



MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: - www.mahadiscom.in

No.AD/PF/S&R/D/3791

Date- 30/04/2015

DEPARTMENTAL CIRCULAR NO- 196

Sub: - Submitting CPF S&R Form information through MSEB CPF Portal.

It is to inform that CPF S&R form has to be submitted to CPF Section on or before 6th of every month. However it is seen that many field offices are not submitting S&R form in due time. Hence CPF Section has to take continuously follow up with the field offices which is resulted to delay in making statutory payment of Employee's Provident Fund Organisation (EPFO).

The CPF Section are preparing consolidated statements after receipt of S&R form information from all field offices of four companies for statutory payment to EPFO and also prepare account for payment/receipts to/from companies with MSEB CPF Trust before due date. Hence it is necessary to submit S&R form information in time & accurate. **Therefore it is decided to collect the CPF S&R form information from April-2015 onwards through internet based MSEB CPF Portal instead of taking on telephone. In this regard MSEB CPF Section has already issued CPF Circular NO-194 dated 06/01/2015 with subject "Steps for registration at MSEB CPF Portal" for employees to register at MSEB CPF Portal. The MSEB CPF Portal is available at www.mahadiscom.in under Employee Portal.**

The MSEB CPF Portal is common to all employees of four companies in which CPF Section will provide additional facilities to Accounts Section employees for submission of CPF S&R form information to CPF Section. Two types of accounting users are designed for providing them special access. The employee who has given "CPF S&R Accounts Preparing User" access can enter and edit the CPF S&R Form information. The employee who has given "CPF S&R Accounts Submitting Authority" access can enter and edit the S&R Form information and also finalise the same till **cut-off date i.e. on or before 6th of every month.** It is necessary for the "S&R Accounts Submitting Authority" to verify and finalize the S&R Form information which may be prepared by S&R preparing user. **The CPF Accounts Submitting Authority can directly submit CPF S&R Form information through his/her login.**

When employee gets registered at MSEB CPF Portal as per CPF Circular 194 dated 06/01/2015 employee is considered Standard User by default. For getting special access for submission of CPF S&R form information, respective field offices must send the concerned employee details who is prepares S&R Form information {i.e. LDC / UDC / AA (A/c)} and authorises is to submit S&R Form information {i.e. Dy. Manager/Manager/Sr. Manager (F&A)} in the form “**MSEB CPF Portal- CPF S&R Submission Special Access Form (No-101)**”. This form should be filled and scan copy to be sent on E-mail ID msebcpf.sr@gmail.com with proper subject as ‘**CPF S&R Submission Special Access Form for (four digit cpf location code)**’. After mailing of access form to CPF section, field office is required to inform the same at **telephone no-(022) 24092531** to confirm the receipt of the form. It is to be noted that the **special access form should be duly verified and signed by respective field office head i.e. E.E. or S.E.**

The CPF S&R accounts preparing user/authority will be tagged to the CPF location code provided in the access form. The preparing user/authority can provide the information only for his location which is provided in access form. In case of preparing user/authority gets transferred and need to change the user/authority access, the access form should be provided immediately at above mentioned e-mail ID giving previous employee details and current employee details to revoke the access from previous employee and give access to new employee. **The “MSEB CPF Portal – CPF S&R Submission Special Access Form (No-101)” & Steps for submission online S&R form information though MSEB CPF Portal is enclosed to this circular.**

It is also to be noted that field offices must send their duly signed hard copy of CPF S&R Form along with Dr./Cr. IBA to CPF Office for audit and verification purpose on or before 10th of the month.

This circular is available on website www.mahadiscom.in under Employee Portal.

R. Pawar
30/4/15
Secretary

**to the Board of Trustees
of MSEB's C.P.Fund Trust, Mumbai**

Encl.:-

- 1) Steps for submission online S&R form information though MSEB CPF Portal.
- 2) “MSEB CPF Portal- CPF S&R Submission Special Access Form (No-101)”.

Steps for submission online S&R form information through MSEB CPF Portal.

