



# GPF MILAAN USER MANUAL

**Finance Data Center  
Directorate of Treasuries, Pension and  
Entitlements  
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Uttarakhand**

# GPF Module User Manual



## Document Control Sheet

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| 1      | V1.0    | Swayam Bhatnagar | Mr. Vishal Somany | Mr. M.K Pandey<br>(Deputy Director) | Original<br>Document | 21.02.2024 |

Courtesy

CDAC: The Centre for Development of Advanced Computing

UIDAI: Unique Identification Authority of India

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## 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:

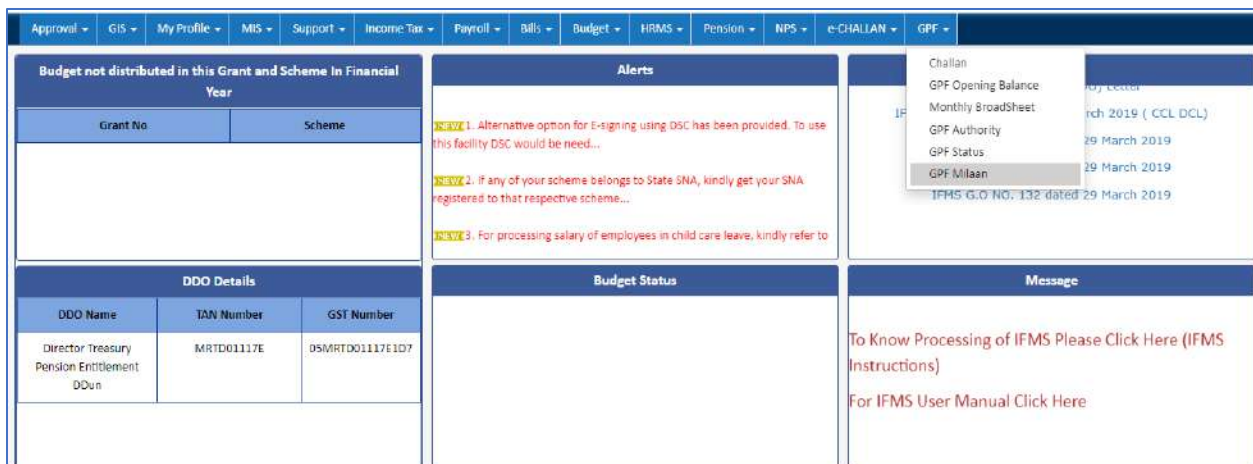
1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/
3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

## 3. GPF Milaan

The work of maintenance of GPF Account of State Govt. employees belonging to category other than Class-IV is divided between two offices of Accountant General (A& E)-I and Accountant General (A&E)-II on the basis of departments. At the time of retirement when the payment of GPF is to be made to employee, prior 6 month of retirement manually GPF passbook is sent to AG office along with covering letter of department for GPF Milaan purpose, i.e., AG department verifies the entries made in GPF passbook with respect to the schedules and data maintained by them. Once the data is verified and checked AG office along with their final amount in form of Form SO24 sends a copy and passbook back to respective department. On the basis of AG's Form SO24 sanctioning of GPF 90% and 10% is initiated by the department for HOD or Finance Controller. The entire manual functioning has been automated in IFMS. Let us see how DDO will work;

### 3.1 Data Entry of GPF passbook

- At the operator end of DDO, user is provided with menu bar with various modules. User can access GPF Milaan as shown in the image attached below; click on GPF in the menu bar as a result drop down menu appears on the screen, select GPF Milaan (GPF → GPF Milaan)



**Fig-01**

- User is directed to the page attached below, here user has to enter employee code of employee whose data entry is to be performed, followed by clicking on search button.



**Fig-02**

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**NOTE:** Before continuing making entry in GPF Millan, user is requested to first scan and upload the entire GPF passbook in HRMS Digitization module (HRMS-> Service Details-> Upload Service records).

**Validation check:** On entering employee code system checks

- Whether employee code entered belongs to NPS or GPF, if employee belongs to NPS system will not allow user to continue and give pop-up message as shown in the image attached below;

Employee Code : 42790313F00086

Search Refresh

Employee Details

|                    |                          |                      |                                           |
|--------------------|--------------------------|----------------------|-------------------------------------------|
| Batch ID :         |                          | Employee Type :      | 42790313F00086                            |
| Employee Name :    | Ms Shivanshi Joshi       | Designation :        | Director Treasury Pension and Entitlement |
| Employment Type :  | UK State Services Others | Posting Location :   | Dehradun                                  |
| Posting District : | Dehradun                 | Treasury Code :      | 1200 ( Cyber )                            |
| Scale :            | 29200-92300 (LEVEL 05)   | Scheme Code :        | 2054000950300                             |
| Date of Joining :  | 29-MAR-2016              | GPF Number :         |                                           |
|                    |                          | Date of Retirement : | 31-MAY-2055                               |

Employee status belongs to New Pension Policy

**Fig-03**

- Whether employee belongs to same department or some other, system will not allow user to continue and give pop-up message as shown in the image attached below;

Employee Code : 01009605

Select Action

Search Refresh

Employee Details

|                    |                          |                      |                         |
|--------------------|--------------------------|----------------------|-------------------------|
| Batch ID :         | GPM1200427909231001      | Employee ID :        | 01009605                |
| Employee Name :    | Mr Rajesh Singh          | Designation :        | Ward Boy                |
| Employment Type :  | UK State Services Others | Office :             | Director General Police |
| Posting District : | Dehradun                 | Posting Location :   | Dehradun                |
| Scale :            | 29200-92300 (LEVEL 05)   | Treasury Code :      | 0100 ( Dehradun )       |
| Date of Joining :  | 06-FEB-1986              | Scheme Code :        | 2055001130401           |
|                    |                          | GPF Number :         | 00050                   |
|                    |                          | Date of Retirement : | 30-APR-2020             |

Employee code not of this DDO User

**Fig-04**

- Whether physical GPF passbook has been digitized and uploaded in system or not. If not upload using HRMS-> Service Details-> Upload Service Records and then continue with data Entry.

