



# GPF AUTHORITY 425 USER MANUAL

**Finance Data Center  
Directorate of Treasuries, Pension and  
Entitlements  
23 Laxmi Road Dalanwala,  
Dehradun, Uttarakhand**

## Document Control Sheet

| Sr.No. | Version | Authors          | Reviewed by      | Guided By                               |                   | Issue Date |
|--------|---------|------------------|------------------|---|-------------------|------------|
| 1      | V1.0    | Swayam Bhatnagar | Mrs. Kiran Bisht | Ms. Shaifali Gupta<br>(Deputy Director) | Original Document | 07.09.2024 |

Courtesy

CDAC: The Centre for Development of Advanced Computing

UIDAI: Unique Identification Authority of India

### Disclaimer

The information contained in this user manual is provided solely for informational and guidance purposes only. User should, conduct his/her own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. Finance Data Center, Directorate of Treasuries, Pension and Entitlements, Department of Finance, Govt. of Uttarakhand shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of information contained in this user manual. Users are advised to refer relevant Government Orders, Financial Handbooks, and Budget Manuals etc. before making any payment through the system. In case any inaccuracies are spotted, users of this manual are requested to inform Finance Data Center by shooting and email at <mailto:treas-fdc-uk@nic.in>

## List of Abbreviations

1. AG- Accountant General
2. CTS- Core Treasury System
3. DDO- Drawing and Disbursing Officer
4. DOB- Date of Birth
5. DOR- Date of Retirement
6. EMP- Employee
7. FD- Finance Department
8. FDC- Finance Data Center
9. GOUK- Government Uttarakhand
10. GOV- Government
11. GPF- General Provident Fund
12. HOD- Head of the department
13. HRMS- Human Resource Management System
14. IFMS- Integrated Finance Management System
15. NPS- New Pension System
16. UK- Uttarakhand
17. UTR- Unique Transaction Reference

## 1. Introduction

Finance Department (FD), government of Uttarakhand (GoUK) intends to ensure effective Financial & Treasury Management and discipline for overall prosperity of the State Government that includes Works & Account management primarily works and billing system for real time decision support system.

The Provident Fund Scheme has been introduced with the aim to develop saving habit among the employees of the State Government and to use the accumulation after the retirement of the employee, when he/she does not have any regular income. The system is proposed with the aim of computerizing all the activities related to GPF. This module is used for GPF processing of employees. GPF claims submission, processing, calculations, broadsheet maintenance and GPF accounting functionalities are available in this module. Various MIS reports are generated as well.

### 1.1 Purpose of this document

This document is a generic user guide document for using GPF module and has all the details regarding GPF module which is helpful for DDO users. It provides guidance to assist the respective DDOs in fulfilling their day-to-day financial obligations. It is also useful background reading for anyone involved in monitoring of the GPF module. This document expresses all the working of the software in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the module.

### 1.2 Scope

GPF module caters to the financial requirements of most of the departments of Uttarakhand. This user manual is intended to be used by drawing and disbursing officers and their respective operators and supervisors.

### 1.3 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e. Monday to Saturday) and between 10 PM to 6 PM during holidays.

## 2. Instructions

IFMS is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the IFMS software:

1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/
3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

# GPF Authority 425 User Manual



1. Go to <https://ifmshrms.uk.gov.in/>
2. Enter Username and Password, then Login.

HelpLine No: Is 8899890000

treas-ua@nic.in

IFMS Home



(CARE: Username and password are case sensitive.)

Username\*

User Name

227848

Password\*

Password

[Forgot/Unlock Login Password](#)

#### Notifications

- Do not provide your username and password anywhere other than in this page
- Your username and password are highly confidential. Never part with them. **Government** will never ask for this information.
- ई-जीवन प्रमाण पत्र के द्वारा अब राज् के पेंशनर्स देश / विदेश के किसी भी हिस्से से अपना जीवन प्रमाण पत्र जमा करा सकते है। अधिक जानकारी के लिए यहाँ [क्लिक करें](#)।

3. After login, Select the User Type and click on the Proceed.

| User Type |                                  | DDO | Role |
|-----------|----------------------------------|-----|------|
| Name      | Select                           |     |      |
| Employee  | <input checked="" type="radio"/> |     |      |

[Proceed](#)

4. Click to HRMS and Select GPF 425

[HRMS](#)

**GPF 425 (क)**

Service Detail

5. Details will be auto-reflected on the screen.

Employee GPF 425 (क) Details

कृपया एम्प्लोयी मास्टर में जीपीएफ नामांकन भरें  
Please fill GPF Nomination in Employee Master

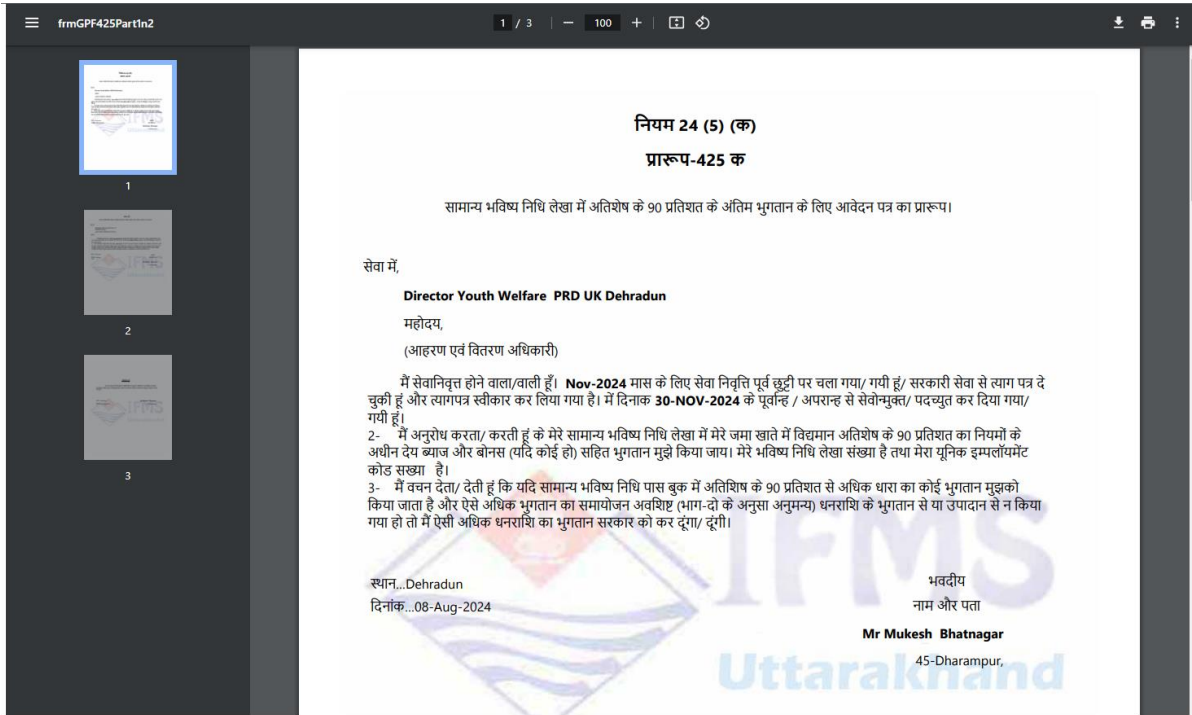
Employee Code: 01005503

Transaction ID: GPF1200228807241000 [Delete](#)

|             |                                   |            |  |
|-------------|-----------------------------------|------------|--|
| Name        | Mr Mukesh Bhatnagar               | GPF Number | NEU 2539   |
| DOB         | 08-NOV-1964                       | DOJ        | 12-JUN-1987                                      |
| Designation | Senior Administrative Officer     | Scale      | 47600-151100 (LEVEL 08)                          |
|             | <a href="#">View GPF Passbook</a> | Department | Commandant General Youth Welfare and PVD Officer |

Please check employee details before feeding GPF 425 (क)

- Application in PDF format will be viewed on the screen and employee will do Digitally Sign using e-Sign or DSC and click to proceed as the image attached below.



### Digitally Sign Using

e-Sign  DSC

[Proceed](#)

Esign Request

- Click to proceed then then e-Sign

Digitally Sign Documents - eHastakhar

[Download Esign Manual](#)

|                 |  |                           |   |
|-----------------|--|---------------------------|---|
| Employee Code : | <input type="text" value="750019905"/> | Employee Name :           | <input type="text" value="Mr Jagat Singh Chauhan"/> |
| Treasury :      | <input type="text" value="Cyber"/>     | Batch ID/Transaction ID : | <input type="text" value="SH1200427907241001"/>     |

Authentication Mode :  OTP  Biometric

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

Note : Aadhaar Virtual ID (VID) is mandatory for E-Signing process. You will be redirected to an external URL for aadhaar authentication.

[Click here to download instructions for VID Generation.](#)

[Proceed](#)

- Enter Aadhaar Number and click on get OTP.
- OTP will come on your registered mobile no with Aadhaar Card.

