



सामाजिक सुरक्षा
संगठन
Social Security
Organisation



International Year
of Cooperatives
2025

कोयला खान भविष्य निधि संगठन
COAL MINES PROVIDENT FUND ORGANISATION
(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)
(A Statutory Organization under Ministry of Coal,
Government of India)
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Dated 09.04.2026

CIRCULAR

Subject: Upload of VV Statements by Coal Companies on C-CARES Portal -
reg.

It is informed that the functionality for online upload of VV Statements through the C-CARES Portal has been provisioned in the system for use by Coal Companies. Training sessions regarding the use of this functionality have already been conducted for officers of various coal subsidiaries by the CDAC. The system has also been successfully tested as a pilot by Coal India Limited, Kolkata and one unit of SCCL.

In order to streamline the process of submission and verification of contribution data, all Coal Companies are hereby requested to upload VV Statements through the C-CARES Portal using the Maker-Checker-Approver workflow.

A copy of the User Manual detailing the steps and process flow for uploading VV Statements is available within the C-CARES portal login. Relevant pages of the manual are also being enclosed with this circular for ready reference. The process flow and detailed procedure for uploading VV Statements are enclosed as Annexure-I and Annexure-II respectively.

All concerned officers of Coal Companies are advised to ensure that monthly VV Statements are uploaded through the C-CARES portal using the prescribed workflow. Accordingly, uploading of the monthly VV statements from April 2025 to March 2026 be completed by 15.05.2026, and confirmation of compliance shall be communicated to NEDPC, CMPFO, Hyderabad.

In case of any technical difficulty while uploading VV Statements, the same may be communicated to NEDPC, CMPFO, Hyderabad along with relevant details and screenshots for necessary assistance.

[This issues with the approval of Commissioner, CMPFO.]

Digitally signed by
JAI SHANKAR RAI
Date: 09-04-2026
11:25:29



(Jai Shankar Rai)
Regional Commissioner-I

Distribution:

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