Approval GIS My Profile MIS Support Income Tax Payroll Bills Budget HRMS Pension NPS e-CHALLAN GPF

GPF Milaan Case

Employee Code : 010086907

Refresh

Employee Code : 010086907

Batch ID :

Employee Name :

Employee ID :

Code :

010086907

Director Treasury Pension and Entitlement

Posting District :

Dehradun

Posting Location :

Dehradun

Scale :

79200-92300 (LEVEL 05)

Treasury :

1200 ( Cyber )

Scheme Code :

2054000950300

Date of Joining :

17-NOV-1987

GPF Number :

-DDN/4279/00003

Date of Retirement :

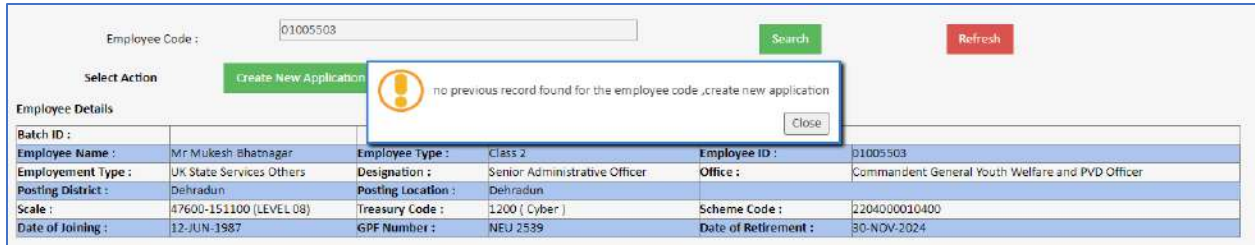
31-JAN-2025

No file found! kindly go to HRMS->Service Book -> Upload Service Book to upload GPF pass book

**Fig-05**

### 3.2 Create New Application

- If all the validations are met and no previous entry exists. Pop up message will appear on the screen “no previous record found for the employee code, create new application”, create new application button will appear on the screen along with employee’s detail. Click on create new application button, as a result input year column appears on the screen, from the drop-down list select the year.



| Employee Details   |                          |                      |                                                  |
|--------------------|--------------------------|----------------------|--------------------------------------------------|
| Batch ID :         |                          | Employee ID :        | 01005503                                         |
| Employee Name :    | Mr Mukesh Bhatnagar      | Employee Type :      | Class 2                                          |
| Employment Type :  | UK State Services Others | Designation :        | Senior Administrative Officer                    |
| Posting District : | Dehradun                 | Posting Location :   | Dehradun                                         |
| Scale :            | 47600-151100 (LEVEL 08)  | Treasury Code :      | 1200 ( Cyber )                                   |
| Date of Joining :  | 12-JUN-1987              | GPF Number :         | NEU 2539                                         |
|                    |                          | Office :             | Commandant General Youth Welfare and PVD Officer |
|                    |                          | Scheme Code :        | 2204000010400                                    |
|                    |                          | Date of Retirement : | 30-NOV-2024                                      |

**Fig-06**

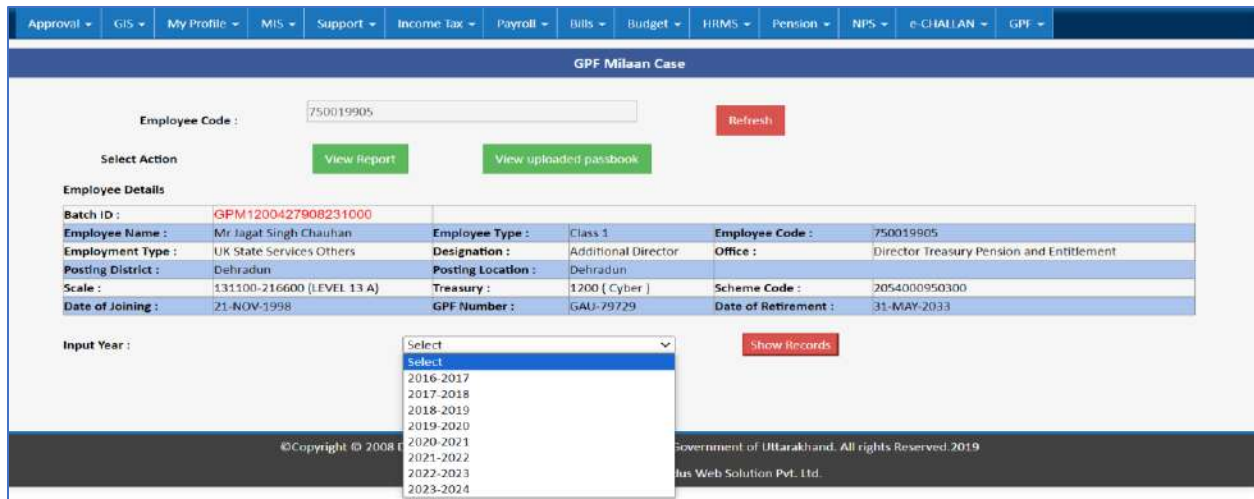
- User is provided with list of input years; one by one user has to select input years and perform data entry. Along with this user is provided with three buttons, i.e., are view report button, view uploaded passbook and refresh button.

**Refresh Button:** in order to perform entry of some other employee.

**View Report Button:** once the data entry is performed and saved user can view that entry in form of report using this button.

**View uploaded passbook button:** The physical GPF passbook (Digitized) uploaded by DDO can be previewed using this button.

**NOTE:** User is provided with input years from 2016-17 onwards based on 7<sup>th</sup> pay commission, thus data entry needs to be performed from 2016-17 onwards. for verifying previous years entries uploaded physical GPF passbook (Digitized) can be used.



| Employee Details   |                            |                      |                                           |
|--------------------|----------------------------|----------------------|-------------------------------------------|
| Batch ID :         | GPM1200427908231000        | Employee Code :      | 750019905                                 |
| Employee Name :    | Mr Jagat Singh Chauhan     | Employee Type :      | Class 1                                   |
| Employment Type :  | UK State Services Others   | Designation :        | Additional Director                       |
| Posting District : | Dehradun                   | Posting Location :   | Dehradun                                  |
| Scale :            | 131100-216600 (LEVEL 13 A) | Treasury :           | 1200 ( Cyber )                            |
| Date of Joining :  | 21-NOV-1998                | GPF Number :         | GAU-79729                                 |
|                    |                            | Office :             | Director Treasury Pension and Entitlement |
|                    |                            | Scheme Code :        | 2054000950300                             |
|                    |                            | Date of Retirement : | 31-MAY-2033                               |

**Fig-07**

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- On selecting input year, user is provided with tabular format which is shadow of physical GPF passbook. Grid will consist of columns as Sr. no., salary month, deduction month, treasury name, voucher number, voucher date, monthly subscription, loan refund, arrears, withdrawal, advance voucher number, advance voucher date, rate of interest and save row check boxes.

**Case 1: When Salary is drawn from the treasury system itself**, in this case all the fields in the table will be auto filled including withdrawal, as can be seen in the image attached below. Operator needs to check if all the entries auto captured are correct or not, if found incorrect user can make changes all the fields are made editable.

**NOTE:** Here user is also provided with save row check box which are by default ticked if any entry needs to be excluded user can untick the checkbox.

- Since we are starting from mid-year i.e., 2016-2017 thus user will have to enter correct opening balance for this financial year as can be seen in the image attached below.

