

Office of the  
Principal Chief Commissioner of Income Tax (AP & Telangana)  
Accounts Section, "C" Block, 9<sup>th</sup> Floor,  
Income Tax Towers, A.C. Guards, Hyderabad-04

F.No.6/Pr.CCIT, AP&TS/Guard File/ACCTS/2018-19

dated 22.01.2019

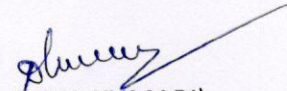
**OFFICE MEMORANDUM**

**Sub: The procedure to be followed for preparation and processing of GPF Bills in EIS Modules—Forwarding of —regarding.**

**Ref: E-mail dated 18.01.2019 at 05:24 PM received from ZAO, CBDT, Hyderabad.**

The under signed is directed to forward herewith a copy of E-mail under reference cited above received from ZAO, CBDT, Hyderabad, regarding the processing of General Provident Fund (GPF) Bills, from now onwards which are to be submitted through EIS only.

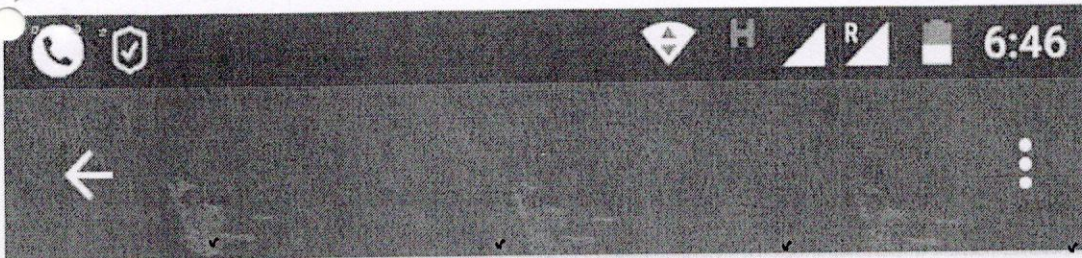
The GPF Manual for processing General Provident Fund (GPF) Bills in EIS Module is enclosed herewith for information and necessary action.

  
(V. DEVA KUMARI)

Administrative Officer (Accounts)  
O/o Pr. CCIT, AP&TS, Hyderabad

*Encl: As above*

To,  
All the Heads of Offices/DDO's in AP&TS Region.



KRISHNAN K H  
<sundaresanchotu@gmail.com>

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## gpf-preparation of gpf bills in eis- regarding

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zaohyd.cbdt

Fri, Jan 18, 2019 at 5:24  
PM

<zaohyd.cbdt@nic.in>

To: sundaresanchotu@gmail.com

Cc: FPU Tirupati <fputpty@gmail.com>, FPU Vijayawada  
<fpuvja.cbdt@gmail.com>, FPU Guntur  
<fpuguntur.cbdt@gmail.com>

Sir,

The GPF Manual for processing bills in EIS is enclosed  
for for forwarding the same to all DDOS UNDER THE  
JURISDICTION OF O/O PR CCIT

CBDT, HYDERABAD.

The gpf bills from now onwards are to be submitted  
through EIS only.

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K Sudha

ZAO, CBDT, HYDERABAD

O/o Principal Chief Controller of Accounts, CBDT

Ministry of Finance

Government of India



## 2. Advance / Withdrawal Bill Passing

### Login at DDO Maker Level

Public Financial Management System - PFMS  
O/o Controller General of Accounts, Ministry of Finance

• Forgot Password?  
• Register Agency  
• Register Sanction ID Generation Users  
• Register MHO Reports Users  
• Get Password By Unique Agency Code  
• Register State Govt. DDO  
• Register DBT Beneficiary Right Checker  
• Register Treasury Users

Log In

2018-2019

Username

Password

Log In

- DDO Maker can login to the <https://pfms.nic.in> using login credentials.
- After login, user can access the GPF module > Advance / Withdrawal via EIS.