# GPF Authority 425 User Manual



You are currently using C-DAC eSign Service and have been redirected from Directorate of Treasures, Pension and Entitlement Uttarakhand



**CDAC's e-Sign Service**

View Document Information

Aadhaar Number  Virtual ID  UID Token [Get Virtual ID](#)

Aadhaar TOTP  Aadhaar OTP [How to generate TOTP?](#)

10. Enter your Aadhaar OTP and click submit button.



You are currently using C-DAC eSign Service and have been redirected from Directorate of Treasures, Pension and Entitlement Uttarakhand



**CDAC's e-Sign Service**

View Document Information

Aadhaar Number  Virtual ID  UID Token [Get Virtual ID](#)

Aadhaar TOTP  Aadhaar OTP [How to generate TOTP?](#)

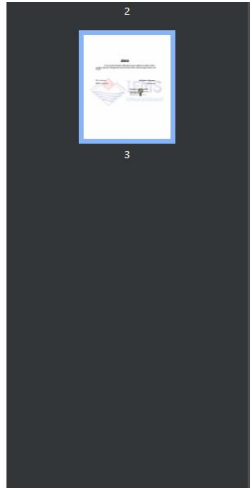
I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

**OTP has been sent to mobile number <\*\*\*\*\*6755>**

[Not Received OTP? Resend OTP](#)

Kindly click "Resend OTP" link after 9 seconds....

11. e-Signed file will be viewed on the screen, then click on submit button.



## घोषणा पत्र

मैं वचन देता हूँ कि यदि सामान्य भविष्य निधि पास बुक में अतिशेष के 90 प्रतिशत से अधिक धनराशि का कोई भुगतान यदि मुझको किया जाता है तो मैं ऐसी अधिक धनराशि को एकमुश्त राजकोष में जमा कर दूंगा।

स्थान...Dehradun  
दिनांक...11-Jul-2024

Mr Mukesh Bhatnagar  
45-Dharampur

Signature Not Verified

Digitally signed by: Mr Mukesh Bhatnagar  
Reason: EMP E-Approval  
Location: Cyber Township  
Date and Time: 11-07-2024 13:17:41

Submit

Esign Request

| S.No. | Batch ID            | Requested By | Status              | Reference ID              |
|-------|---------------------|--------------|---------------------|---------------------------|
| 1     | GPF1200228807241000 | 01005503     | Successfully Signed | CTS:1200:0100:202407:0325 |

12. Pop-up box will be visible on the screen "Successfully Data Approved".

Employee GPF 425 (₹) Details

कृपया एम्प्लोयी मास्टर में जीपीएफ नामांकन भरें  
Please fill GPF Nomination in Employee Master

Employee Code

Transaction ID

✔ SUCCESSFULLY : Data approved  
Close

Delete

|                    |                               |                   |                         |                   |  |
|--------------------|-------------------------------|-------------------|-------------------------|-------------------|--|
| <b>Name</b>        | Mr Mukesh Bhatnagar           | <b>GPF Number</b> | NEU 2539                | <b>DOR</b>        | 30-NOV-2024                                      |
| <b>DOB</b>         | 08-NOV-1964                   | <b>DOJ</b>        | 12-JUN-1987             | <b>Department</b> | Commandant General Youth Welfare and PVD Officer |
| <b>Designation</b> | Senior Administrative Officer | <b>Scale</b>      | 47600-151100 (LEVEL 08) |                   |  |

Please check employee details before feeding GPF 425 (₹)

Submit

Esign Request

| S.No. | Batch ID            | Requested By | Status              | Reference ID              |
|-------|---------------------|--------------|---------------------|---------------------------|
| 1     | GPF1200228807241000 | 01005503     | Successfully Signed | CTS:1200:0100:202408:0509 |

# GPF Authority 425 User Manual



- Click to <https://ifms.uk.gov.in/login.aspx>
- Enter Username and Password and then click Login.

- Select User Type, DDO and Role "Operator" then Proceed.

- Click on GPF then select GPF Authority (GPF→GPF Authority)

- DDO Operator will receive case from employee and a grid will be visible on the screen.
- Digitized GPF Passbook, AG Authority and Employee Request (e-Signed application) will be viewed and then click on view button and proceed further.

| GPF 425 |                     |               |                     |               |               |              |                  |
|---------|---------------------|---------------|---------------------|---------------|---------------|--------------|------------------|
| S.No.   | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Pass Book | AG Authority | Employee Request |
| 1.      | GPF1200228808241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | Download      | Download     | Download         |

- Enter Letter number, letter date and GPF balance will be auto-fetched from AG Milaan, if not then enter amount that has been sanctioned by AG Milaan then click to Continue.

# GPF Authority 425 User Manual



DDO can Download GPF Slip of Employee : Payroll->Reports-> GPF Slip

Employee Code:

Transaction ID: GPF1200228807241000

Employee Information | **Nominee Information** | Recovery Details | Preview 425 | Upload Documents

**Employee Details**

|                    |  |                      |                         |                        |                          |            |             |
|--------------------|--|----------------------|-------------------------|------------------------|--------------------------|------------|-------------|
| <b>Name</b>        | Mr Mukesh Bhatnagar                              | <b>DOB</b>           | 08-NOV-1964             | <b>DOJ</b>             | 12-JUN-1987              | <b>DOR</b> | 30-NOV-2024 |
| <b>Department</b>  | Commandant General Youth Welfare and PVD Officer | <b>Employee Type</b> | Class II                | <b>Employment Type</b> | UK State Services Others |            |             |
| <b>Designation</b> | Senior Administrative Officer                    | <b>Scale</b>         | 47600-151100 (LEVEL 08) |                        |                          |            |             |

**GPF Details**

|                    |   |                      |  |                |  |
|--------------------|---|----------------------|--|----------------|--|
| GPF Number         | <input type="text" value="NEU 2539"/>                                   | Month                | <input type="text" value="APR-2024"/>  | Last Deduction | <input type="text" value="40000"/>       |
| Treasury           | <input type="text" value="Cyber"/>                                      | Voucher Number       | <input type="text" value="A22040008"/> | Voucher Date   | <input type="text" value="30-APR-2024"/> |
| Payment To         | <input checked="" type="radio"/> Employee <input type="radio"/> Nominee | Letter Number        | <input type="text" value="45"/>        | Letter Date    | <input type="text" value="01-JUL-2024"/> |
| GPF Balance        | <input type="text" value="4875997"/>                                    | 90% / 100%(Class IV) | <input type="text" value="4388397"/>   | 10%            | <input type="text" value="487600"/>      |
| Sanction Authority | <input type="text" value="Head Of Department"/>                         |                      |  |                |  |

**Non Refundable details**

| Sl.No. | Transaction ID | Treasury | DDO | Voucher Number | Voucher Date | Withdrawal Amount |
|--------|----------------|----------|-----|----------------|--------------|-------------------|
|        |                |          |     |                |              |                   |

**Refundable details**

| Sl.No. | Treasury | DDO | Voucher Number | Voucher Date | Withdrawal Amount | Refund Installments | Refund Amount | Refund Installments | Reason | Closing Date |
|--------|----------|-----|----------------|--------------|-------------------|---------------------|---------------|---------------------|--------|--------------|
|        |          |     |                |              |                   |                     |               |                     |        |              |

20. Enter share percentage and click on tick box below select option, then click to continue to proceed further.

DDO can Download GPF Slip of Employee : Payroll->Reports-> GPF Slip

Employee Code:

Transaction ID: GPF1200228807241000

Employee Information | **Nominee Information** | Recovery Details | Preview 425 | Upload Documents

**Nominee Details**

| Sl.No. | Name                 | Relation | Date of Birth | Share Percentage                 | Select                              |
|--------|----------------------|----------|---------------|----------------------------------|-------------------------------------|
| 1      | Mrs sanita bhatnagar | Spouse   | 02-NOV-1968   | <input type="text" value="100"/> | <input checked="" type="checkbox"/> |

21. If any Departmental Recovery select Yes otherwise select No, then click to continue to proceed further.

DDO can Download GPF Slip of Employee : Payroll->Reports-> GPF Slip

Employee Code:

Transaction ID: GPF1200228807241000

Employee Information | **Nominee Information** | **Recovery Details** | Preview 425 | Upload Documents

Departmental Recovery:  Yes  No Add Row

## 22. Click on Preview Form 425



## 23. PDF will be visible on the screen

(आहरण एवं वितरण अधिकारी द्वारा उपयोग के लिए)

- 1- श्री/ श्रीमती Mr Mukesh Bhatnagar का भविष्य निधि लेखा संख्या... NEU/2539 हैं।
- 2- वह सेवानिवृत्त हो गया है/ हो गयी है/ सेवानिवृत्त होगा/ होगी...Nov-2024 मास के लिए सेवानिवृत्ति पूर्व छुट्टी पर चला गया है/ चली गयी है। उसने सरकारी सेवा से त्यागपत्र दे दिया है, और उसका त्यागपत्र स्वीकार कर लिया गया है। उसे दिनांक 30-NOV-2024 के पूर्वान्ह/ अपरान्ह से सेवोन्मुक्त/ पदच्युत कर दिया गया है।
- 3- 40000 रुपये की अन्तिम कटौती और अग्रिम की वापसी के लिए रुपये की वसूली उसके वेतन से APR-2024 कोषागार के Cyber वाउचर संख्या A22040008 दिनांक 30-APR-2024 से किया गया था और उसे उपर्युक्त वाउचर के साथ संलग्न..... रुपये की सामान्य भविष्य निधि अनुसूची में सम्मिलित किया गया।
- 4- प्रमाणित किया जाता है कि उसे चालू वर्ष तथा पांच पूर्ववर्ती वित्तीय वर्षों में न तो कोई अस्थाई अग्रिम स्वीकृत किया गया है और न उसके भविष्य निधि लेखा से कोई अंतिम प्रत्याहरण किया गया था।