Input Year : 2016-2017 Show Records

Milan Case Entries

| SNo | Salary Month | Deduction Month | Trea Name | Voucher No | VOUCHER DATE | Monthly Sub. | ADVANCE REFUND | ARREARS | WITHDRAWAL | ADVANCE VOUCHER NUMBER | ADVANCE VOUCHER DATE | RoI | Save Row                            |
|-----|--------------|-----------------|-----------|------------|--------------|--------------|----------------|---------|------------|------------------------|----------------------|-----|-------------------------------------|
| 1   | MAR-2016     | APR-2016        | Cyber     | A24080002  | 06-Apr-2016  | 15000        | 0              | 0       | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 2   | APR-2016     | MAY-2016        | Cyber     | A24080004  | 28-Apr-2016  | 15000        | 0              | 0       | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 3   | MAY-2016     | JUN-2016        | Cyber     | A24080003  | 28-May-2016  | 15000        | 0              | 11400   | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 4   | JUN-2016     | JUL-2016        | Cyber     | A24080001  | 28-Jun-2016  | 15000        | 0              | 0       | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 5   | JUL-2016     | AUG-2016        | Cyber     | A24080002  | 28-Jul-2016  | 15000        | 0              | 0       | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 6   | AUG-2016     | SEP-2016        | Cyber     | A24080002  | 29-Aug-2016  | 15000        | 0              | 0       | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 7   | SEP-2016     | OCT-2016        | Cyber     | A24080004  | 30-Sep-2016  | 10000        | 0              | 0       | 0          |                        |                      | 8.1 | <input checked="" type="checkbox"/> |
| 8   | OCT-2016     | NOV-2016        | Cyber     | A24080002  | 27-Oct-2016  | 10000        | 0              | 0       | 625000     | 880090002              | 02-Nov-2016          | 8   | <input checked="" type="checkbox"/> |
| 9   | NOV-2016     | DEC-2016        | Cyber     | A24080004  | 28-Nov-2016  | 10000        | 0              | 0       | 0          |                        |                      | 8   | <input checked="" type="checkbox"/> |
| 10  | DEC-2016     | JAN-2017        | Cyber     | A24080001  | 29-Dec-2016  | 10000        | 0              | 0       | 0          |                        |                      | 8   | <input checked="" type="checkbox"/> |
| 11  | JAN-2017     | FEB-2017        | Cyber     | A24080002  | 31-Jan-2017  | 12600        | 0              | 0       | 0          |                        |                      | 8   | <input checked="" type="checkbox"/> |
| 12  | FEB-2017     | MAR-2017        | Cyber     | A24080005  | 28-Feb-2017  | 12600        | 0              | 0       | 0          |                        |                      | 8   | <input checked="" type="checkbox"/> |

The data of employee shown above is automatically fetched. Kindly check if there is anything incorrect in the data shown then correct it and save it.

The data of employee shown above is automatically fetched. Kindly check if there is anything incorrect in the data shown then correct it and save it.  
 जिन कार्मिकों का डाटा उक्त सारणी में उपलब्ध नहीं है, उनका डाटा कार्यालय में रक्षित अभिलेखों के आधार पर मैन्युअली प्रविष्टि करें।

Add Row

Calculate

**Withdrawal Type and Details :**       Refundable  Non-refundable

**To Add :**

\*Opening Balance: 735795 ←

\*Previous adjustments made by the Accountant General: 0

Pratsahan Bonus Amount: 0

**To Subtract**

\* Withdrawals during the Year: 0

**Final**

\*details of annual closing of accounts: 0

\*Return of Advance: 0

\*Interest as per the account slip issued by the Accountant General: 0

Current Year Total Monthly Subscription: 0

Current Year's Interest Amount: 0

\*Previous adjustments/withdrawals made by the Accountant General:

**Fig-08**

7. User is provided with add row button, if in case user needs to add one more row.
8. Once satisfied with the entries click on calculate button, as a result monthly subscription, year wise interest as well as closing balance will auto calculate, user can check if the calculation is accurate or not, if not user can make changes here as well.
9. As can be seen if user has taken any withdrawal than it is mandatory to select withdrawal type, like we have selected non-refundable.
10. Also, if any arrear is their user needs to select which sort of arrear is paid, as can be seen in the image attached below.

**Withdrawal Type and Details :**     Refundable  Non-refundable    Select \*

**Arrears Detail**

| ARREAR | REMARK    |
|--------|-----------|
| 11400  | DA Arrear |

**To Add :**

|                                                       |                                     |                                                                     |                                     |
|-------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------|-------------------------------------|
| *Opening Balance:                                     | <input type="text" value="735795"/> | *Return of Advance:                                                 | <input type="text" value="0"/>      |
| *Previous adjustments made by the Accountant General: | <input type="text" value="0"/>      | *Interest as per the account slip issued by the Accountant General: | <input type="text" value="0"/>      |
| Pratsahan Bonus Amount                                | <input type="text" value="11400"/>  | Current Year Total Monthly Subscription                             | <input type="text" value="166600"/> |
|                                                       |                                     | Current Year's Interest Amount:                                     | <input type="text" value="46411"/>  |

**To Subtract**

|                                |                                     |                                                                   |                      |
|--------------------------------|-------------------------------------|-------------------------------------------------------------------|----------------------|
| * Withdrawals during the Year: | <input type="text" value="625000"/> | *Previous adjustments/withdrawals made by the Accountant General: | <input type="text"/> |
|--------------------------------|-------------------------------------|-------------------------------------------------------------------|----------------------|

**Final**

\*details of annual closing of accounts:

**Fig-09**

11. After the below fields are accurate, proceed by clicking on save current year data, as a result data is saved and batch is created.
12. Further proceed with next financial year by clicking on continue for next year button. And perform all the steps till current year.

**Case 2:** For data entries prior to year 2021 where **GPF was deducted manually using manual challan**, in this case the data might not be available in database thus entries cannot be auto captured/ filled as can be seen in the image attached below,

**Input Year :**    

**Milan Case Entries**

| SNo | Salary Month | Deduction Month | Tree Name | Voucher No | VOUCHER DATE | Monthly Sub. | ADVANCE REFUND | ARREARS | WITHDRAWL | ADVANCE VOUCHER NUMBER | ADVANCE VOUCHER DATE | Rol | Save Row                            |
|-----|--------------|-----------------|-----------|------------|--------------|--------------|----------------|---------|-----------|------------------------|----------------------|-----|-------------------------------------|
| 1   | MAR-2017     | APR-2017        | Cyber     | A20540003  | 07-Apr-2017  | 25100        | 0              | 0       | 0         |                        |                      | 7,9 | <input checked="" type="checkbox"/> |
| 2   | APR-2017     | MAY-2017        | Cyber     | A20540014  | 28-Apr-2017  | 25100        | 0              | 0       | 0         |                        |                      | 7,9 | <input checked="" type="checkbox"/> |
| 3   | MAY-2017     | JUN-2017        | Cyber     | A20540002  | 29-May-2017  | 25100        | 0              | 12528   | 0         |                        |                      | 7,9 | <input checked="" type="checkbox"/> |
| 4   | JUN-2017     | JUL-2017        | Cyber     | A20540018  | 29-jun-2017  | 25100        | 0              | 0       | 0         |                        |                      | 7,9 | <input checked="" type="checkbox"/> |
| 5   | JUL-2017     | AUG-2017        | Cyber     | A20540004  | 29-jul-2017  | 25100        | 0              | 0       | 0         |                        |                      | 7,8 | <input checked="" type="checkbox"/> |
| 6   | NOV-2017     | DEC-2017        | Cyber     | A20540005  | 13-Nov-2017  | 0            | 0              | 83722   | 0         |                        |                      | 7,8 | <input checked="" type="checkbox"/> |

The data of employee shown above is automatically fetched. Kindly check if there is anything incorrect in the data shown then correct it and save it.