Below are the steps for Advance /Withdrawal entry:

### STEP 1: Application entry by DDO Maker

navigate via GPF > Advance:

PFMS - Employee Information System (Government of India)  
Welcome DDO - Maker (Login by - bmaker) : (PAO - 016001 DDO - 216002)

Advance/Withdrawals | Final Settlements | GPF Changes | Reports

Advance Application

Note : Select the loan application for which you want to modify.

Select Designation: Accountant

Select Employee: A K Kumar(AKK013M76001)

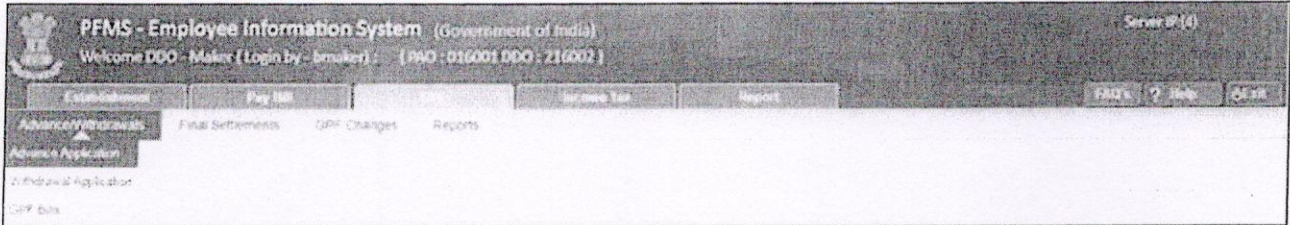
Go Clear

### Objective for Advance Application:

- This form is used to enter the advance of the subscriber who has requested for taking advance.
- This form is used to view the running/existing advance details of all those subscribers who have taken advance and their installments recovery is still under progress.

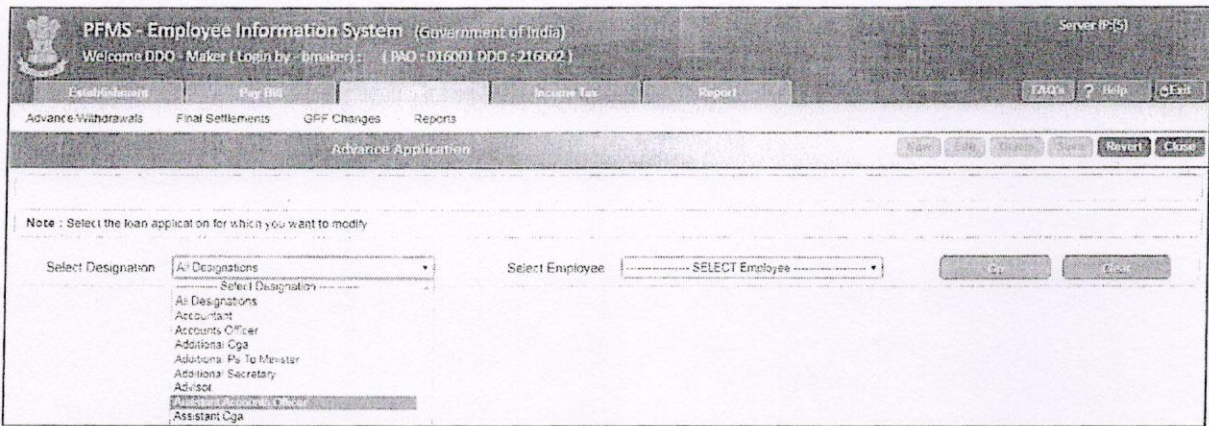
**Logic Flow for Advance:**

- On click of "Advance /Withdrawal" option from top menu, user can click on "Advance Application" from submenu.



On click of "Advance Application" from the submenu, following two dropdowns will get appear:

- Select Designation
- Select Employee



- Select the particular "Designation" & Employee Name from the dropdown menu. This allows the user to view the details of all the advances taken by user as per the data available in the module, if any. Details regarding existing advance will appear as follows:

Select Designation: Accountant      Select Employee: A.K Kumar(AKK013M76001)

Employee: (AKK013M76001) A.K Kumar      Designation: Accountant

**Ledger Details**

Financial Year	Opening Bal	Credit	Debit	Closing balance
2018-2019	841452	0	0	841452

**Previous Outstanding Details**

Sanction Order No	Sanction Order Date	Outstanding Amount	No of instalments Remaining
No data displayed.			

