

**Instructions for CPF Payment List generation by respective companies**

CPF Portal is made live for employees as well as HR and accounts sections of respective accounting locations in year 2015. For claims sanctioned from 16-Apr-2017 onwards, CPF trust has started direct payment of employee claims to their bank accounts i.e. Advances and CPF Final settlement claims. The facility to generate list of employees for whom claims are sanctioned and payment made is already existing in CPF Portal since starting of direct payment by CPF Trust. The same was being uploaded on monthly basis in CPF Portal manually under the link '**CPF Advances and Final Settlements Paid**'.

It is now hereby instructed to HR section of all accounting locations and Corporate offices of all companies to generate the CPF claims payment list using the links '**CPF Advance Payment List**' and '**CPF Final Payment List**' provided under '**CPF Reports for HR Section**'. **The reports need to be generated only after 7<sup>th</sup> of every month.**