**Withdrawal Type and Details :**     Refundable  Non-refundable

**To Add :**

|                                                       |                                      |                                                                     |                                |
|-------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------|--------------------------------|
| *Opening Balances:                                    | <input type="text" value="1495523"/> | *Return of Advance:                                                 | <input type="text" value="0"/> |
| *Previous adjustments made by the Accountant General: | <input type="text" value="0"/>       | *Interest as per the account slip issued by the Accountant General: | <input type="text" value="0"/> |
| Pratsahan Bonus Amount                                | <input type="text" value="0"/>       | Current Year Total Monthly Subscription                             | <input type="text" value="0"/> |

**To Subtract**

|                                |                                |                                                                   |                                |
|--------------------------------|--------------------------------|-------------------------------------------------------------------|--------------------------------|
| * Withdrawals during the Year: | <input type="text" value="0"/> | *Previous adjustments/withdrawals made by the Accountant General: | <input type="text" value="0"/> |
|--------------------------------|--------------------------------|-------------------------------------------------------------------|--------------------------------|

**Final**

\*details of annual closing of accounts:

**Fig-10**

# GPF Module User Manual



1. In this case either user can first make entry using challan option for that kindly refer to **4.1. Challan**. Entries made here will auto reflect in the table and GPF slip.

Or

2. User can use Add row button for adding additional rows, like we have added additional 6 rows here and then perform data entry one by one as per the manual challan. Calculate, save and continue with next financial year.

**NOTE: It is advised to prefer using Challan option.**

| SNo | Salary Month | Deduction Month | Trea Name | Voucher No | VOUCHER DATE | Monthly Sub. | ADVANCE REFUND | ARREARS | WITHDRAWAL | ADVANCE VOUCHER NUMBER | ADVANCE VOUCHER DATE | Rel | Save Row                            |
|-----|--------------|-----------------|-----------|------------|--------------|--------------|----------------|---------|------------|------------------------|----------------------|-----|-------------------------------------|
| 1   | MAR-2017     | APR-2017        | Cyber     | A20540003  | 07-Apr-2017  | 25100        | 0              | 0       | 0          |                        |                      | 7.9 | <input checked="" type="checkbox"/> |
| 2   | APR-2017     | MAY-2017        | Cyber     | A20540014  | 28-Apr-2017  | 25100        | 0              | 0       | 0          |                        |                      | 7.9 | <input checked="" type="checkbox"/> |
| 3   | MAY-2017     | JUN-2017        | Cyber     | A20540002  | 29-May-2017  | 25100        | 0              | 12528   | 0          |                        |                      | 7.9 | <input checked="" type="checkbox"/> |
| 4   | JUN-2017     | JUL-2017        | Cyber     | A20540018  | 29-Jun-2017  | 25100        | 0              | 0       | 0          |                        |                      | 7.9 | <input checked="" type="checkbox"/> |
| 5   | JUL-2017     | AUG-2017        | Cyber     | A20540004  | 29-Jul-2017  | 25100        | 0              | 0       | 0          |                        |                      | 7.8 | <input checked="" type="checkbox"/> |
| 6   | NOV-2017     | DEC-2017        | Cyber     | A20540005  | 13-Nov-2017  | 0            | 0              | 83722   | 0          |                        |                      | 7.8 | <input checked="" type="checkbox"/> |
| 7   |              |                 | --Selec   |            |              |              |                |         |            |                        |                      |     | <input checked="" type="checkbox"/> |
| 8   |              |                 | --Selec   |            |              |              |                |         |            |                        |                      |     | <input checked="" type="checkbox"/> |
| 9   |              |                 | --Selec   |            |              |              |                |         |            |                        |                      |     | <input checked="" type="checkbox"/> |
| 10  |              |                 | --Selec   |            |              |              |                |         |            |                        |                      |     | <input checked="" type="checkbox"/> |
| 11  |              |                 | --Selec   |            |              |              |                |         |            |                        |                      |     | <input checked="" type="checkbox"/> |
| 12  |              |                 | --Selec   |            |              |              |                |         |            |                        |                      |     | <input checked="" type="checkbox"/> |

The data of employee shown above is automatically fetched. Kindly check if there is anything incorrect in the data shown then correct it and save it.

[Add Row](#)

**Fig-11**

**Case 3:** For data entries of E-challan i.e., post 2021 where GPF is deducted online using Ekosh, in this case the data will auto reflected as shown in the image attached below, user needs to verify the data, perform calculation, save and continue with next financial year.

| Input Year : 2022-2023 <span style="float: right;"><a href="#">Show Records</a></span> |              |                 |           |             |              |              |                |         |            |                        |                      |     |                                     |
|----------------------------------------------------------------------------------------|--------------|-----------------|-----------|-------------|--------------|--------------|----------------|---------|------------|------------------------|----------------------|-----|-------------------------------------|
| Milan Case Entries                                                                     |              |                 |           |             |              |              |                |         |            |                        |                      |     |                                     |
| SNo                                                                                    | Salary Month | Deduction Month | Trea Name | Voucher No  | VOUCHER DATE | Monthly Sub. | ADVANCE REFUND | ARREARS | WITHDRAWAL | ADVANCE VOUCHER NUMBER | ADVANCE VOUCHER DATE | Rel | Save Row                            |
| 1                                                                                      | MAR-2022     | APR-2022        | Cyber     | 80090422E09 | 19-Apr-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 2                                                                                      | APR-2022     | MAY-2022        | Cyber     | 80090522E09 | 10-May-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 3                                                                                      | MAY-2022     | JUN-2022        | Cyber     | 80090622E00 | 07-Jun-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 4                                                                                      | JUN-2022     | JUL-2022        | Cyber     | 80090722E00 | 07-Jul-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 5                                                                                      | JUL-2022     | AUG-2022        | Cyber     | 80090822E00 | 06-Aug-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 6                                                                                      | AUG-2022     | SEP-2022        | Cyber     | 80090922E00 | 07-Sep-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 7                                                                                      | SEP-2022     | OCT-2022        | Cyber     | 80091022E00 | 13-Oct-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 8                                                                                      | OCT-2022     | NOV-2022        | Cyber     | 80091122E00 | 09-Nov-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 9                                                                                      | NOV-2022     | DEC-2022        | Cyber     | 80091222E00 | 09-Dec-2022  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 10                                                                                     | DEC-2022     | JAN-2023        | Cyber     | 80090123E00 | 06-Jan-2023  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 11                                                                                     | JAN-2023     | FEB-2023        | Cyber     | A20540001   | 01-Feb-2023  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |
| 12                                                                                     | FEB-2023     | MAR-2023        | Cyber     | A20540008   | 28-Feb-2023  | 50000        | 0              | 0       | 0          |                        |                      | 7.1 | <input checked="" type="checkbox"/> |

The data of employee shown above is automatically fetched. Kindly check if there is anything incorrect in the data shown then correct it and save it.