या

प्रमाणित किया जाता है कि निम्नलिखित अंतिम प्रत्याहरण या अनन्तिम अस्थायी अग्रिम उनको स्वीकृत किये गये थे और चालू तथा पांच पूर्ववर्ती वित्तीय वर्षों के दौरान उनके भविष्य निधि लेखा से प्रत्याइत किये गये थे।

(क)- अंतिम प्रत्याहरण:-

| प्रत्याहरण की धनराशि | आहरण का दिनांक | वाउचर संख्या | कोषागार का नाम | लेखाशीर्षक |
|----------------------|----------------|--------------|----------------|------------|
|----------------------|----------------|--------------|----------------|------------|

5- दिनांक..... (वह दिनांक जब धनराशि देय हो चुकी हो) को उसकी सामान्य भविष्य निधि पास बुक में यथा अतिशेष जिसके अन्तर्गत उस दिनांक तक देय ब्याज और (बोनस यदि कोई हो) भी है, संलग्न परिकलन शीट के अनुसार..... रुपये (अंको में)..... रुपया (शब्दों में)..... है और उपर्युक्त अतिशेष का 90 प्रतिशत..... रुपया होता है।

6- प्रमाणित किया जाता है कि सामान्य भविष्य निधि से सम्बन्धित कोई वसूली उससे नहीं की जानी है। अतएव..... रुपये (अंको में)..... रुपये शब्दों में जो अभिदाता की सामान्य भविष्य निधि पासबुक में अतिशेष का 90 प्रतिशत है का भुगतान..... अभिदाता का या यदि उसकी मृत्यु हो गई है तो दावेदार/ दावेदारों के नाम को करने की संस्तुति की जाती है।

या

7- ऊपर वर्णित वसूलियों के मद्दे..... रुपये की धनराशि की कटौती करने के पश्चात् अभिदाता के सामान्य भविष्य निधि पासबुक में अतिशेष के केवल 90 प्रतिशत में से..... (अभिदाता का यदि उसकी मृत्यु हो गई है तो दावेदार/ दावेदारों का नाम) को..... रुपये (अंको में)..... रुपये (शब्दों में)..... के भुगतान की संस्तुति की जाती है।

8- अभिदाता की मृत्यु दिनांक..... को हुई। मृत्यु प्रमाण पत्र संलग्न है।

9- परिकलन शीट (तीन प्रतियों में) और शेष धनराशि के भुगतान के आवेदन पत्र सहित..... को अग्रसारित।

दिनांक...

आहरण एवं वितरण अधिकारी के हस्ताक्षर और मुहर

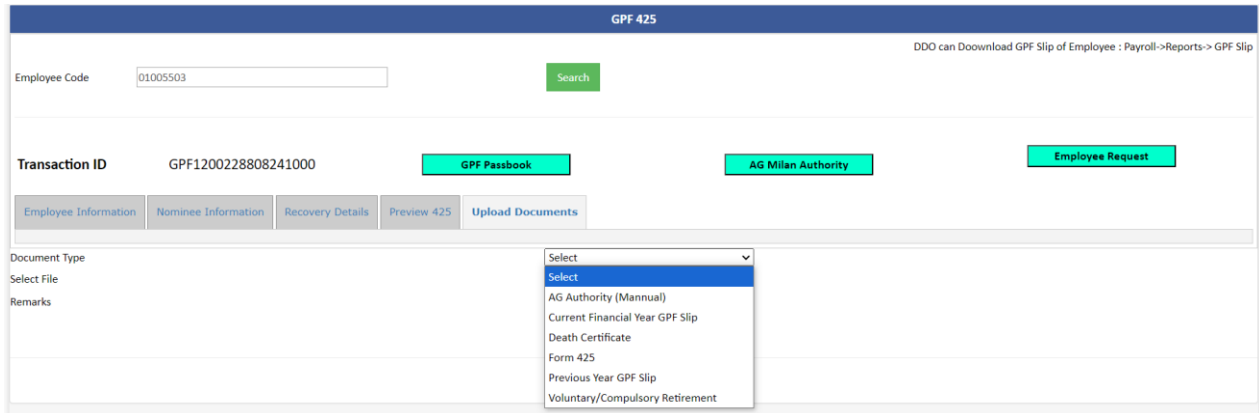
Previous

Continue

## 24. Select AG Authority option from dropdown list.

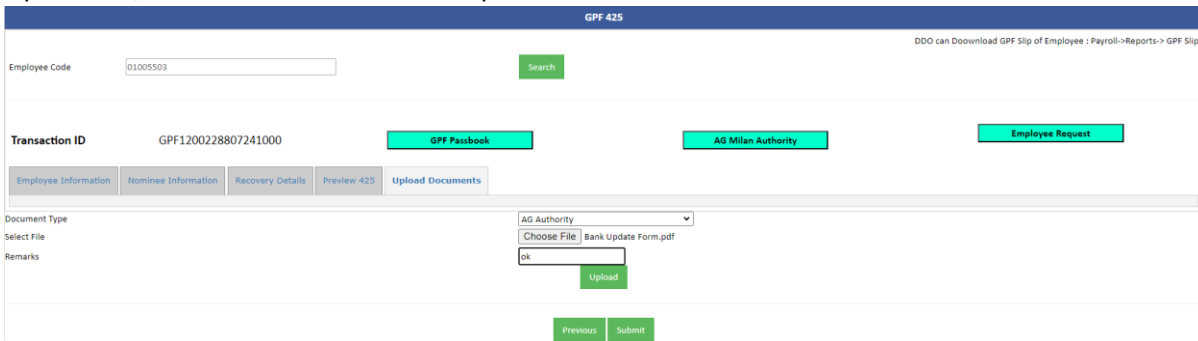
- AG Authority (Manual)
- Current Financial Year GPF Slip
- Death Certificate
- Form 425
- Previous Year GPF Slip

- Voluntary/ Compulsory Retirement



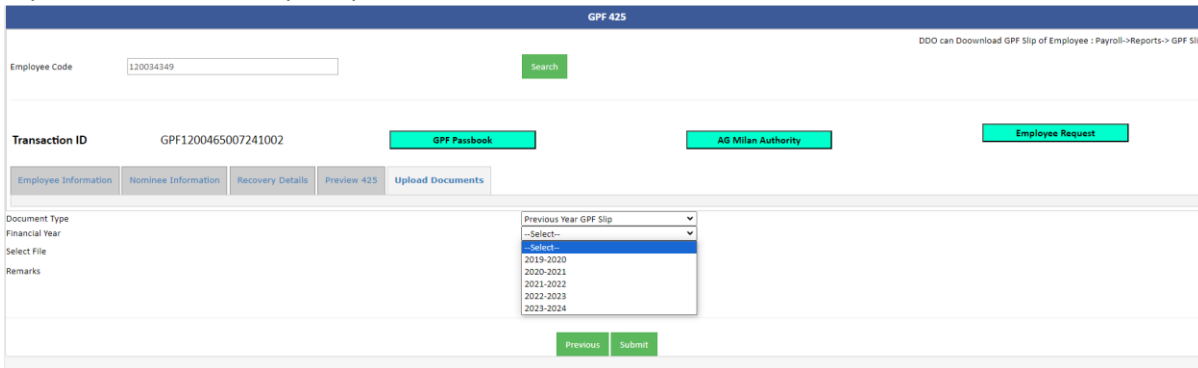
The screenshot shows the GPF 425 interface. At the top, there is a header with "GPF 425" and a user instruction: "DDO can Download GPF Slip of Employee : Payroll->Reports-> GPF Slip". Below the header, there is a search bar with "Employee Code" and the value "01005503". A "Search" button is next to it. Below the search bar, there is a "Transaction ID" field with the value "GPF1200228808241000". To the right of the Transaction ID, there are three buttons: "GPF Passbook", "AG Milan Authority", and "Employee Request". Below the Transaction ID, there are five tabs: "Employee Information", "Nominee Information", "Recovery Details", "Preview 425", and "Upload Documents". The "Upload Documents" tab is active. Below the tabs, there is a "Document Type" dropdown menu with a list of options: "Select", "AG Authority (Manual)", "Current Financial Year GPF Slip", "Death Certificate", "Form 425", "Previous Year GPF Slip", and "Voluntary/Compulsory Retirement". Below the dropdown, there is a "Select File" button and a "Remarks" field.

25. Upload file, enter remarks and click to upload button.



The screenshot shows the GPF 425 interface. At the top, there is a header with "GPF 425" and a user instruction: "DDO can Download GPF Slip of Employee : Payroll->Reports-> GPF Slip". Below the header, there is a search bar with "Employee Code" and the value "01005503". A "Search" button is next to it. Below the search bar, there is a "Transaction ID" field with the value "GPF1200228807241000". To the right of the Transaction ID, there are three buttons: "GPF Passbook", "AG Milan Authority", and "Employee Request". Below the Transaction ID, there are five tabs: "Employee Information", "Nominee Information", "Recovery Details", "Preview 425", and "Upload Documents". The "Upload Documents" tab is active. Below the tabs, there is a "Document Type" dropdown menu with the value "AG Authority". Below the dropdown, there is a "Select File" button with a file name "Bank Update Form.pdf" and an "Upload" button. Below the "Upload" button, there is a "Remarks" field with the value "ok" and an "Upload" button. Below the "Upload" button, there are two buttons: "Previous" and "Submit".

