



Mahait: User Manual of GPF (MJP) User Manual Document

For

GPF (MJP)

Maharashtra Jeevan Pradhikaran (MJP)

Version 3.0

Prepared By

Development Team Customized Sevaarth (MahalT)

Document Name:	User Manual of GPF (MJP)
Version Number:	Version 3.0
Release MahaIT:	00 -00 -2023
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Owner of the document:	Maharashtra Information Technology Corporation limited.

Docume	nt History and Version Control Table		
Version	Action	Approval Authority	Action MahaIT
V 3.0	Writing of the User Manual of GPF (MJP)	Sr.Technical Manager	00 -00 -2023

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1: Senior clerk level login of HO

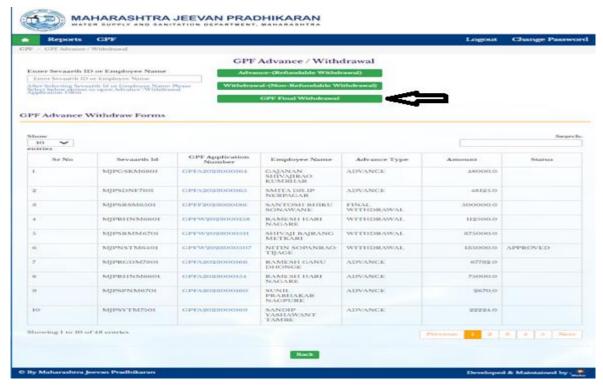
Senior Clerk Level Login of HO is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

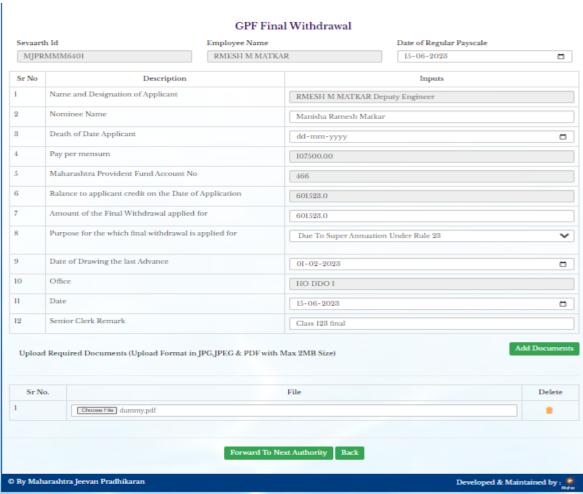
1.1: Final withdrawal for Class I, II, III, IV

Path: GPF > GPF Advance/Withdrawal

Step 1: Click on search box enter sevaarth id or employee name, Click on Final withdrawal button, Enter Nominee Name, Enter death of date applicant, Enter amount of the final withdrawal applied for, Select Purpose for the which final withdrawal is applied for from dropdown list, Enter Date of Drawing the last Advance, Enter Senior Clerk Remark, Select and Upload Required Documents, Click on forward to next authority button, Click on OK button.