**Fig-12**

### 3.3 Update Existing

1. If previous entries exist. Pop up message will appear on the screen “employee has batch id, check existing or status report for Milan case”. Update existing application and status of filed cases button will appear on the screen along with employee’s detail. Click on Update existing application button, as a result all the draft entries saved earlier reflects on the screen, user can update the previously filled entries and can continue with entering rest entries.

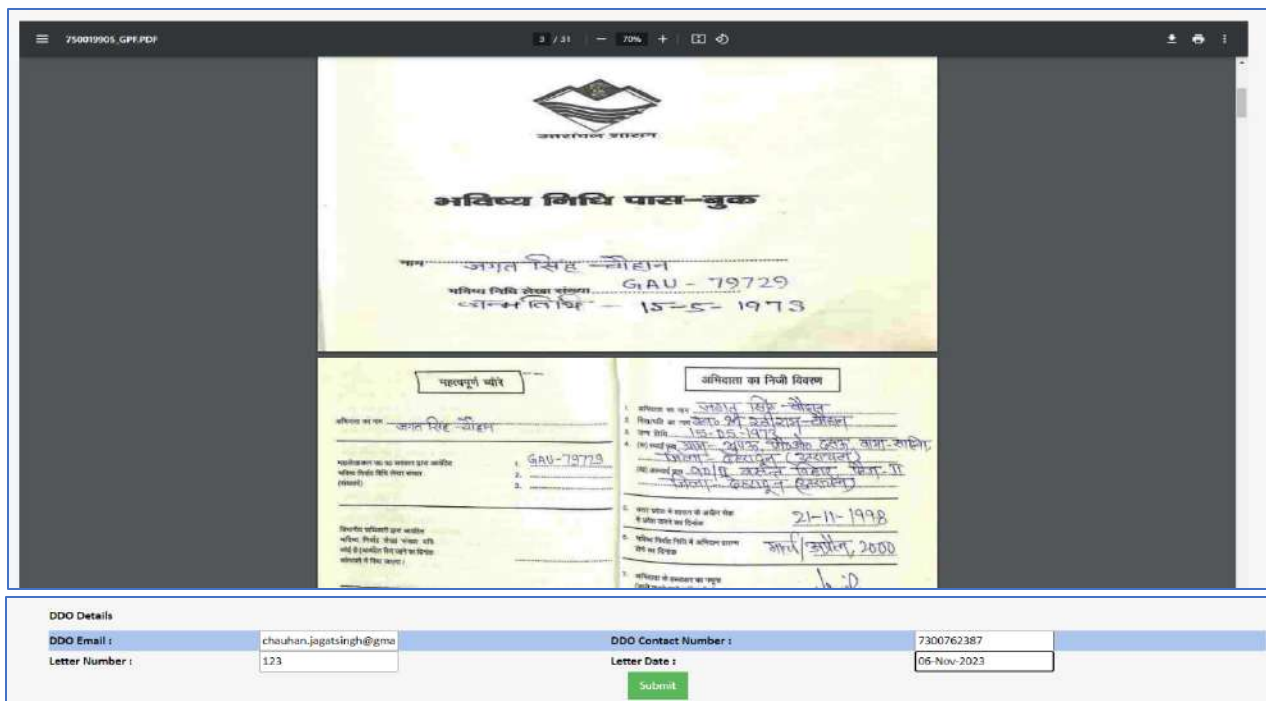


| Employee Details   |                            |                      |                                           |
|--------------------|----------------------------|----------------------|-------------------------------------------|
| Batch ID :         | GPM1200427908231000        |                      |                                           |
| Employee Name :    | Mr Jagat Singh Chauhan     | Employee Type :      | Class 1                                   |
| Employment Type :  | UK State Services Others   | Designation :        | Additional Director                       |
| Posting District : | Dehradun                   | Posting Location :   | Dehradun                                  |
| Scale :            | 131100-216600 (LEVEL 13 A) | Treasury :           | 1200 ( Cyber )                            |
| Date of Joining :  | 21-NOV-1998                | GPF Number :         | GAU-79729                                 |
|                    |                            | Employee Code :      | 750019905                                 |
|                    |                            | Office :             | Director Treasury Pension and Entitlement |
|                    |                            | Scheme Code :        | 2054000950300                             |
|                    |                            | Date of Retirement : | 31-MAY-2033                               |

**Fig-13**

### 3.4 View Uploaded Passbook

1. Once all the entries of all the years are saved, in order to continue with submitting the case for approval click on view uploaded passbook, as a result GPF passbook digitized appears on the screen, as shown in the image attached below; it can also be seen that at the bottom of the page user is provided with submit button.



| DDO Details          |                          |
|----------------------|--------------------------|
| DDO Email :          | chauhan.jagatsingh@gmail |
| DDO Contact Number : | 7300762387               |
| Letter Number :      | 123                      |
| Letter Date :        | 06-Nov-2023              |

**Submit**

**Fig-14**

# GPF Module User Manual

2. Enter email and contact number of DDO, enter dispatch letter number and dispatch date. Further click on submit button, as shown in the image attached below;



Fig-15

3. Once the file is submitted user have to continue with approval process from all the three levels, for that refer to GPF Milaan Approval.

## 3.5 View Report

1. In order to view the digital GPF passbook generated after entry click on view report button, as can be seen user is directed to the page attached below;



Fig-16

2. Here user has to select financial year, as can be seen in the image attached below;

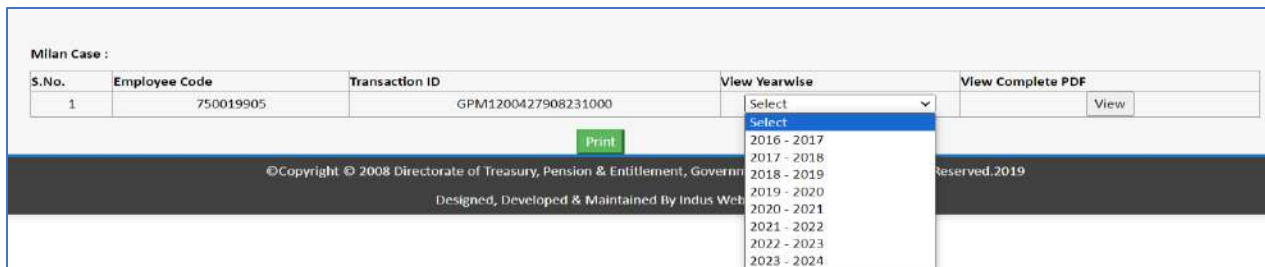


Fig-17

# GPF Module User Manual



- On selecting financial year as can be seen in the image attached below digital passbook is generated on the screen, which can be printed and downloaded year wise or entirely.