Show 10 entries

Fin Year	Employee Id	Loan applied Date	Type Of Application	Applied Amount	Status Flag	Loan Cd	Reason	Sub Reason	Reason Remark	Total no of instalment
2018-2019	AKK013M76001	12/11/2018	Advance	15000	Approve	9	Purchase Of Consumer Items	Purchase of T...	aaa	15
2018-2019	AKK013M76001	12/11/2018	Advance	20000	Entry	9	Purchase Of Consumer Items	Purchase of T...		20
2018-2019	AKK013M76001	12/11/2018	Advance	20000	Approve	9	Legal Proceedings	For Family		10
2018-2019	AKK013M76001	12/11/2018	Advance	5000	Approve	9	Purchase Of Consumer Items	Purchase Consumables		5

- On click of "New" button on top right menu, system allows the user to take another advance. Screen appears as follows:

The screenshot displays the 'Advance Application' form. At the top, there are navigation tabs: 'Establishment', 'Pay Bill', 'Last', 'Income Tax', and 'Report'. Below these are 'Advance/Withdrawals', 'Final Settlements', 'GPF Changes', and 'Reports'. The form title is 'Advance Application'. The status bar at the top shows '2018-2019', 'AKK013M76001', '02/11/2018', 'Advance', '15000', 'Approve', '8', 'Defence', 'Cost of Defence', 'dodd', and '5'. The main form area has a 'Use This Form For Loan Application' section. It includes 'Type of Application' (GPF ADVANCE, GPF WITHDRAWAL), 'Main Reason' (Medical Reason), 'Sub Reason' (Illness), 'Amount to apply' (10000), and 'Total No Of Installment for Recovery' (Not Allow). A 'Reason Details' section contains fields for 'Name Of Patient', 'Relation with Patient', 'Name Of Hospital', 'Name Of Doctor', 'Outdoor/Indoor Patient', 'Reimbursement Available', and 'Reimbursement Unavailable'. There are also 'Save', 'Revert', and 'Close' buttons at the top right of the form area.

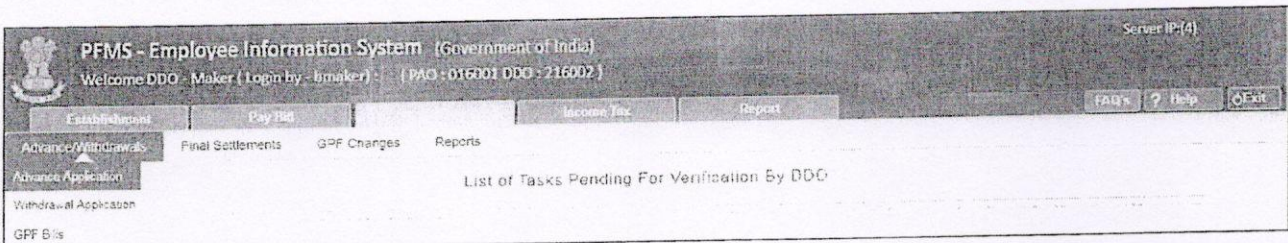
- User is required to fill the relevant details and save the form.
- The data entry of GPF Advance will be available for Edit and Delete before forwarding to DDO Checker.
- The saved details are required to be forwarded to DDO Checker for approval.
- In case, if there is any advance running, the system will update the sanctioned amount as sum of "New requested advance amount" & the "balance amount of previous running advance". Option will also be available for entering total number of installment for recovery of updated sanctioned amount.

### Objective for Withdrawal Application:

- This form is used to enter the withdrawal details of the subscriber who has requested for withdrawal.