2: Clerk level login of HO

Clerk Level Login of HO is use for enter sanction amount at Scrutiny Dashboard

2.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard



GPF Final Withdrawal

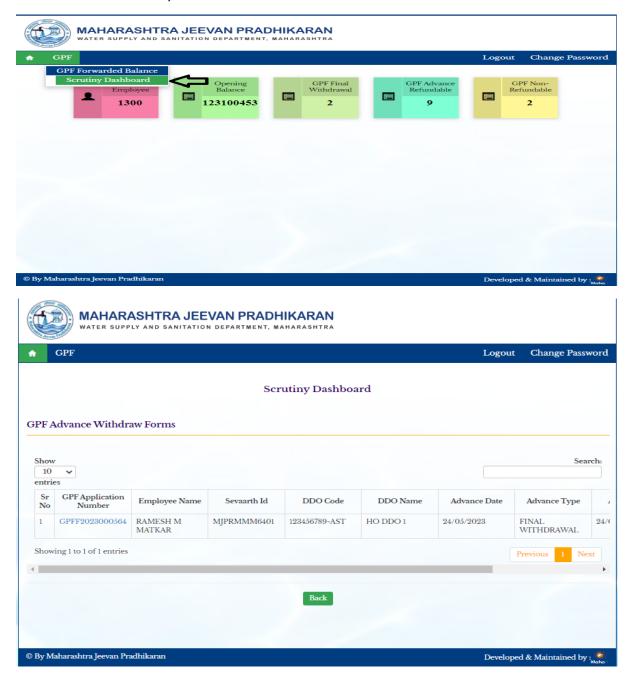
	Seyaarth Id		Employee Name		Date of Regular Payscale			
METENTMONOL			BAMESHI	M MATKAR		06-04-2023		
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DDO_SK_CLERK			C27972053000314			No	*	
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ю			tion			Inputs		
	Name and Designati			KANE	SH M MATKAR DEPUTY ENGINEER			
	MAMESH M MATKAN Application Number CFFF2023000204 Description Name and Designation of Applicant Northee Name Death of Date Applicant Maharashira Frontident Fund Account No Carrent GFF Ralance Fay Arrears difference not applicable amount Interce to applicant credit on the Date of Application Amount of the Final Withdrawal applied for Aurpose for the which advance is applied for Date of Drawing the last Advance Maximum amount admissible under the rules (traff the balance or three month pay shich ever is less) Location Date Clerk Sc Kernark ise Remarks					Manisha Kamesh Makar		
	Death of Date Appli	comit.			dd-mm-yyyy			
	Pay per mensum				107500.00			
	Maharashtra Provide	Maharashira Provident Fund Account No						
	Current GFF Balance	Corrent GPY Naturce				10		
	7 Pay Arrears differe	nce not applicable arrou	rat.		0			
	Malarsce to applicant	credit on the Date of Ap	plication		600353	10		
	Amount of the Final Withdrawal applied for			600323	10			
	Purpose for the which advance is applied for			Due B	o Super Armuntion Under Rule 23	4		
	Date of Drawing the last Advance			06-06-2023				
	Moximum amount admissible under the rules (traff the balance or three month pay which ever is less)			60tigL0				
	Location				HODDO1			
	Date				06-06-2023			
	Clerk Sr Kerrurk				Class 123			
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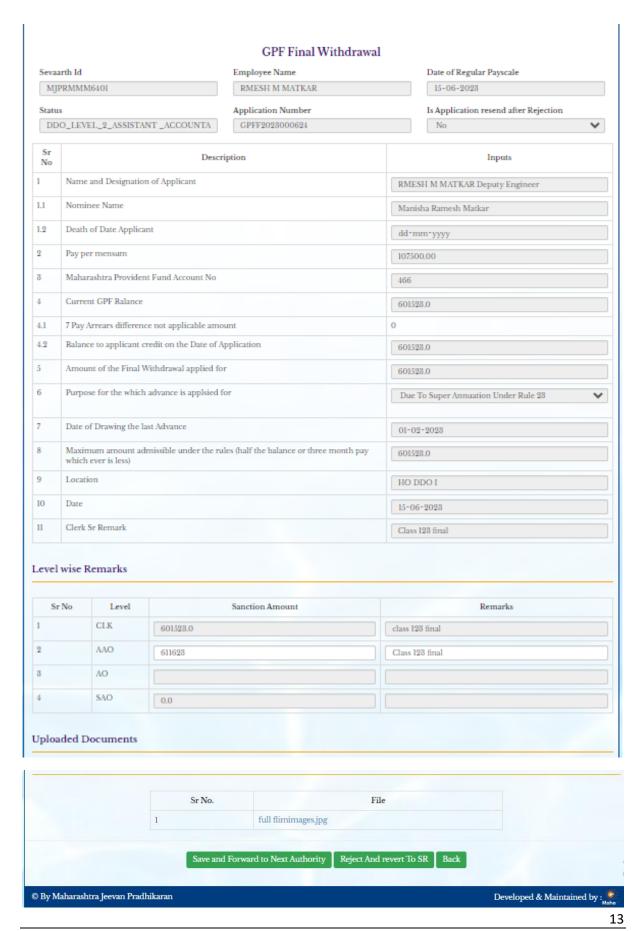
3: Assistant Accountant Level Login of HO

Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

3.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard



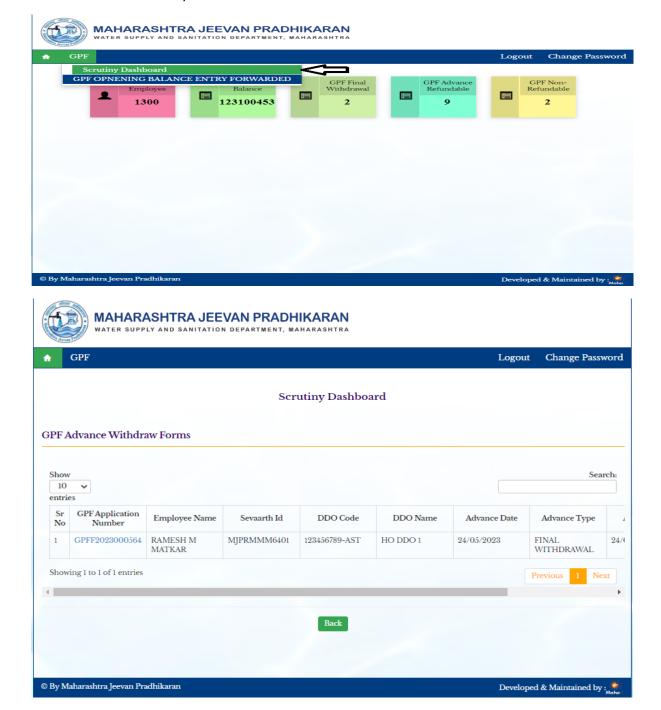


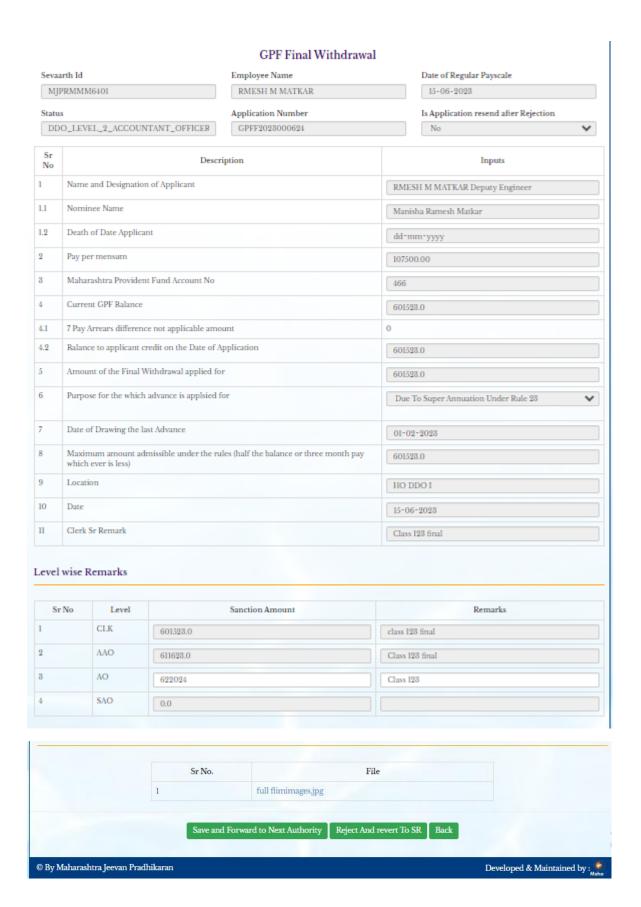
4: Accountant Level Login of HO

Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

4.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard





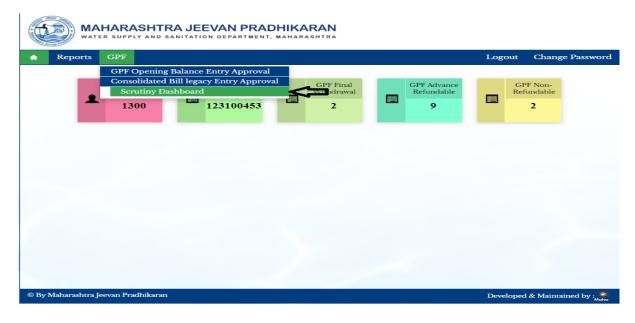
5: Senior Accountant Level Login of HO

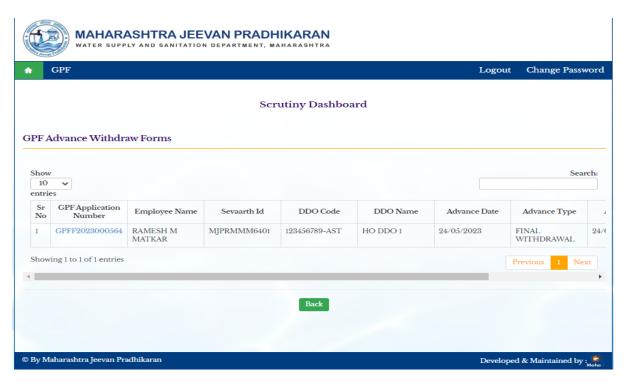