| Sl. No. | Salary Month | Deduction Month | Trea Name | Voucher Number | Voucher Date | Monthly Subscription | Advance Refund | Arrears | Withdrawal | Advance Voucher Number | Advance Voucher Date | Rate of Interest |
|---------|--------------|-----------------|-----------|----------------|--------------|----------------------|----------------|---------|------------|------------------------|----------------------|------------------|
| 1       | MAR-2016     | APR-2016        | Cyber     | A24080002      | 08-APR-2016  | 15000                | 0              | 0       | 0          |                        |                      | 8.1              |
| 2       | APR-2016     | MAY-2016        | Cyber     | A24080004      | 29-APR-2016  | 15000                | 0              | 0       | 0          |                        |                      | 8.1              |
| 3       | MAY-2016     | JUN-2016        | Cyber     | A24080003      | 28-MAY-2016  | 15000                | 0              | 11400   | 0          |                        |                      | 8.1              |
| 4       | JUN-2016     | JUL-2016        | Cyber     | A24080001      | 28-JUN-2016  | 15000                | 0              | 0       | 0          |                        |                      | 8.1              |
| 5       | JUL-2016     | AUG-2016        | Cyber     | A24080002      | 28-JUL-2016  | 15000                | 0              | 0       | 0          |                        |                      | 8.1              |
| 6       | AUG-2016     | SEP-2016        | Cyber     | A24080002      | 29-AUG-2016  | 15000                | 0              | 0       | 0          |                        |                      | 8.1              |
| 7       | SEP-2016     | OCT-2016        | Cyber     | A24080004      | 30-SEP-2016  | 10000                | 0              | 0       | 0          |                        |                      | 8.1              |
| 8       | OCT-2016     | NOV-2016        | Cyber     | A24080002      | 27-OCT-2016  | 10000                | 0              | 0       | 0          | B8000002               | 02-NOV-2016          | 8                |
| 9       | NOV-2016     | DEC-2016        | Cyber     | A24080004      | 28-NOV-2016  | 10000                | 0              | 0       | 0          |                        |                      | 8                |
| 10      | DEC-2016     | JAN-2017        | Cyber     | A24080001      | 29-DEC-2016  | 10000                | 0              | 0       | 0          |                        |                      | 8                |
| 11      | JAN-2017     | FEB-2017        | Cyber     | A24080002      | 31-JAN-2017  | 12600                | 0              | 0       | 0          |                        |                      | 8                |
| 12      | FEB-2017     | MAR-2017        | Cyber     | A24080005      | 28-FEB-2017  | 12600                | 0              | 0       | 0          |                        |                      | 8                |

| Withdrawal Details |            |            |                     |                        |            |                  |
|--------------------|------------|------------|---------------------|------------------------|------------|------------------|
| Sl. No.            | Withdrawal | Order Date | Advance Voucher No. | Advance Voucher Number | Order Date | Refund type      |
| 1.                 | 025000     | B8000002   | 02-NOV-2016         |                        |            | Non - Refundable |

| Arrear Details |        |             |
|----------------|--------|-------------|
| Sl. No.        | Arrear | Arrear Type |
| 1.             | 11400  | DA Arrear   |

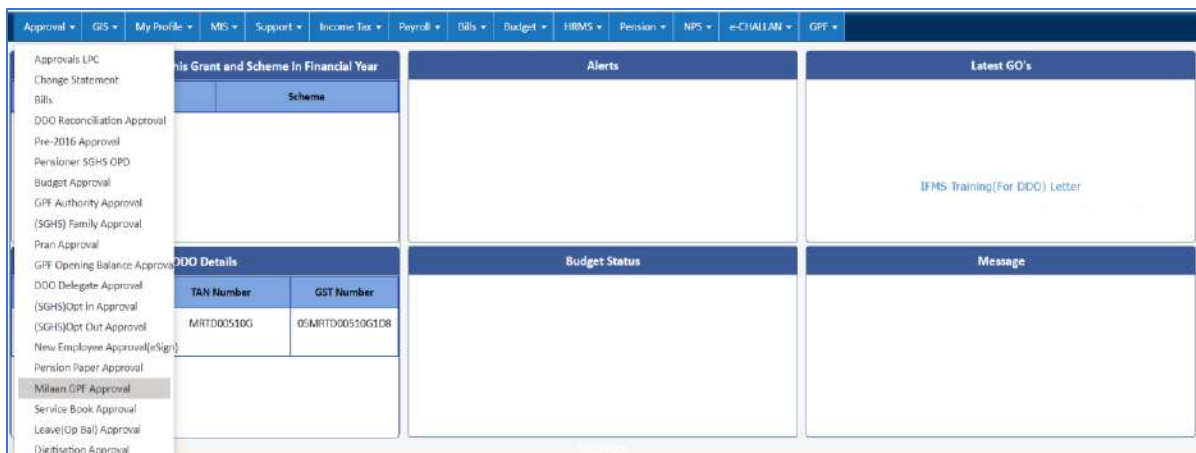
  

| Summary                           |        |
|-----------------------------------|--------|
| Opening Balance :                 | 735705 |
| Monthly Deduction for this Year   | 155200 |
| Arrears :                         | 11400  |
| Adjustments made by CAG :         | 0      |
| Interests by CAG :                | 0      |
| Advance Refund during this Year : | 0      |
| Interest during this Year :       | 4641   |
| Withdrawal for this Year          | 025000 |
| Closing Balance :                 | 323805 |

**Fig-18**

### 3.6 GPF Milaan Approval

Once the GPF Milaan case is submitted by the operator it starts to reflect in approval section of operator, user can access the menu as shown in the image attached below (Approval → Milaan GPF Approval);



**Fig-19**

# GPF Module User Manual



1. On clicking Milaan GPF Approval menu, user is directed to the page attached below, page contains all the cases that has been generated/ submitted by the operator. As we can see in the image attached below, we have one case to approve with transaction id “GPM1200429302241000”. Therefore, we will continue with the same bill. Here it can also be seen user is provided with view button with every row, continue by clicking on view button.

| GPF Milaan Case DDO Approval |                     |               |                                 |            |              |                      |
|------------------------------|---------------------|---------------|---------------------------------|------------|--------------|----------------------|
| S.NO.                        | Transaction ID      | Employee Code | Employee Name                   | GPF Number | Submitted On | View                 |
| 1                            | GPM1200429302241000 | 010019008     | Mr ShekharChandra Singh Rautela | RVU/39750  | 02-02-2024   | <a href="#">View</a> |

Fig-20

2. On clicking view button a pdf file is generated just below the grid, as can be seen in the image attached below;

The screenshot shows a PDF viewer displaying a document titled 'GPF Milaan Case DDO Approval'. The document content is as follows:

**प्रेषक:**  
निदेशक विभागीय लेखा उत्तराखण्ड देहरादून

**सेवा में,**  
महालेखाकार (लेखा एवं हकदार),  
कोलागढ़ रोड, देहरादून-248195  
उत्तराखण्ड।

**पत्रांक:** 123 /सामान्य भविष्य निधि/मिलान      **दिनांक:** 02-02-2024

**विषय:** शेखरचन्द्र सिंह रौतेला के सामान्य भविष्य निधि लेखा खाता संख्या: RVU/39750 (कर्मचारी कोड सं:010019008) की पासबुक की प्रतिलिपियों का मिलान।

**महोदय**

Fig-21

Along with this at the bottom of the page user is provided with two buttons;

- **Approve button:** On clicking approve button, transaction id is sent to next level that is supervisor for further action.
- **Return button:** On clicking return button, transaction id is sent back to the source where it was initially created.

