

**Instructions regarding Bank Details for payment of Supplementary Final CPF claims Date : 26/05/2017**

CPF Section has started direct payment of CPF Claims from Apr-2017 onwards. It was insisted to send CPF claims along with the 'Salary Saving Bank Account' only. The same was informed vide CPF circulars. But, it is found that HR section are not forwarding the CPF Advance and CPF Final Settlement claims alongwith salary saving bank account details and cancelled cheque and passbook copy. Due to this, the claims are pending with CPF section.

For direct payment of Supplementary CPF Final Settlement claims also i.e. Board Share claims due to payment of arrears, bank account details is absolutely necessary. Bank Account details documents i.e. cancelled cheque / passbook provided by employee/claimant is to be ascertained by the respective Division Offices.

If supplementary board share claims were already forwarded which are not yet sanctioned by CPF section as on 15-Apr-2017, mention the bank account details in covering letter along with bank documents in hard copy and send to CPF section by speed post to reduce pendency of the claims. **If the claim details are entered by HR section in CPF Portal, then the 'WEB ID' assigned to the claim must be mentioned in the letter to avoid duplicate entry. On the envelop, mark as 'CPF Advance/Final Settlement/ Supplementary CPF final Claim - Bank Details of claimants' (specify whichever is applicable).**

Before forwarding new supplementary CPF claims, the claim details must be entered in MSEB CPF Portal in the option 'On Behalf Settlement' option and mention the 'WEB ID' assigned to the claim in the manually prepared claims. The employee/nominee bank account cancelled cheques and/or passbook must also be attached with the claims.

**It is also requested not to forward manual supplementary CPF final claim forms for DA arrears/other arrears payable for ex-employees in Apr-2017 or May-2017 till further instructions.** Provision will be made to generate the list of claims from the supplementary Final claim details entered in MSEB CPF Portal system.

**Necessary instructions for system generated supplementary claims will be uploaded under the link 'MSEB CPF Portal Instructions' under 'EMPLOYEE PORTAL' of [www.mahadiscom.in](http://www.mahadiscom.in). After instructions sent, no manual form will be accepted by CPF section.**

**It is instructed to all employees NOT TO CLOSE Salary Saving Bank Account after retirement till all CPF dues are settled and credited in Salary Saving Bank account.**