

**Instructions for generation of Sanction letter on MSEB CPF portal for Final Settlement claims dated 05.01.2022**

At present hard copy of Sanction letter for CPF Final settlement claims is sent to the employees, corporate office & field offices after payment. Henceforth it is decided that hard copy of the sanction letter will not be sent by CPF Section. Provision is made in MSEB CPF portal for generation of Sanction letter for Final Settlement claims (90%, 10% & 100%).

Employee can generate sanction copy by logging into MSEB CPF Portal. Employee has to view his status in 'Self Settlement Application'. Check which case sanction letter required. Click on '**Download Sanction Letter**' for the case.

HR user should go to 'On Behalf Settlement' option. Enter CPF number and search for employee claim. Check which case sanction letter required. Click on '**Download Sanction Letter**' for the case. HR User must take entry in service book for the claim settled. HR user must have the CPF special access authorisation for their accounting location. To check which role HR user has and for which location click on 'My Preveleges'.

The sanction letter is system generated and hence no signature required. It is generated only after payment is done and payment details are present in system.

Note that the maintenance of the hard copy of sanction letter will be responsibility of the employee and HR section.