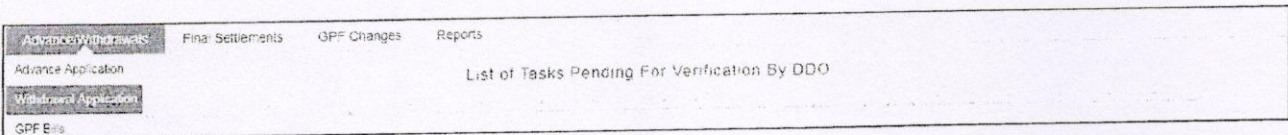
### Logic Flow for Withdrawal:

- On click of "Advance /Withdrawal" option from top menu, user can click on "Withdrawal Application" from submenu.



On click of "Withdrawal Application" from the submenu, following two dropdowns will get appear:

- Select Designation
- Select Employee



- User enters the required fields and clicks on save button.
- After submission of form, the same gets displayed under the list of withdrawal details.
- User can also click on "Delete" button to delete an entry in the list when required. As soon as the form is forwarded to DDO Checker, it is not available for deletion/modification at DDO maker level.

### Validations:

- All the mandatory/required fields which are highlighted by a red asterisk (\*) mark cannot be left blank.
- In case of advance: Recovered amount till date cannot > total amount to recover.
- Total number of installments has to be > 0 and <= 60.

## STEP 2: For viewing, approving all Advance/Withdrawal Cases

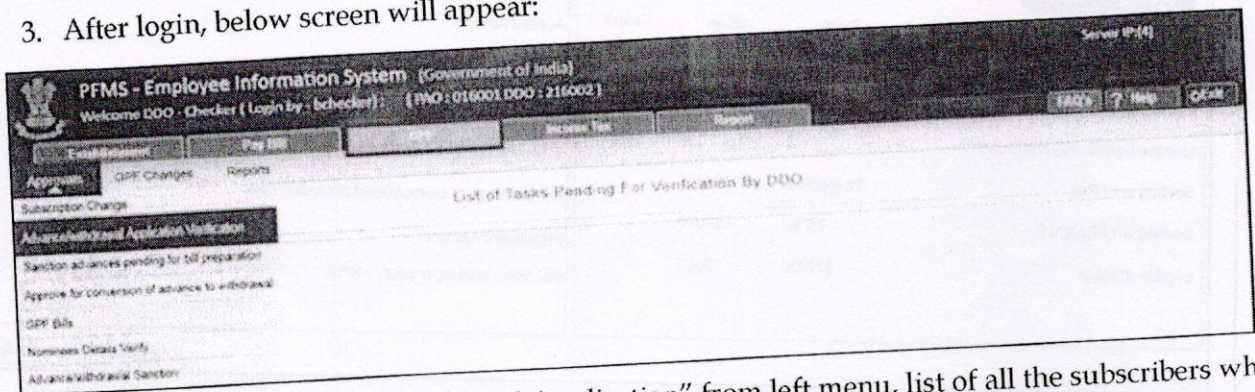
✓ DDO Checker can navigate via GPF > Approvals

Objective:

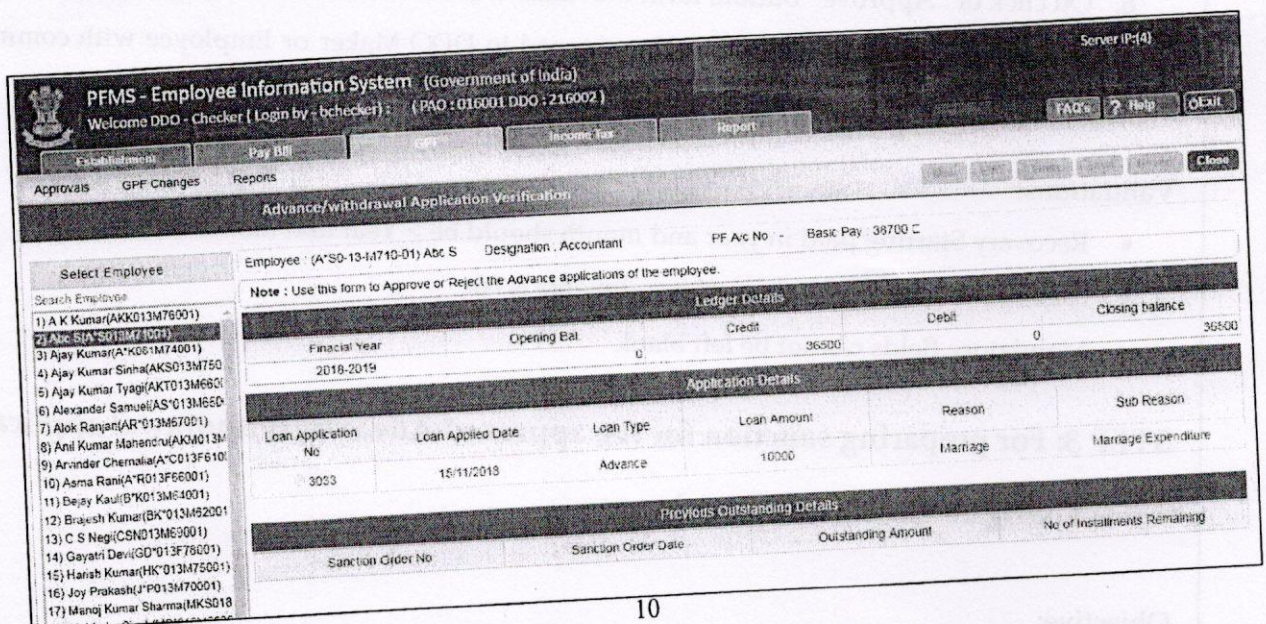
This form is used to approve or reject the advance/withdrawal form applied by the subscriber.

Logic Flow:

1. After submission of Advance/Withdrawal form, same will be available at DDO checker level for approval.
2. DDO checker will go through the Advance/Withdrawal application details and as per the available closing balance of Employee/subscriber, applied amount is approved.
3. After login, below screen will appear:



4. On click of "Advance/Withdrawal Application" from left menu, list of all the subscribers who have applied for Advance / Withdrawal gets displayed on the extreme Left Pane at DDO Checker level.



5. On click of particular Employee from the left pane list, following details gets displayed on the screen:

- Ledger Details
- Application Details
- Previous Outstanding details if any, in case of advance application.

6. On click of Loan Application no. check box under Application Details, following screen appears:

Eligibility Conditions				Installment Details	
Eligibility Conditions	Rules	Actual	Result		
Number of Advances	99	0		Applied Amount	10000
Months Between Advances	1	0		Amount to be disbursed	10000
Months Before Superannuation	3	152		Previous Outstanding Amount	0
Sealing w.r.t Pay	12 months	464400		Total Amount to be recovered	10000
Sealing w.r.t Balance	75 %	27375		No. of Install to be recovered (including odd)	20
Eligible amount	27375	10000		Installment Amount	500
				Recovery start from salary Month	* Current

Approve      Reject

7. After reviewing Eligibility conditions & Installment Details of the particular subscriber, DDO Checker either approves or rejects the form.

8. On click of "Approve" button, form is available at PD level for sanction generation.

9. On click of "Reject" button, form is returned to DDO Maker or Employee with comments for necessary changes.

#### Validations:

- Recovery Starting paid in year and month should be > Year and month of Bill date
- Maximum value of Total no. of installments is 60.
- Mandatory fields cannot be left blank

### STEP 3: For preparing sanction for the approved Advance/Withdrawal applications

PD can navigate via EIS > Approvals

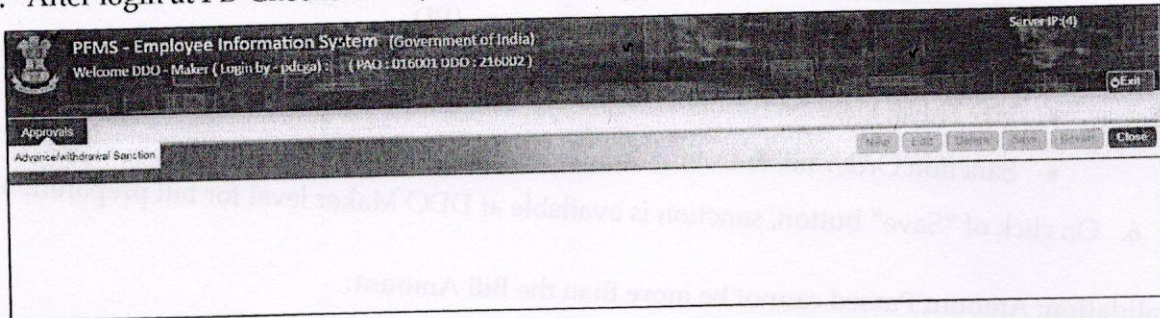
#### Objective:

This form is used to prepare sanction for the approved Advance/Withdrawal applications.