Also in the pdf viewer user is provided with additional two buttons;


- **Print button:** In order to access printed copy of the case created user can click on print button.
- **Download button:** In order to download the copy of case created user is provided with download button.

## GPF Module User Manual



The pdf file generated consist of three merged files, as mentioned below:

- **Covering letter for AG:** In the format as attached in Fig 135;
- **Digitized GPF passbook:** Scanned GPF passbook uploaded by the operator in HRMS module, as attached in Fig 136.
- **Digital GPF passbook:** Passbook generated after the data entry in gpf milaan module, as attached in Fig 137.



प्रेषक,  
निदेशक विभागीय लेखा उत्तराखण्ड देहरादून

सेवा में,  
महालेखाकार (लेखा एवं हकदारी),  
कीलागढ़ रोड, देहरादून-248195  
उत्तराखण्ड।

पत्रांक: 123 /सामान्य भविष्य निधि/मिलान दिनांक: 02-02-2024

**विषय: शोखरचन्द सिंह रौतेला के सामान्य भविष्य निधि लेखा खाता संख्या: RVU/39750 (कर्मचारी कोड सं:010019008) की पासबुक की प्रविष्टियों का मिलान।**

महोदय,

कृपया उपरोक्त विषयक वित्त विभाग द्वारा जारी शासनादेश संख्या: 82/XXVII(1)2009 दिनांक: 13 फरवरी, 2009 का सन्दर्भ ग्रहण करने का कष्ट करें। उक्त शासनादेश द्वारा सेवानिवृत्त कर्मिकों के सामान्य भविष्य निधि के 90 प्रतिशत भुगतान हेतु अभिदाता की पासबुक छः माह पूर्व महालेखाकार कार्यालय से मिलान किये जाने की व्यवस्था की गयी है। इस कार्यालय में कार्यरत कर्मिक शोखरचन्द सिंह रौतेला, कर्मचारी कोड 010019008, जी.पी.एफ. खाता संख्या. RVU/39750, दिनांक 29-02-2024 को सेवानिवृत्त हो रहे हैं।

अतः शोखरचन्द सिंह रौतेला (जी.पी.एफ. खाता संख्या. RVU/39750) की जी.पी.एफ. डिजिटल पासबुक संलग्न कर मिलान हेतु आवश्यक कार्यवाही हेतु सादर प्रेषित की जा रही है।

संलग्नक: उपरोक्तानुसार जी.पी.एफ. डिजिटल पासबुक।

भवदीय,  
निदेशक विभागीय लेखा  
उत्तराखण्ड देहरादून

संख्या व दिनांक उपरोक्तानुसार।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कर्वावाही हेतु प्रेषित:-

1. विभागाध्यक्ष: निदेशक लेखा एवं हकदारी।
2. शोखरचन्द सिंह रौतेला, द्वारा निदेशक विभागीय लेखा उत्तराखण्ड देहरादून

निदेशक विभागीय लेखा  
उत्तराखण्ड देहरादून

Fig-22

EMP. CODE - 010019008

सामान्य भविष्य निधि  
पासबुक

अभिदाता का नाम श्री शैलेश्वर चन्द्र मिश्र रोवला

पिता/पति का नाम स्व. श्री पान मिश्र


खाता संख्या RVU/39750  
(विभागीय प्रत्यय सहित)

कार्यालय राज्य परिवर्द्ध उत्तराखण्ड देहरादून

Fig-23

# GPF Module User Manual





**Integrated Financial Management System (IFMS)**

**Government Of Uttarakhand**  
**e-GPF PassBook**

Financial Year :2016-2017  
Department : Directorate Departmental Accounts UK      Class :      Class II

Employee No:      010019008      Department : Directorate Departmental Accounts UK      Class :      Class II

Name :      Mr ShekharChandra Singh Rautela      Designation : Assistant Accounts Officer      GPF No :      RVU39750

| Sl No | Salary Month | Deduction Month | Trea Name | Voucher No    | Voucher Date | Monthly Subscription | Advance Refund | Arrears | Withdrawal | Advance Voucher Number | Advance Date | Rate of Interest |
|-------|--------------|-----------------|-----------|---------------|--------------|----------------------|----------------|---------|------------|------------------------|--------------|------------------|
| 2     | MAR-2016     | APR-2016        | 1200      | A2029000<br>1 | 11-APR-2016  | 10000                | 0              | 0       | 0          |                        |              | 8.1              |
| 3     | APR-2016     | MAY-2016        | 1200      | A2029000<br>3 | 28-APR-2016  | 10000                | 0              | 0       | 0          |                        |              | 8.1              |
| 4     | MAY-2016     | JUN-2016        | 1200      | A2029000<br>1 | 28-MAY-2016  | 11000                | 0              | 4340    | 0          |                        |              | 8.1              |
| 5     | JUN-2016     | JUL-2016        | 1200      | A2029000<br>2 | 28-JUN-2016  | 11000                | 0              | 0       | 0          |                        |              | 8.1              |
| 6     | JUL-2016     | AUG-2016        | 1200      | A2029000<br>3 | 28-JUL-2016  | 11000                | 0              | 0       | 0          |                        |              | 8.1              |
| 7     | AUG-2016     | SEP-2016        | 1200      | A2029000<br>1 | 29-AUG-2016  | 11000                | 0              | 0       | 0          |                        |              | 8.1              |
| 8     | SEP-2016     | OCT-2016        | 1200      | A2029000<br>2 | 28-SEP-2016  | 11000                | 0              | 0       | 0          |                        |              | 8                |
| 9     | OCT-2016     | NOV-2016        | 1200      | A2029000<br>4 | 27-OCT-2016  | 11000                | 0              | 0       | 0          |                        |              | 8                |
| 10    | NOV-2016     | DEC-2016        | 1200      | A2029000<br>3 | 28-NOV-2016  | 11000                | 0              | 0       | 0          |                        |              | 8                |
| 11    | DEC-2016     | JAN-2017        | 1200      | A2029000<br>3 | 29-DEC-2016  | 11000                | 0              | 0       | 0          |                        |              | 8                |
| 12    | JAN-2017     | FEB-2017        | 1200      | A2029000<br>2 | 31-JAN-2017  | 11000                | 0              | 0       | 0          |                        |              | 8                |