- 1) Log to www.mahadiscom.in > EMPLOYEE PORTAL > MSEB CPF Portal Related > MSEB CPF Portal.
- 2) **Select register company > Enter CPF Number> Enter Password.**
- 3) Click on **“S&R Form Submission”** Button (Left in side of screen).
- 4) Click on **“Recovery Month & Accounting Month”** Button and select the S&R Form months required to submit (normally already set the user/authority only required to click on done button.)
- 5) Click on **“Select Form Type”** button and select first **“REGULAR S Form”**
- 6) Click on CPF **“Location Code”** button. **Enter 4 digits Location Code** or select location code from pull down menu.
- 7) Click on button **“Get Details”**. Thereafter online Regular S Form screen will open.
- 8) **Enter Total Regular CPF amount** in column **“Employee Share CPF Subscription (A)”** which is deducted from employees’ salaries. The system automatically will take same amount as Company Contribution.
- 9) **Enter Total Extra CPF amount** in column **“Extra CPF Contribution (B)”** which is deducted from employees’ salaries.
- 10) **Enter Total Recovery of Principal amount on CPF Loan** i.e. principal cpf loan recovery from salaries plus amount paid through Money Receipt by employees’ against cpf loan in column **“Principal Recovery of CPF Loan (C).”**
- 11) **Enter Total Recovery of Interest amount on CPF Loan** i.e. interest recovery on cpf loan from salaries plus amount paid through Money Receipt by employees’ against cpf loan in column **“Interest Recovery of CPF Loan (D).”**
- 12) **Enter Total Recovery of 1% BOT Interest amount on CPF Loan** i.e. 1% BOT Interest recovery on CPF loan from salaries plus amount paid through Money Receipt by employees’ against CPF Loans in column **“1% BOT Interest Recovery on CPF Loan(E).”**
- 13) **Enter Total EPS Contribution** in column **“EPS Contribution (Q)”**.
- 14) Check S Form Total is correct in column **“Total Employee Subscription (G)”** and S Form IBA Amount in column **“Total S-Form IBA Amount(S)”**.
- 15) Click on **“Save”** button.
- 16) Check amounts properly and then **Click on “Finalise”** button (**Only for S&R Submitting Authority**).

- 17) Then click on **“Clear”** button.
- 18) Click on **“Select Form Type”** button now this time **select “REGULAR R Form”**.
- 19) **Again click on “Get Details”** button. Thereafter online Regular R Form screen will open.
- 20) **Enter Total CPF Sanction Advances paid** to employees' i.e. Refundable Plus Non Refundable Advances in column **“CPF Advance Total Amt (P)” (i.e. Red Form)**.
- 21) **Enter Total CPF Settlement Sanction amount paid to employees'** i.e. 10% Plus 90% Plus 100% Plus Supplementary Claim of Board Contribution in column **“CPF Final Settlement(90%/10%/100%/Suppl. Claim) Total Amt (R) :” (i.e. Blue Form)**.
- 22) Check R Form Total and R Form IBA amount in column **“Total R Form Cum IBA Amt(S)”**. **If in case R Form is Nil then enter “Zero” value** in column **“CPF Advance Total Amt (P)”** and **“CPF Final Settlement(90%/10%/100%/Suppl. Claim) Total Amt (R)**.
- 23) **Click on “Save”** button.
- 24) Check amount properly then **click on “Finalise”** button (**Only for S&R Submitting Authority**).
- 25) **Only for MS.E.D.C.L. (Mahadiscom)**

Enter employees' wise R Form detail in HRMS/Payroll system.

It is to be noted that only CPF S&R Submitting Authority have right for Finalisation. CPF S&R Preparing user can only save data in system. Once CPF S&R Submitting Authority clicks on **“Finalise”** button then cannot edit further.

MSEB CPF Portal - CPF S&R Submission Special Access Form (No - 101)

Company Name : _____

CPF Accounting/Location Unit Code :(In 4 digits) _____ CPF Accounting/Location Unit Name : _____

Sr. No.	Responsibility	Description	Request for Change of User/Authority	CPF Number	Name of Employee	Designation	Mobile No	Remarks For Change of User Access	Signature of Employee to whom special access to be given
1)	CPF S&R Accounts Preparing User	This User can enter CPF S-Form and R-Form accounting amounts and also can upload employee wise CPF Loan and CPF Final Settlement i.e. R Form details. (He/She may be LDC/ UDC/ AA/ Dy. Manager of Account Section)	Current User/ First Time Register User						
			New User as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						
2)	CPF S& R Accounts Submitting Authority	This User can enter CPF S-Form and R-Form accounting amounts and finalise the same , and also can finalise employee wise CPF Loan and CPF Final Settlement i.e. R Form details. (He/She may be Dy. Manager/ Manager/ Sr. Manager of Account Section i.e. Account Head of concern location)	Current Authority/ First Time Register Authority						
			New Authority as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						

Note : Employee-wise R-Form Details upload option is not available currently. Please send filled up scanned copy of this form on mail msebcpf.sr@gmail.com

CPF S&R Accounts Preparing User & Submitting Authority must be register as per CPF Circular No- 194 dated 06/01/2015 before sending this form to CPF Office.

Request Forwarding Authority (i.e. E.E./S.E. of concern location)

CPF No : _____ Name : _____ Designation : _____ Signature : _____ Date: _____