

MAHARASHTRA STATE ELECTRICITY BOARD'S  
CONTRIBUTORY PROVIDENT FUND TRUST.

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AD/PF/ADV/

Date: 18.9.2014

CIRCULAR No. 193

**Sub:-** Making the payment of CPF Refundable / Non Refundable advance on the basis of WM list available on MSEDCL Intranet.

It is observed that so many complaints are received from field offices regarding non receipt of sanctioned copy of CPF Refundable/Non refundable advance in time. In order to resolve this issue, it is decided by Board of Trustees that CPF advance payment be made on the basis of the Divisionwise WM report which is display on [WWW.Mahadiscom.com](http://WWW.Mahadiscom.com) website at employee portal in CPF Advance fortnightly WM report for all four companies. This practice will be beneficial to the employees who will get WM report within 2/3days after generating fortnight WM report and saving in the postage.

All the field offices of MSEDCL, MSETCL, MSPGCL and MSEB Holding Co. companies are instructed to strictly observe following points.

- 1) Henceforth no hard copy of sanctioned CPF refundable/non refundable advance will be sent to field offices or employees.
- 2) For all four companies payment of CPF refundable/non refundable advance must be done after proper verification of Divisionwise W.M. report which is must be tallied with amount received from WM section, this report is available at [WWW.Mahadiscom.com](http://WWW.Mahadiscom.com) at employee portal in CPF Advance fortnightly WM report.

- 3) In CPF fortnight WM report includes the Division name, code and list of employee, Employee CPF no., Full Name, Sanction No. and Date, Loan Type, Installment amount, No. of Principal Installment and Sanction amount.
- 4) HR Section should take entry of CPF advance in Service Book of concerned strictly before making payment.
- 5) It is the responsibility of the field office to ensure that no double payment of CPF advance is made in any case.
- 6) In case of cancellation of CPF advance Refundable/Non refundable advance following documents must be submitted to the CPF office:
  - a) Request application of concerned employee with reason.
  - b) Letter from concerned field office.
  - c) Copy of CPF fortnight WM report
  - d) IBA copy which is indicating that CPF advance amount has been returned to WM section.

This circular is applicable w.e.f. 16.9.2014 for refundable /Non refundable CPF advance.

*R. Pawar*  
Secretary

To the Board of Trustees  
of MSEB's C.P.Fund, Mumbai.