## Logic Flow:

1. After login at PD Checker level, below screen appears:



2. On click of "Advance/withdrawal Sanction" submenu under "Approvals" top menu, list of all the subscribers whose request for advance/withdrawal has been approved is displayed. Below screen appears:

Select Employee	Employee : (A'S0-13-M710-01) Abc S	Designation : Accountant	PF A/c No :			
Search Employee 1) Abc S(A'S013M71001) 2) Ajay Kumar Sinha(AKS013M750) 3) Ajay Kumar Tyagi(AKT013M650L) 4) Alok Ranjan(AR'013M67001) 5) Earnabas Tiruj(BT'013M65001) 6) Sudha Kumari Sinha(SKS013F7) 7) Vibha Parulejey(V'P024F60001)	<b>Note : Use this form to sanction the Loans of the employee.</b>					
<b>Ledger Details</b>						
Financial Year	Opening Bal.	Credit	Debit	Closing balance		
2018-2019	0	36500	0	36500		
<b>Loan Application Details</b>						
Loan Application No	Loan Applied Date	Loan Type	Loan CD	Loan Amount	Reason	Sub Reason
3033	15/11/2016	Advance	9	10000	Marriage	Marriage Expenditure
<b>Previous Loan Details</b>						
Sanction Order No	Sanction Order Date	Outstanding Amount	No of Installments Remaining			

3. On click of particular Employee from the left pane list, following details gets displayed on the screen:

- Ledger Details
- Application Details
- Previous Outstanding details if any, in case of advance application.

4. On click of Loan Application no. check box under Application Details, below screen appears:

Installment Details	Details
Applied Amount	10000
Amount to be disbursed	10000
Previous Outstanding Amount	0
Total Amount to be recovered	10000
No. of Install to be recovered (including odd)	20
Installment Amount	500
Ifd No.	1122
Ifd Date	15/11/2018 <input checked="" type="checkbox"/>
Sanction Order No	146777
Sanction Order Date	15/11/2018 <input checked="" type="checkbox"/>

5. Following fields are manually entered by the user /PD.

- IFD No. & Date
- Sanction Order no. & Date

6. On click of "Save" button, sanction is available at DDO Maker level for bill preparation.

**Validation:** Amount Passed cannot be more than the Bill Amount.

#### STEP 4: For preparing bill after sanction generation

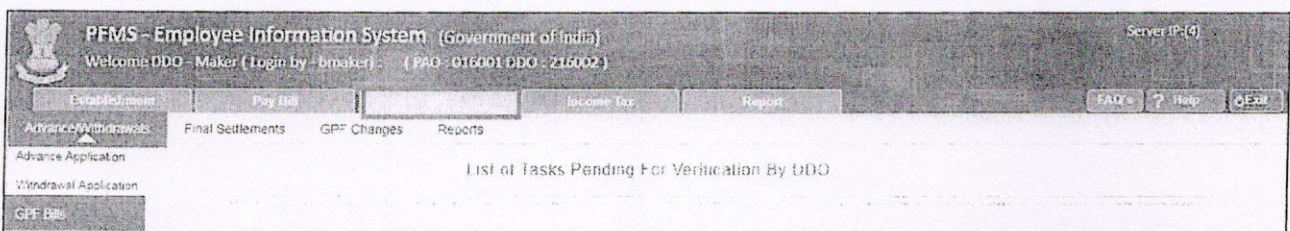
navigate via GPF >Advance/withdrawals >GPF Bills

**Objective:**

This form is used by DDO Maker to prepare the bill for the Employees whose sanction is generated at PD Level.