26. After selecting Previous Year GPF Slip you have to select Financial Year and upload last five year GPF slips which is mandatory to upload.



The screenshot shows the GPF 425 interface. At the top, there is a header with "GPF 425" and a user instruction: "DDO can Download GPF Slip of Employee : Payroll->Reports-> GPF Slip". Below the header, there is a search bar with "Employee Code" and the value "120034349". A "Search" button is next to it. Below the search bar, there is a "Transaction ID" field with the value "GPF1200465007241002". To the right of the Transaction ID, there are three buttons: "GPF Passbook", "AG Milan Authority", and "Employee Request". Below the Transaction ID, there are five tabs: "Employee Information", "Nominee Information", "Recovery Details", "Preview 425", and "Upload Documents". The "Upload Documents" tab is active. Below the tabs, there is a "Document Type" dropdown menu with the value "Previous Year GPF Slip". Below the dropdown, there is a "Financial Year" dropdown menu with a list of options: "--Select--", "2019-2020", "2020-2021", "2021-2022", "2022-2023", and "2023-2024". Below the "Financial Year" dropdown, there is a "Select File" button and a "Remarks" field. Below the "Remarks" field, there are two buttons: "Previous" and "Submit".

# GPF Authority 425 User Manual



27. Pop-Up Box will appear “Data successfully updated. Please approve data from next level”.

The screenshot shows the GPF 425 interface. At the top, there's a search bar with '01005503' and a 'Search' button. Below it, the 'Transaction ID' is 'GPF1200228807241000'. A green 'GPF Passbook' button is visible. A yellow warning pop-up box in the center says 'Data successfully updated. Please approve data for next level' with a 'Close' button. To the right is an 'Employee Request' button. Below the pop-up are tabs for 'Employee Information', 'Nominee Information', 'Recovery Details', 'Preview 425', and 'Upload Documents'. The 'Upload Documents' tab is active, showing a form with 'Document Type' (Previous Year GPF Slip), 'Financial Year' (2023-2024), and a 'Select File' button. Below the form is a table of uploaded documents:

| S.No | Document               | File Name | Remark   | View                 | Delete                 |
|------|------------------------|-----------|----------|----------------------|------------------------|
| 1    | Previous Year GPF Slip | TEST.pdf  | 20222023 | <a href="#">View</a> | <a href="#">Delete</a> |
| 2    | Previous Year GPF Slip | TEST.pdf  | 20202021 | <a href="#">View</a> | <a href="#">Delete</a> |
| 3    | Previous Year GPF Slip | TEST.pdf  | 20212022 | <a href="#">View</a> | <a href="#">Delete</a> |
| 4    | Previous Year GPF Slip | TEST.pdf  | 20232024 | <a href="#">View</a> | <a href="#">Delete</a> |
| 5    | Previous Year GPF Slip | TEST.pdf  | 20192020 | <a href="#">View</a> | <a href="#">Delete</a> |

28. Go to Approval tab and select GPF Authority Approval (Approval → GPF Authority Approval)

The screenshot shows the IFMS navigation menu. The 'Approval' tab is selected. In the left sidebar, 'GPF Authority Approval' is highlighted with a red box. The main content area shows a dashboard with sections for 'Alerts', 'Latest GO's', 'Budget Status', and 'Message'. The 'Message' section contains a red text link: 'To Know Processing of IFMS Please Click Here (IFMS Instructions) For IFMS User Manual Click Here'.

29. Grid will be visible on the screen and Digitized GPF Passbook, AG Authority, Employee Request (e-Signed application) will be viewed and then click on view button and proceed further.

The screenshot shows the 'GPF 90% Approval' grid. The 'Approval' radio button is selected. The grid contains the following data:

| S.No. | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Amount | 90%     | 10%    | GPF Pass Book            | AG Authority             | Employee Request         | View                 |
|-------|---------------------|---------------|---------------------|---------------|------------|---------|--------|--------------------------|--------------------------|--------------------------|----------------------|
| 1.    | GPF1200228808241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | 4580800    | 4122720 | 458080 | <a href="#">Download</a> | <a href="#">Download</a> | <a href="#">Download</a> | <a href="#">View</a> |

30. All the uploaded documents will be visible in the grid click view to open the uploaded documents and then click Approve to proceed further.





38. Pop-Up Box will appear “Successfully:Data approved”.



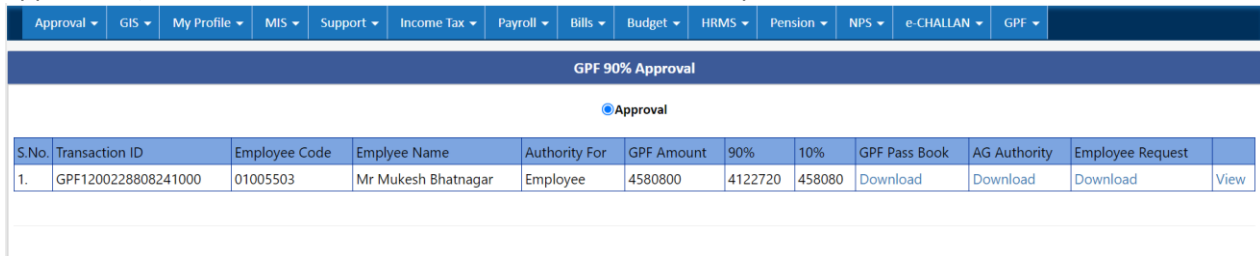
39. Switch Role and select Officer.



40. Go to Approval tab and select GPF Authority Approval (Approval→GPF Authority Approval)

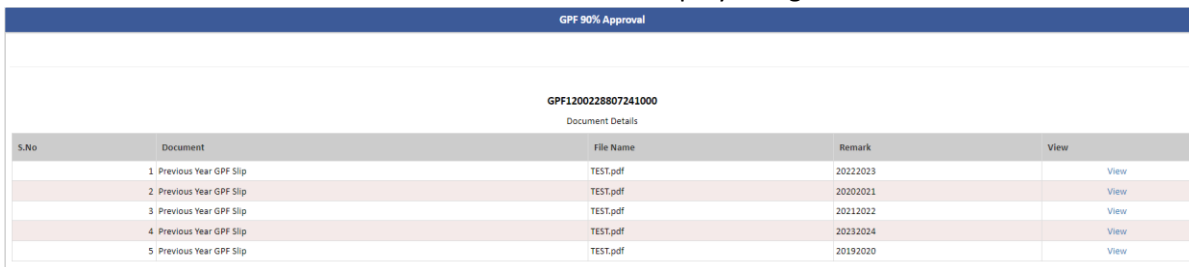


41. Grid will be visible on the screen and Digitized GPF Passbook, AG Authority, Employee Request (e-Signed application) will be viewed and then click on view button and proceed further.

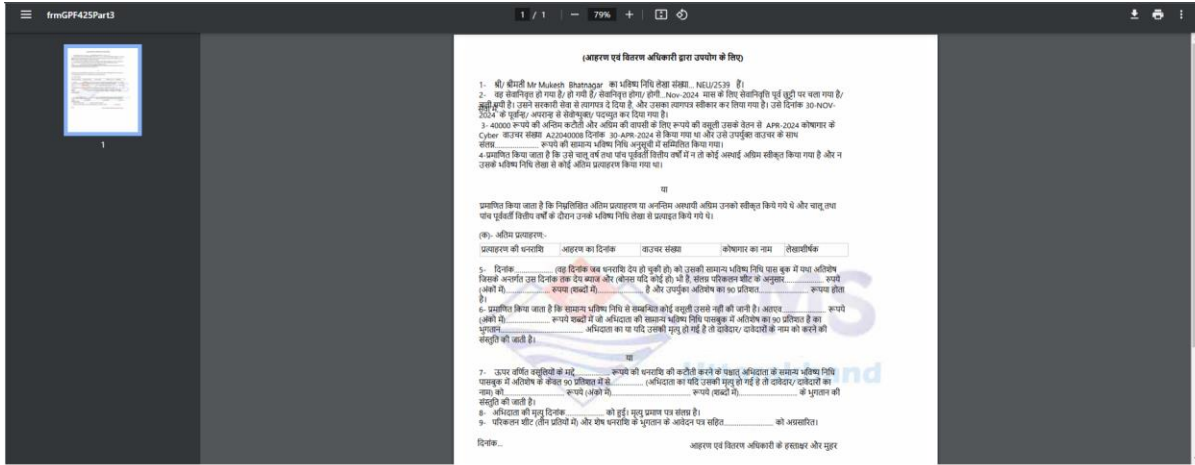


42. All the uploaded documents will be visible in the grid click view to open the uploaded documents and do Digitally Sign using e-Sign or DSC.

43. If clicked on Return button it will be returned back at Employee login.



# GPF Authority 425 User Manual



Remarks

Digitally Sign Using

e-Sign  DSC

## 44. Select OTP/Biometric then click to proceed e-Sign

Digitally Sign Documents - eHastakshar

Download Esign Manual

Employee Code : 750019905 Employee Name : Mr Jagat Singh Chauhan

Treasury : Cyber Batch ID/Transaction ID : SH1200427907241001

Authentication Mode :  OTP  Biometric

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

Note : Aadhaar Virtual ID (VID) is mandatory for E-Signing process. You will be redirected to an external URL for aadhaar authentication.

