

AD/PF/ADV/408

Date :06/06/2017

Sub: Instruction in respect of recovery of Advance
for which payment made by MSEB CPF Trust

With reference to the above subject, it is to state that as from April, 2017 MSEB CPF Trust, Dharavi shall be paying all CPF Claims, viz 1) CPF Advance 2) 90% Advance of Final Settlement 3) 10% Balance of Final Settlement and 4) 100% Final Settlement, Directly to CPF Members in their salary saving Bank account.

In this respect List of Employees to whom CPF Advances Paid from MSEB C.P.F Trust through NEFT/Direct payment is displayed on www.mahadiscom.com- Employee Portal- **MSEB CPF Portal as CPF Advances and Final settlement paid**. It is requested to kindly go through MSEB CPF Portal to check the list to whom payment is made by MSEB CPF Trust and instruct to concerned staff to take action as indicated below.

“PAYMENT IS MADE BY MSEB CPF TRUST FOR CPF CLAIMS. LOCATION SHOULD NOT MAKE PAYMENT. THEY MUST RECORD THIS PAYMENT IN SERVICE BOOK OF RESPECTIVE EMPLOYEES. CPF ADVANCE PAYMENT DETAILS WILL BE LOADED IN MSPGCL/MSETCL/MSEB HOLDING SAP SYSTEM AND MSEDCL PAYROLL SYSTEM AT HO LEVEL. **HR SECTION AND AUDIT SECTION OF ALL COMPANIES MUST ENSURE THAT CPF ADVANCE RECOVERY IS AUTOMATICALLY STARTED IN SAP/PAYROLL SYSTEM. THESE AMOUNTS SHOULD NOT BE SHOWN IN CPF R-FORM AND R-FORM IBA AND SHOULD NOT BE ENTERED IN 'CPF S&R FORM SUBMISSION' SCREEN IN MSEB CPF PORTAL. MSPGCL/MSETCL SHOULD CONSULT SAP TEAM. ACCOUNTING SHOULD NOT BE DONE FOR THESE AMOUNTS**”

R. Pawar
Secretary 6/6/17

To the Board of Trustees
of MSEB CPF Trust