**Withdrawal Details**

| Sl No                                             | Withdrawal | Advance Voucher Number | Advance Voucher Date | Sanction Order Number | Sanction Order Date | Withdrawal Type | No. of Installments |
|---------------------------------------------------|------------|------------------------|----------------------|-----------------------|---------------------|-----------------|---------------------|
| No withdrawal during the financial year 2016-2017 |            |                        |                      |                       |                     |                 |                     |

**Arrear Details**

| Sl No | Arrear | Arrear Category |
|-------|--------|-----------------|
| 1.    | 4340   | DA Arrear       |

**Summary**

|                         |        |
|-------------------------|--------|
| Opening Balance         | 369200 |
| Protsahn bonus          | 4340   |
| Adjustments made by CAG | 0      |
| Interest by CAG         | 0      |
| Yearly Loan Refund      | 0      |
| Yearly Interest Amount  | 35597  |
| Yearly Withdrawal       | 0      |
| Yearly Contribution     | 130000 |
| Closing Bonus           | 539137 |

**Fig-24**

- On clicking approve button, case is pushed to next level and pop up message is generated on the screen with the message "DATA SUCCESSFULLY APPROVED", as can be seen in the image attached below;



**Fig-25**

4. Accessing approval tab at supervisor level, user can access approval the same way we accessed for operator, as can be seen in the figure below:



**Fig-26**

5. On clicking approval tab user is directed to the screen with list of GPF Milaan cases that has been approved by the operator earlier. As can be seen in the image attached below;

**Fig 140**

| GPF Milaan Case DDO Approval |                     |               |                                 |            |              |                                     |
|------------------------------|---------------------|---------------|---------------------------------|------------|--------------|-------------------------------------|
| S.NO.                        | Transaction ID      | Employee Code | Employee Name                   | GPF Number | Submitted On | View                                |
| 1                            | GPM1200429302241000 | 010019008     | Mr ShekharChandra Singh Rautela | RVU/39750  | 02-02-2024   | <input type="button" value="View"/> |

6. Like earlier click on view button provided with the transaction id, as a result user is able to view the entire GPF Milaan pdf that we approved by operator, just below the grid. Along with two buttons at the bottom i.e.,

- Approve button: On clicking approve button, case is sent to next level that is officer for further action.
- Return button: On clicking return button, case is sent back to the source where it was initially created i.e. operator.

And two buttons with the pdf viewer are provided to supervisor:

- Print button: In order to access printed copy of the GPF Milaan case user can click on print button.
- Download button: In order to download the copy of case created user is provided with download button.

7. Further click on approve button, case is pushed to next level i.e. officer and pop up message is generated on the screen with the message “DATA SUCCESSFULLY APPROVED”, as can be seen in the image attached below;

# GPF Module User Manual



Fig-27

8. Accessing approval tab at officer level, user can access approval the same way we accessed for operator, as can be seen in the figure below:

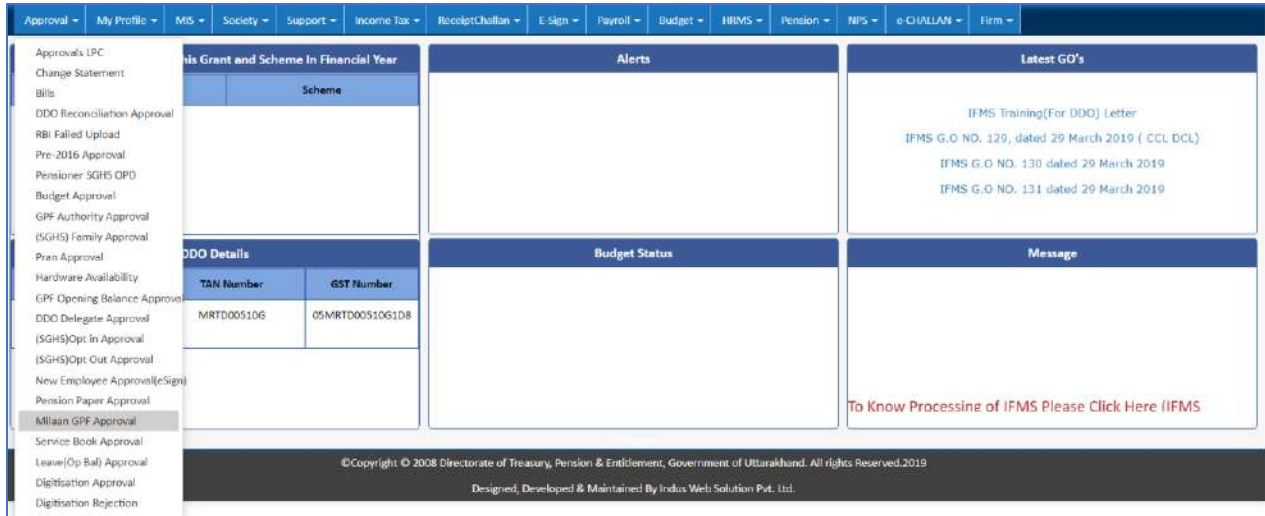


Fig-28

9. On clicking approval tab user is directed to the screen with list of GPF Milaan cases that has been approved by the supervisor earlier.

| GPF Milan Case DDO Approval |                     |               |                                 |            |              |                                     |
|-----------------------------|---------------------|---------------|---------------------------------|------------|--------------|-------------------------------------|
| S.NO.                       | Transaction ID      | Employee Code | Employee Name                   | GPF Number | Submitted On | View                                |
| 1                           | GPM1200429302241000 | 010019008     | Mr ShekharChandro Singh Rautela | RVU/39750  | 02-02-2024   | <input type="button" value="View"/> |

Fig-29

10. Like earlier click on view button provided with the transaction id, as a result user is able to view the entire GPF Milaan pdf that we approved by supervisor, just below the grid. Along with two buttons at the bottom i.e.,

- E-sign button: On clicking e-sign button, user can continue with E-signing the pdf and submitting to AG office for milaan.
- Return button: On clicking return button, case is sent back to the source where it was initially created i.e. operator.

Additional two buttons with the pdf viewer are provided to officer:

## GPF Module User Manual



- Print button: In order to access printed copy of the GPF Milaan case user can click on print button.
- Download button: In order to download the copy of case created user is provided with download button.

11. On clicking E-sign button, user is pushed to next page for performing E-sign either by OTP or Biometric device, as can be seen in the image attached below;

Fig-30

12. Once the officer has successfully E-signed the document, again view the document as a result entire GPF Milaan pdf will be signed with the esign at the top of the page, as can be seen in the image attached below;

Fig-31

13. At the bottom of the page officer is provided with submit button, for forwarding the case to the AG for further action. Finally click on submit button.



**Fig-32**