[Click here to download instructions for VID Generation.](#)

## 45. Enter Aadhaar Number and click on get OTP.

## 46. OTP will come on your registered mobile no with Aadhaar Card.



You are currently using C-DAC eSign Service and have been redirected from Directorate of Treasures, Pension and Entitlement Uttarakhand

C-DAC's e-Sign Service

View Document Information

Aadhaar Number  Virtual ID  UID Token

Aadhaar TOTP  Aadhaar OTP

## 47. Enter your Aadhaar OTP and click submit button.



51. Select User Type, HOD and Role “Operator”.

| User Type |                                  | HOD      |  |                       | Role       |                       |
|-----------|----------------------------------|----------|--|-----------------------|------------|-----------------------|
| Name      | Select                           | HOD Code | HOD Name   | Select                | Role Name  | Select                |
| DDO       | <input type="radio"/>            | 2238     | Commandant General Youth Welfare and PWD Officer | <input type="radio"/> | Operator   | <input type="radio"/> |
| HOD       | <input checked="" type="radio"/> |          |  |                       | Supervisor | <input type="radio"/> |
| FC        | <input type="radio"/>            |          |  |                       | Officer    | <input type="radio"/> |
|           |                                  |          |  |                       | Admin      | <input type="radio"/> |

[Proceed](#)

52. Go to Approval tab and select GPF Authority Approval (Approval → GPF Authority Approval)

| Budget Approval                    |  |  | Alerts |  |  | Latest GO's   |  |  |
|------------------------------------|--|--|--------|--|--|---|--|--|
| Accept/Reject Budget               |  |  |        |  |  | IFMS Training(For DDO) Letter<br>IFMS G.O NO. 129, dated 29 March 2019 ( CCL DCL)<br>IFMS G.O NO. 130 dated 29 March 2019<br>IFMS G.O NO. 131 dated 29 March 2019 |  |  |
| Accept/Reject Education Adjustment |  |  |        |  |  |   |  |  |
| Manual Reconciliation Approval     |  |  |        |  |  |   |  |  |
| <b>GPF Authority Approval</b>      |  |  |        |  |  |   |  |  |

| DDO Details |            |            | Budget Status |  |  | Message   |  |  |
|-------------|------------|------------|---------------|--|--|---|--|--|
| DDO Name    | TAN Number | GST Number |               |  |  | To Know Processing of IFMS Please Click Here (IFMS Instructions)<br>For IFMS User Manual Click Here |  |  |

53. HOD Operator will receive case from DDO Officer and a grid will be visible on the screen.

54. Digitized GPF Passbook, AG Authority, Employee Request (e-Signed application) and DDO Officer (e-Signed application) will be viewed and then click on view button and proceed further.

55. HOD Operator can also check approved GPF Authority from selecting “History” option.

| Head Of Department GPF 425 Approval                                     |                     |               |                     |               |            |         |        |               |              |                  |          |      |
|---|---------------------|---------------|---------------------|---------------|------------|---------|--------|---------------|--------------|------------------|----------|------|
| <input checked="" type="radio"/> Approval <input type="radio"/> History |                     |               |                     |               |            |         |        |               |              |                  |          |      |
| S.No.   | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Amount | 90%     | 10%    | GPF Pass Book | AG Authority | Employee Request | DDO      |      |
| 1.  | GPF1200228807241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | 4875997    | 4388397 | 487600 | Download      | Download     | Download         | Download | View |

56. All the uploaded documents will be visible in the grid click view to open the uploaded documents and click on tick button and then approve to proceed further.

57. If clicked on Return button it will be returned back at Employee login.

| Document Details |                        |           |          |                      |
|------------------|------------------------|-----------|----------|----------------------|
| S.No             | Document               | File Name | Remark   | View                 |
| 1                | Previous Year GPF Slip | TEST.pdf  | 20222023 | <a href="#">View</a> |
| 2                | Previous Year GPF Slip | TEST.pdf  | 20202021 | <a href="#">View</a> |
| 3                | Previous Year GPF Slip | TEST.pdf  | 20212022 | <a href="#">View</a> |
| 4                | Previous Year GPF Slip | TEST.pdf  | 20232024 | <a href="#">View</a> |
| 5                | Previous Year GPF Slip | TEST.pdf  | 20192020 | <a href="#">View</a> |

मेरे द्वारा विगत 5 वर्षों की परिकल्पना शीट की जांच कर ली गई एवं जांचोपरंत सही पायी गई जिसमे धनराशि ₹0.4875997 को भुगतान करने हेतु अप्रसारित किया जा रहा है।

Remarks

[Approve](#) [Return](#)

58. Pop-Up Box will appear “Successfully:Data approved”.

| Head Of Department GPF 425 Approval |                |               |               |               |            |     |     |               |              |                  |     |                    |
|-------------------------------------|----------------|---------------|---------------|---------------|------------|-----|-----|---------------|--------------|------------------|-----|--------------------|
| S.No.                               | Transaction ID | Employee Code | Employee Name | Authority For | GPF Amount | 90% | 10% | GPF Pass Book | AG Authority | Employee Request | DDO | Finance Controller |
|                                     |                |               |               |               |            |     |     |               |              |                  |     |                    |

SUCCESSFULLY : Data approved [Close](#)

# GPF Authority 425 User Manual



59. Switch Role and select Supervisor.

| User Type |                                  | HOD      |  | Role                  |            |                                  |
|-----------|----------------------------------|----------|--|-----------------------|------------|----------------------------------|
| Name      | Select                           | HOD Code | HOD Name   | Select                | Role Name  | Select                           |
| DDO       | <input type="radio"/>            | 2238     | Commandant General Youth Welfare and PWD Officer | <input type="radio"/> | Operator   | <input type="radio"/>            |
| HOD       | <input checked="" type="radio"/> |          |  |                       | Supervisor | <input checked="" type="radio"/> |
| FC        | <input type="radio"/>            |          |  |                       | Officer    | <input type="radio"/>            |
|           |                                  |          |  |                       | Admin      | <input type="radio"/>            |

[Proceed](#)

60. Go to Approval tab and select GPF Authority Approval (FC) (Approval→GPF Authority Approval FC)

| Approval        |                                |                                    | My Profile |  |  | MIS    |  |  | Society  |  |  | Support   |  |  | HRMS          |            |            | Budget  |  |  |  |  |  |  |  |  |   |  |  |
|-----------------|--------------------------------|------------------------------------|------------|--|--|--------|--|--|--|--|--|---|--|--|---------------|------------|------------|---------|--|--|--|--|--|--|--|--|---|--|--|
| Budget Approval | Manual Reconciliation Approval | <b>GPF Authority Approval (FC)</b> | Scheme     |  |  | Alerts |  |  | Latest GO's  |  |  | DDO Details   |  |  | Budget Status |            |            | Message |  |  |  |  |  |  |  |  |   |  |  |
|                 |                                |                                    |            |  |  |        |  |  | IFMS G.O NO. 129, dated 29 March 2019 ( CCL DCL)<br>IFMS G.O NO. 130 dated 29 March 2019<br>IFMS G.O NO. 131 dated 29 March 2019<br>IFMS G.O NO. 132 dated 29 March 2019 |  |  | <table border="1"> <thead> <tr> <th>DDO Name</th> <th>TAN Number</th> <th>GST Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> |  |  | DDO Name      | TAN Number | GST Number |         |  |  |  |  |  |  |  |  | To Know Processing of IFMS Please Click Here (IFMS) |  |  |
| DDO Name        | TAN Number                     | GST Number                         |            |  |  |        |  |  |  |  |  |   |  |  |               |            |            |         |  |  |  |  |  |  |  |  |   |  |  |
|                 |                                |                                    |            |  |  |        |  |  |  |  |  |   |  |  |               |            |            |         |  |  |  |  |  |  |  |  |   |  |  |

61. HOD Supervisor (FC) will receive case from HOD Operator and a grid will be visible on the screen

62. Digitized GPF Passbook, AG Authority, Employee Request (e-Signed application) and DDO Officer (e-Signed application) will be viewed and then click on view button and proceed further.

| Finance Controller GPF 425 Approval |                     |               |                     |               |            |         |        |               |              |                  |          |      |
|-------------------------------------|---------------------|---------------|---------------------|---------------|------------|---------|--------|---------------|--------------|------------------|----------|------|
| S.No.                               | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Amount | 90%     | 10%    | GPF Pass Book | AG Authority | Employee Request | DDO      | View |
| 1.                                  | GPF1200228807241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | 4875997    | 4388397 | 487600 | Download      | Download     | Download         | Download | View |

63. All the uploaded documents will be visible in the grid click view to open the uploaded documents and do Digitally Sign using e-Sign or DSC.

64. If clicked on Return button it will be returned back at Employee login.

| GPF 90% Approval    |                        |           |          |      |  |
|---------------------|------------------------|-----------|----------|------|--|
| GPF1200228807241000 |                        |           |          |      |  |
| Document Details    |                        |           |          |      |  |
| S.No                | Document               | File Name | Remark   | View |  |
| 1                   | Previous Year GPF Slip | TEST.pdf  | 20222023 | View |  |
| 2                   | Previous Year GPF Slip | TEST.pdf  | 20202021 | View |  |
| 3                   | Previous Year GPF Slip | TEST.pdf  | 20212022 | View |  |
| 4                   | Previous Year GPF Slip | TEST.pdf  | 20232024 | View |  |
| 5                   | Previous Year GPF Slip | TEST.pdf  | 20192020 | View |  |

# GPF Authority 425 User Manual



65. Select OTP/Biometric then click to proceed e-Sign

66. Enter Aadhaar Number and click on get OTP.s

67. OTP will come on your registered mobile no with Aadhaar Card.



You are currently using C-DAC eSign Service and have been redirected from Directorate of Treasures, Pension and Entitlement Uttarakhand

68. Enter your Aadhaar OTP and click submit button.

# GPF Authority 425 User Manual



You are currently using C-DAC eSign Service and have been redirected from Directorate of Treasures, Pension and Entitlement Uttarakhand

**CDAC's e-Sign Service**

View Document Information

Aadhaar Number  Virtual ID  UID Token Get Virtual ID

Aadhaar TOTP  Aadhaar OTP How to generate TOTP?