**Logic Flow:**

1. After login at DDO Maker level, below screen appears:



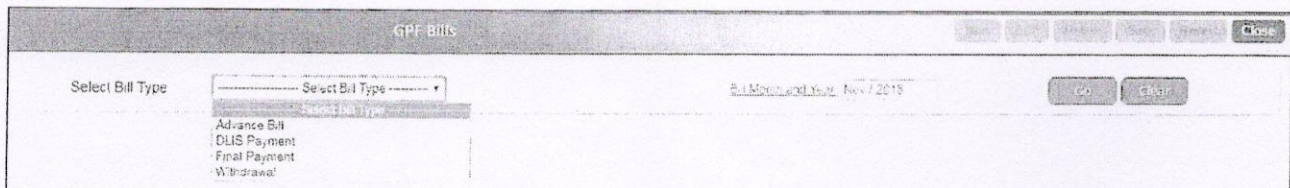
2. On click of GPF bills, following dropdown appears:

- Select Bill Type

With the following Bill Type options:

- a) Advance Bill
- b) DLIS Payment
- c) Final Payment
- d) Withdrawal Bill

Below is the screen for the same:



3. User can click on one of the Bill Type & list of Employee gets displayed for the Bill preparation.  
Below screens appears:

Sr No	Employee Name	Sanc. Ord. No.	Endorsement No	Sanc. Ord. Date/Endorsement Date	Amount	Select
1	Ajay Kumar (EXT00007825)		105	27/09/2018	2000	
2	Arhony Lianzuato (VC00006745)		11	26/09/2018	19920	
3	Arh Sehgal (EXT0000745)		1234	20/09/2018	50000	

4. User can enable row under "Select" column for preparing /processing bill for the particular Employee.  
5. After selecting the particular row, click on "Proceed" button.  
6. On click of "Proceed Button", following details gets displayed on the screen:  
Bill, Employee & Payee Details.

19	Narottam Sharma (EXT00000715)		5	13/11/2018	20000	
20	Rajesh Kumar Sinha (EXT00000729)		exp/1206	10/01/2018	75000	
21	Shalendra Kumar (EXT00000790)		001199	13/04/2017	40000	
22	U Sirohar (EXT00000692)		fin/exp/cga/1023	20/09/2017	45000	
23	Vivek Kumar (EIS00021135)		121	13/11/2018	2000	
24	Vijay Kumar Singh (EXT00007901)		11	26/09/2018	120000	

7. Bank & other confidential details will appear on the below screen:

**Bill Detail**

Sr No	Bill No	Bill Date	Scheme Code	Gross Amount	Net Amount
1	GPF_201811832	15/11/2018	(8009011810101007)	120000	120000

**Employee Detail**

Sr No	Employee Name	Vendor Code	Account No	IFSC Code	Amount
1	Vijay Kumar Singh				120000

**Payee Detail**

Payment Mode: Payment | Not Payable BAFDR | 15/11/2018 | M | Payee Remarks: Advance Bill

Buttons: Save Bill, Print

8. On click of "Save Bill" button, above details gets saved successfully.  
9. Same bill will be available under Process bills category.  
10. On click of "forward" button, same bill is forwarded to DDO Checker for verification.

Select Bill Type:  Bill Month and Year:

Click here to see list of employees without PFMS Unique Code

**Processed bills**

Sr No	Bill No	Bill Month/Year	Employee Name	Employee Code	Sanc. Ord. No./ Endorsement No	Sanc. Ord. Date/ Endorsement Date	Amount	Status	Description
1	GPF_201811832	11/2018	Vijay Kumar Singh	VKS013M69001	11	2018-09-26	120000	Processed	
2	GPF_201811984	11/2018	Jay Prakash	JIP013M70001	1123	2018-11-12	200000	Processed	

11. On click of Forward button, Status changes from Processed to Forwarded for the particular Bill.

Select Bill Type:  Bill Month and Year:

