checked for death case.
- 10) Following documents are attached :
  - i) Form No12
  - ii) Cancelled cheque/ first page bank passbook copy
  - iii) PAN Card/Aadhar Card
  - iv) Original Death Certificate
  - v) For Point no (4) Legal heir certificate
  - vi) 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.