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/UID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of e-signing.

OTP has been sent to mobile number <\*\*\*\*\*6756>

Not Received OTP? Resend OTP

Kindly click "Resend OTP" link after 5 seconds...

- 69. e-Sign will be visible on the covering letter then click to approve button.
- 70. If clicked on Return button it will be returned back at Employee login.

**GPF 90% Approval**

**GPF1200228807241000**

Document Details

| S.No | Document               | File Name | Remark   | View                 |
|------|------------------------|-----------|----------|----------------------|
| 1    | Previous Year GPF Slip | TEST.pdf  | 20222023 | <a href="#">View</a> |
| 2    | Previous Year GPF Slip | TEST.pdf  | 20202021 | <a href="#">View</a> |
| 3    | Previous Year GPF Slip | TEST.pdf  | 20212022 | <a href="#">View</a> |
| 4    | Previous Year GPF Slip | TEST.pdf  | 20232024 | <a href="#">View</a> |
| 5    | Previous Year GPF Slip | TEST.pdf  | 20192020 | <a href="#">View</a> |

GPF1200228807241000

**जांचकर्ता लेखा प्राधिकारी द्वारा उपयोग के लिए**

- प्रमाणित किया जाता है कि मैंने संलग्न परिकलन शीट और उपर्युक्त गणनाओं की जांच कर ली है, जो सही है।
- 43,88,397 ₹ (अंकों में) Fourty Three Lac Eighty Eight Thousand Three Hundred Ninety Seven ₹ (शब्दों में)
- (स्वीकृति प्राधिकारी) को अग्रसारित।

Employee Code: 01005603      Employee Name: Mr Mukesh Bhatnagar  
 GPF Number: NEU/2539      Department Name: Commandant General Youth Welfare and PVD Officer

दिनांक 29-Jul-2024

जांचकर्ता लेखा प्राधिकारी के  
हस्ताक्षर और महर  
**Signature Not Verified**  
Digitally signed by [Name] Singh  
 Reason: I am a Signature  
 Location: Haryana  
 Date and Time: 29-07-2024 11:39:52

Remarks:

- 71. Pop-Up Box will appear "Successfully:Data approved".

**Head Of Department GPF 425 Approval**

| S.No.            | Transaction ID | Employee Code | Employee Name | Authority For | GPF Amount | 90% | 10% | GPF Pass Book | AG Authority | Employee Request | DDO       | Finance Controller |
|------------------|----------------|---------------|---------------|---------------|------------|-----|-----|---------------|--------------|------------------|-----------|--------------------|
| Document Details |                |               |               |               |            |     |     |               |              |                  |           |                    |
| S.No.            | Document       |               |               |               |            |     |     |               |              |                  | File Name | View               |

✔ SUCCESSFULLY : Data approved

# GPF Authority 425 User Manual



72. Switch Role and select Officer.

| User Type |                                  | HOD      |  |                       | Role       |                                  |
|-----------|----------------------------------|----------|--|-----------------------|------------|----------------------------------|
| Name      | Select                           | HOD Code | HOD Name   | Select                | Role Name  | Select                           |
| DDO       | <input type="radio"/>            | 2298     | Commandant General Youth Welfare and PWD Officer | <input type="radio"/> | Operator   | <input type="radio"/>            |
| HOD       | <input checked="" type="radio"/> |          |  |                       | Supervisor | <input type="radio"/>            |
| FC        | <input type="radio"/>            |          |  |                       | Officer    | <input checked="" type="radio"/> |
|           |                                  |          |  |                       | Admin      | <input type="radio"/>            |

[Proceed](#)

73. Go to Approval tab and select GPF Authority Approval (Approval→GPF Authority Approval)

| DDO Details |            |            | Budget Status |  |  | Message  |  |  |
|-------------|------------|------------|---------------|--|--|--|--|--|
| DDO Name    | TAN Number | GST Number |               |  |  |  |  |  |
|             |            |            |               |  |  | <p>To Know Processing of IFMS Please Click Here (<a href="#">IFMS Instructions</a>)</p> <p>For IFMS User Manual Click Here</p> |  |  |

74. HOD Officer will receive case from HOD Supervisor (FC/CFO/Sr. FO/FO/AAO) and a grid will be visible on the screen

75. Digitized GPF Passbook, AG Authority, Employee Request (e-Signed application), DDO Officer (e-Signed application) and HOD Supervisor (FC/CFO/Sr. FO/FO/AAO) (e-Signed application) will be viewed and then click on select button and proceed further.

76. HOD Officer can also check approved GPF Authority from selecting “History” option.

| Head Of Department GPF 425 Approval                                     |                     |               |                     |               |            |         |        |               |              |                  |          |                |      |
|---|---------------------|---------------|---------------------|---------------|------------|---------|--------|---------------|--------------|------------------|----------|----------------|------|
| <input checked="" type="radio"/> Approval <input type="radio"/> History |                     |               |                     |               |            |         |        |               |              |                  |          |                |      |
| S.No.   | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Amount | 90%     | 10%    | GPF Pass Book | AG Authority | Employee Request | DDO      | HOD Supervisor | View |
| 1.  | GPF1200228807241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | 4875997    | 4388397 | 487600 | Download      | Download     | Download         | Download | Download       | View |

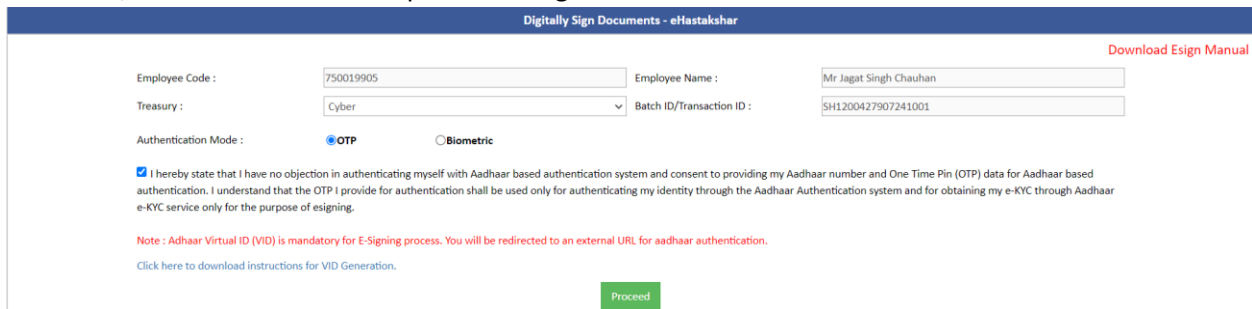
77. All the uploaded documents will be visible in the grid click view to open the uploaded documents and do Digitally Sign using e-Sign or DSC.

78. If clicked on Return button it will be returned back at Employee login.

| GPF 90% Approval    |                        |           |          |      |
|---------------------|------------------------|-----------|----------|------|
| GPF1200228807241000 |                        |           |          |      |
| Document Details    |                        |           |          |      |
| S.No.               | Document               | File Name | Remark   | View |
| 1                   | Previous Year GPF Slip | TEST.pdf  | 20222023 | View |
| 2                   | Previous Year GPF Slip | TEST.pdf  | 20202021 | View |
| 3                   | Previous Year GPF Slip | TEST.pdf  | 20212022 | View |
| 4                   | Previous Year GPF Slip | TEST.pdf  | 20232024 | View |
| 5                   | Previous Year GPF Slip | TEST.pdf  | 20192020 | View |



79. Select OTP/Biometric then click to proceed e-Sign



80. Enter Aadhaar Number and click on get OTP.

81. OTP will come on your registered mobile no with Aadhaar Card.



82. Enter your Aadhaar OTP and click submit button.

# GPF Authority 425 User Manual



You are currently using C-DAC eSign Service and have been redirected from Directorate of Treasures, Pension and Entitlement Uttarakhand



**CDAC's e-Sign Service**

**View Document Information**

Aadhaar Number  
  Virtual ID  
  UID Token  
 [Get Virtual ID](#)

Aadhaar TOTP  
  Aadhaar OTP  
 [How to generate TOTP?](#)

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/UID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of e-signing.

[Listen to Consent](#)  
 English ▾

OTP has been sent to mobile number <\*\*\*\*\*6755>

 
   
 Not Received OTP? Resend OTP

Kindly click "Resend OTP" link after 9 seconds....

83. All the uploaded documents will be visible in the grid click view to open the uploaded documents and and click approve to proceed.