Click here to see list of employees without PFMS Unique Code

**Processed bills**

Sr No.	Bill No	Bill Month/Year	Employee Name	Employee Code	Sanc. Ord. No./ Endorsement No	Sanc. Ord. Date/ Endorsement Date	Amount	Status	Description
1	GPF_201811832	11/2018	Vijay Kumar Singh	VKS013M69001	11	2018-09-26	120000	Forwarded	
2	GPF_201811984	11/2018	Jay Prakash	JIP013M70001	1123	2018-11-12	200000	Forwarded	

12. On click of Forwarded/Rejected Bills, list of bills rejected by the DDO checker gets displayed.

13. On click of Approved Bills, list of bills approved by the DDO checker gets displayed.

### STEP 5: For verification of bill by DDO Checker after bill preparation

navigate via GPF >Approvals >GPF Bills

Objective:

This form displays the list of Employees whose Bill is prepared by DDO Maker & is pending at DDO Checker level for verification.

Logic Flow:

1. After login at DDO Checker level, below screen appears:

Navigation: GPF >Approvals >GPF Bills

**GPF Bills**

Select Bill Type:  Bill Month and Year:

Click here to see list of employees without PFMS Unique Code

**Sanctioned orders pending for bill preparation**

Sr No	Bill No	Bill Month/Year	Employee Name	Sanc. Ord. No./ Endorsement No	Sanc. Ord. Date/ Endorsement Date	Amount	Select
1	GPF_201811832	Nov / 2018	Vijay Kumar Singh (EXTDD097901)	11	26/09/2018	120000	<input type="button" value="Approve Bills"/> <input type="button" value="Reject Bills"/>

2. DDO Checker can either Approve or reject the bill.

3. On click of "Rejection" button, bill is returned with comments to DDO Maker for necessary changes.
4. On click of "Approval" button, bill is forwarded to PAO at DH Level.
5. Bill is passed at all 3 levels: DH/AAO/PAO.
6. After voucher generation, Ledger & other Reports are updated.

### 3. Schedule Entry for Deputation Out Employees

- a) Subscription fixing for Deputation Out employees
- b) Manual Schedule Entry through challan

#### STEP 1: Subscription fixing for Deputation Out Employees

navigate via GPF > Manual Adjustments > Capture Subscription (For employees under Deputation)

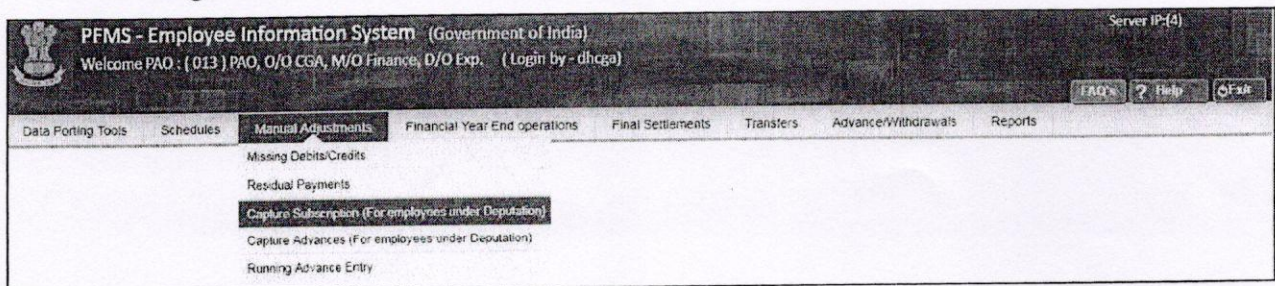
Objective:

- This form allows the user to capture the Subscription details of Deputed Employees.
- GPF subscription is deducted from the Employees account from the month's salary as the mandatory contribution for GPF.
- This form also allows the user to enter the new subscription when amount of subscription is reduced or increased. If same is not entered as new entry, then enhanced or reduced amount will not get reflected in the system.

Logic Flow

#### 1. Subscription details of Employees under particular DDO Code: At DH Level

- After Login at DH level, user can select the particular DDO Code.



- On selection of particular DDO Code, corresponding Employee List gets displayed on the left panel.