84. If clicked on Return button it will be returned back at Employee login.

| GPF 90% Approval    |                        |           |          |                      |
|---------------------|------------------------|-----------|----------|----------------------|
| GPF1200228807241000 |                        |           |          |                      |
| Document Details    |                        |           |          |                      |
| S.No                | Document               | File Name | Remark   | View                 |
| 1                   | Previous Year GPF Slip | TEST.pdf  | 20222023 | <a href="#">View</a> |
| 2                   | Previous Year GPF Slip | TEST.pdf  | 20202021 | <a href="#">View</a> |
| 3                   | Previous Year GPF Slip | TEST.pdf  | 20212022 | <a href="#">View</a> |
| 4                   | Previous Year GPF Slip | TEST.pdf  | 20232024 | <a href="#">View</a> |
| 5                   | Previous Year GPF Slip | TEST.pdf  | 20192020 | <a href="#">View</a> |

GPF425H0D
1 / 1   -   100%   +   [ ]   [ ]

**स्वीकृति प्राधिकारी द्वारा उपयोग के लिए**

1- 01005503 : Mr Mukesh Bhatnagar (अभिदाता का यदि उसकी मृत्यु हो गयी है तो दावेदार / दावेदारों के नाम ) को 4388397 ₹ ( अंकों में ) Forty Three Lac Eighty Eight Thousand Three Hundred Ninety Seven ₹ ( शब्दों में ) का भुगतान स्वीकृत किया गया ।

2- शेष धनराशि के भुगतान का आवेदन पत्र तथा परिकलन शीट और सामान्य भविष्य निधि पासबुक महालेखाकार , उत्तराखण्ड देहरादून को अधस्तारित की गयी । सामान्य भविष्य निधि पासबुक भुगतान प्राधिकृत करने के पश्चात आहरण एवं वितरण अधिकारी को वापस किया जाए ।

दिनांक 18-Jul-2024

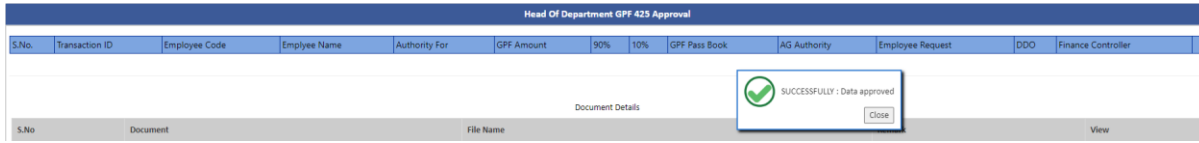
स्वीकृति प्राधिकारी के  
**Signature Not Verified**

Digitally signed by Mukesh Bhatnagar  
Reason: HECHHO E-Approval  
Location: Tishery  
Date and Time: 18-07-2024 17:18:47

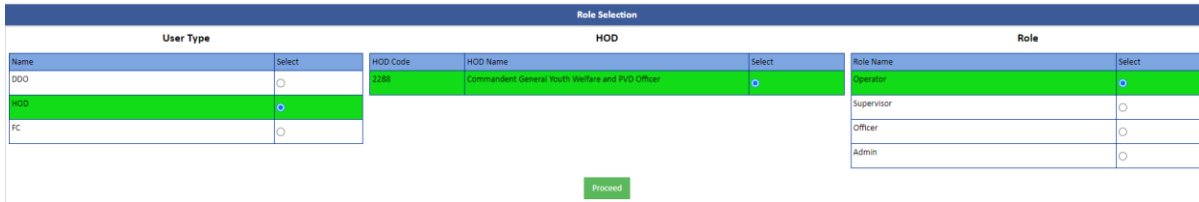
Remarks

APPROVE
Return

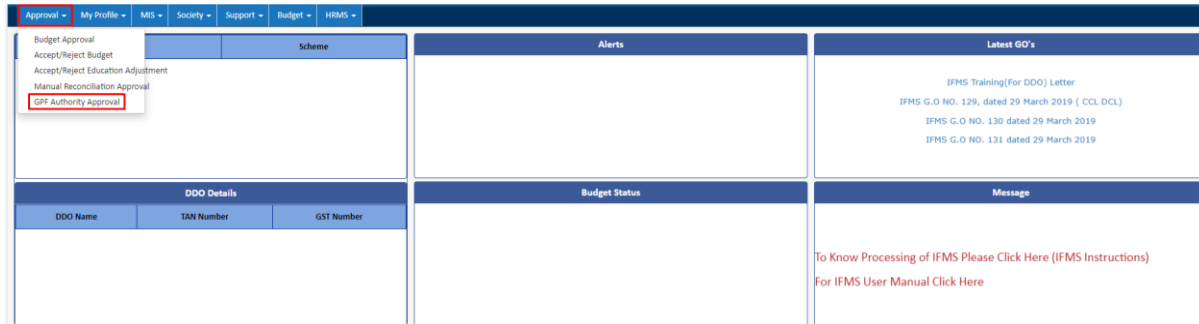
85. Pop-Up Box will appear “Successfully:Data approved”.



86. To view report select User Type, HOD and Role “Operator or Officer”.



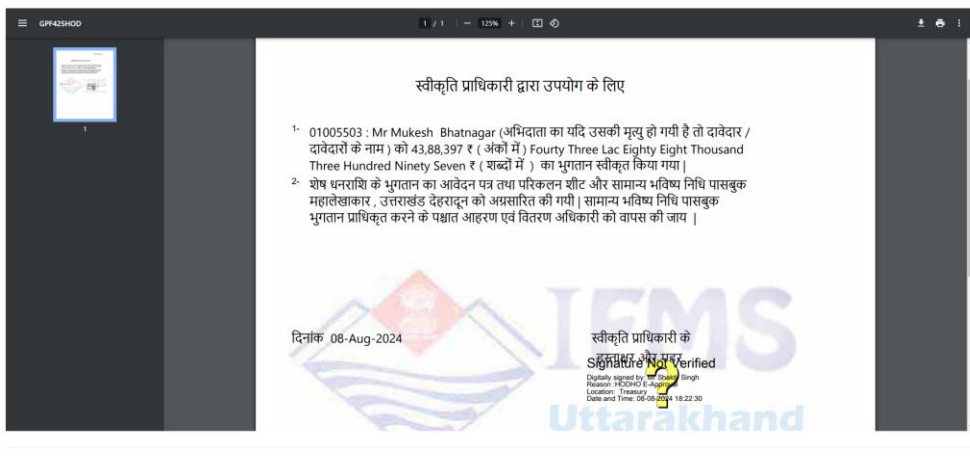
87. Go to Approval tab and select GPF Authority Approval (Approval→GPF Authority Approval)



88. Select History button and click on select button to view report.

| Head Of Department GPF 425 Approval |                     |               |                           |               |            |         |        |               |              |                  |          |        |
|-------------------------------------|---------------------|---------------|---------------------------|---------------|------------|---------|--------|---------------|--------------|------------------|----------|--------|
| S.No.                               | Transaction ID      | Employee Code | Employee Name             | Authority For | GPF Amount | 90%     | 10%    | GPF Pass Book | AG Authority | Employee Request | DDO      |        |
| 1.                                  | GPF9000228905241000 | 40002181      | Mr Sharat Singh Bhandari  | Employee      | 1870331    | 1683298 | 187033 | Download      | Download     | Download         | Download | Select |
| 2.                                  | GPF1200228807241000 | 01005503      | Mr Mukesh Bhatnagar       | Employee      | 4875997    | 4388397 | 487600 | Download      | Download     | Download         | Download | Select |
| 3.                                  | GPF8800228909221000 | 88008400      | Mr Harish Chandra Joshi   | Employee      | 1246894    | 1122205 | 124689 | Download      | Download     | Download         | Download | Select |
| 4.                                  | GPF9000228907231002 | 75005201      | Mr Wajahat Hussain Khan   | Employee      | 782009     | 703808  | 78201  | Download      | Download     | Download         | Download | Select |
| 5.                                  | GPF0100228908221000 | 610014606     | Mr Mukesh Chandra Dimari  | Employee      | 1901122    | 1711010 | 190112 | Download      | Download     | Download         | Download | Select |
| 6.                                  | GPF3700228904221000 | 37005804      | Mr Girish Chandra Tewari  | Nominee       | 331111     | 298000  | 33111  | Download      | Download     | Download         | Download | Select |
| 7.                                  | GPF3600228909221000 | 75005200      | Mr Pyare Lal Verma        | Employee      | 1181034    | 1062931 | 118103 | Download      | Download     | Download         | Download | Select |
| 8.                                  | GPF1200228805231002 | 750024885     | Mr Shiv Singh             | Employee      | 1448736    | 1303862 | 144874 | Download      | Download     | Download         | Download | Select |
| 9.                                  | GPF8900228906231000 | 360014455     | Mr Kirti Verma            | Employee      | 1925535    | 1732982 | 192553 | Download      | Download     | Download         | Download | Select |
| 10.                                 | GPF4000228910211000 | 400011090     | Mr Vinod Prasad Pant      | Nominee       | 1898144    | 1708330 | 189814 | Download      | Download     | Download         | Download | Select |
| 11.                                 | GPF4200228904231000 | 40002172      | Mr Kushla Nand Gairola    | Employee      | 3263794    | 2937415 | 326379 | Download      | Download     | Download         | Download | Select |
| 12.                                 | GPF4200228910221000 | 900025        | Mr Umesh Chandra          | Employee      | 2733598    | 2460238 | 273360 | Download      | Download     | Download         | Download | Select |
| 13.                                 | GPF7500228904231000 | 65003403      | Mr Hanuman Singh Bhandari | Employee      | 710869     | 639782  | 71087  | Download      | Download     | Download         | Download | Select |
| 14.                                 | GPF3800228909221000 | 38003200      | Mrs Maya Pandey           | Employee      | 475362     | 427826  | 47536  | Download      | Download     | Download         | Download | Select |

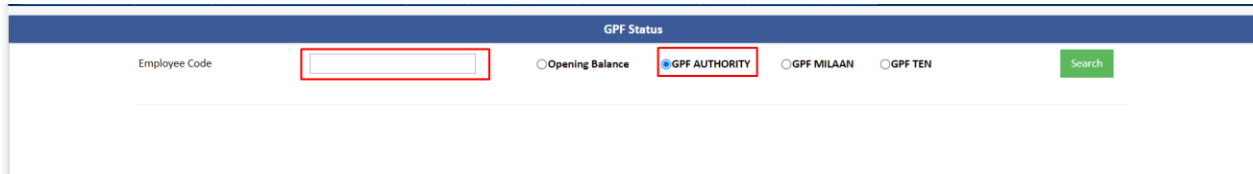
89. Report will be viewed in PDF Format.



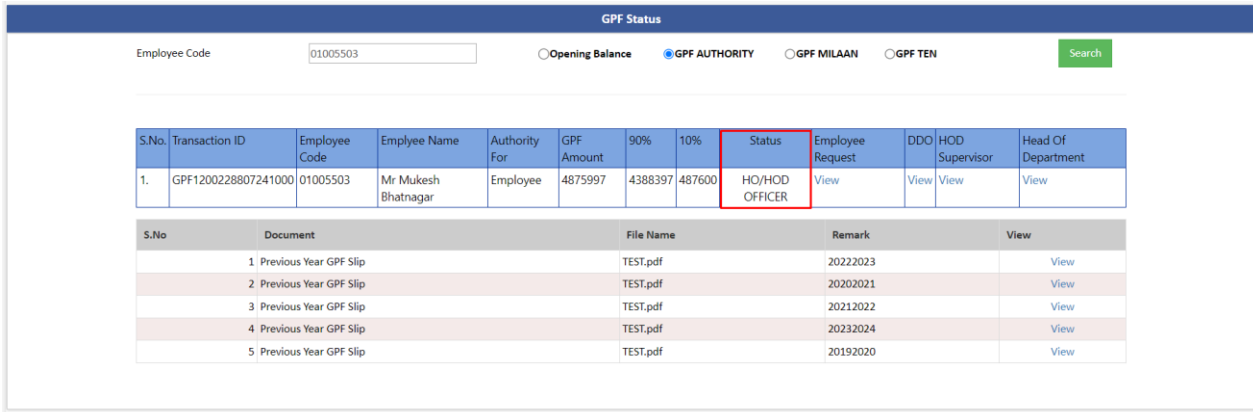
90. To know the status of GPF Authority at DDO Operator end go to GPF menu and select GPF Status option (GPF → GPF Status)



91. Enter Employee code and select GPF Authority option and click on search button.



92. As seen in the image attached below the GPF status is approved by HOD Officer and pending at AG Operator level.

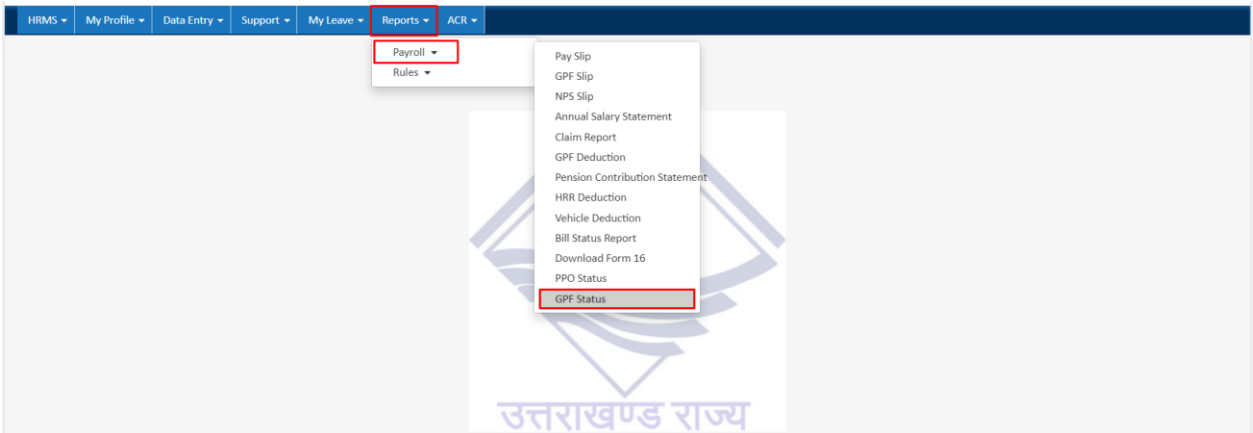


| S.No | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Amount | 90%     | 10%    | Status         | Employee Request | DDO  | HOD Supervisor | Head Of Department |
|------|---------------------|---------------|---------------------|---------------|------------|---------|--------|----------------|------------------|------|----------------|--------------------|
| 1.   | GPF1200228807241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | 4875997    | 4388397 | 487600 | HO/HOD OFFICER | View             | View | View           | View               |

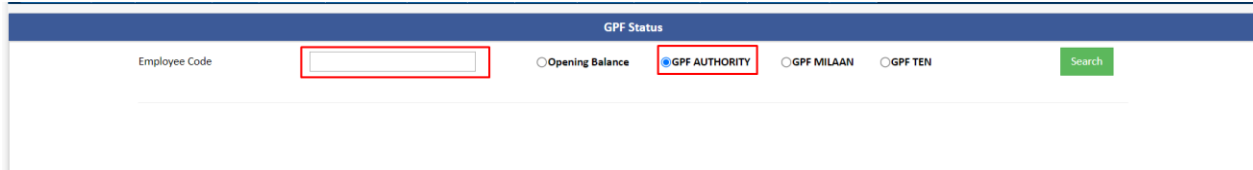
  

| S.No | Document               | File Name | Remark   | View |
|------|------------------------|-----------|----------|------|
| 1    | Previous Year GPF Slip | TEST.pdf  | 20222023 | View |
| 2    | Previous Year GPF Slip | TEST.pdf  | 20202021 | View |
| 3    | Previous Year GPF Slip | TEST.pdf  | 20212022 | View |
| 4    | Previous Year GPF Slip | TEST.pdf  | 20232024 | View |
| 5    | Previous Year GPF Slip | TEST.pdf  | 20192020 | View |

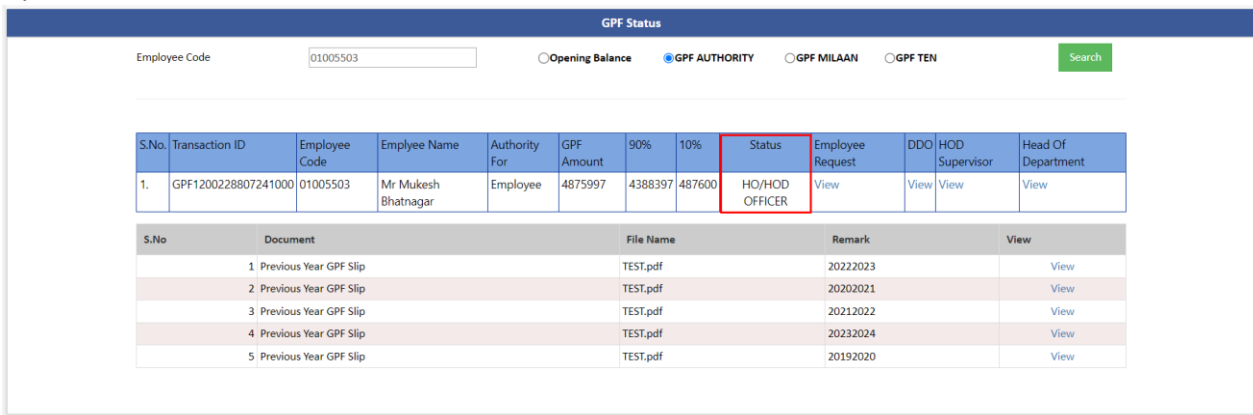
93. At Employee login you can also know your GPF Status in Reports → Payroll → GPF Status.



94. Enter Employee code and select GPF Authority option and click on search button.



95. As seen in the image attached below the GPF status is approved by HOD Officer and pending at AG Operator level.



| S.No | Transaction ID      | Employee Code | Employee Name       | Authority For | GPF Amount | 90%     | 10%    | Status         | Employee Request | DDO  | HOD Supervisor | Head Of Department |
|------|---------------------|---------------|---------------------|---------------|------------|---------|--------|----------------|------------------|------|----------------|--------------------|
| 1.   | GPF1200228807241000 | 01005503      | Mr Mukesh Bhatnagar | Employee      | 4875997    | 4388397 | 487600 | HO/HOD OFFICER | View             | View | View           | View               |

| S.No | Document               | File Name | Remark   | View |
|------|------------------------|-----------|----------|------|
| 1    | Previous Year GPF Slip | TEST.pdf  | 20222023 | View |
| 2    | Previous Year GPF Slip | TEST.pdf  | 20202021 | View |
| 3    | Previous Year GPF Slip | TEST.pdf  | 20212022 | View |
| 4    | Previous Year GPF Slip | TEST.pdf  | 20232024 | View |
| 5    | Previous Year GPF Slip | TEST.pdf  | 20192020 | View |