Senior Accountant Level Login of HO is use for enter sanction amount and Approve on Scrutiny Dashboard.

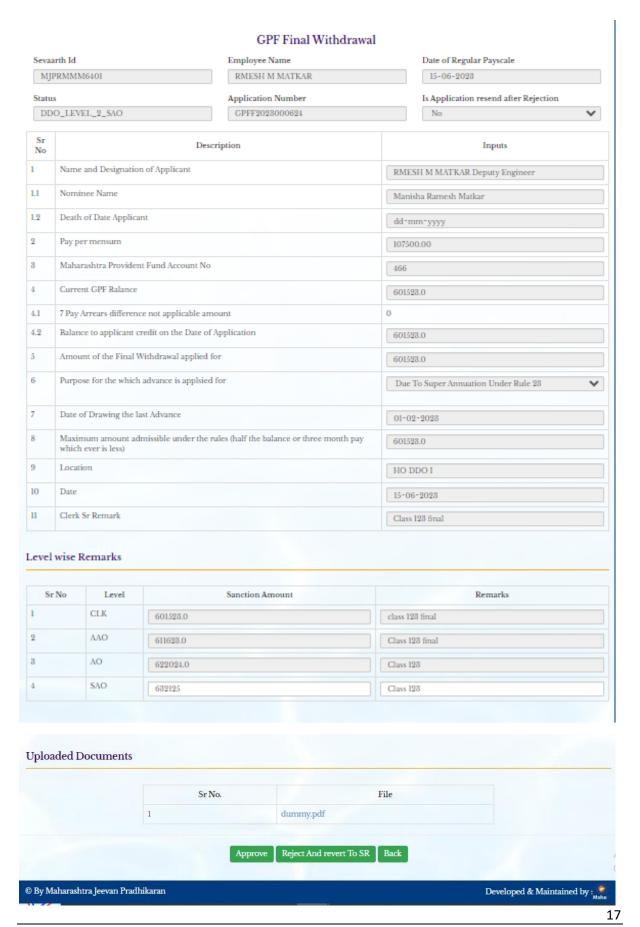
5.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve Button







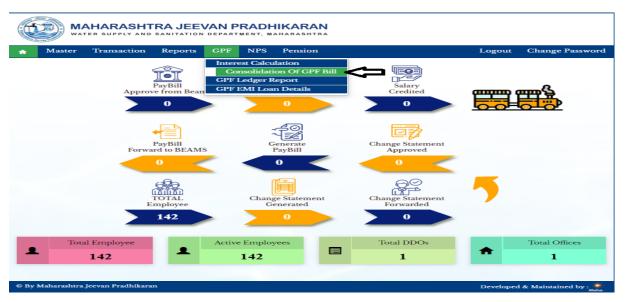
6: Assistant Level Login of HO

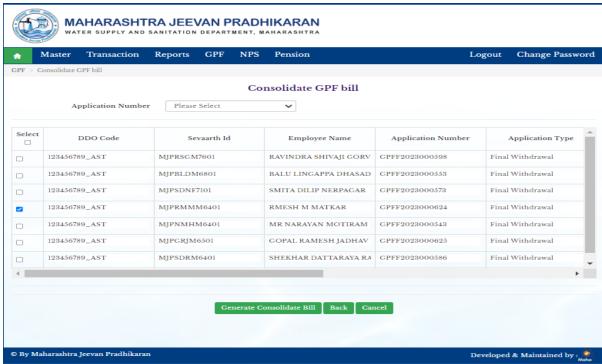
Paybill DDO 1 Level Login is use for consolidate GPF application on Consolidation of GPF Bill.

6.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





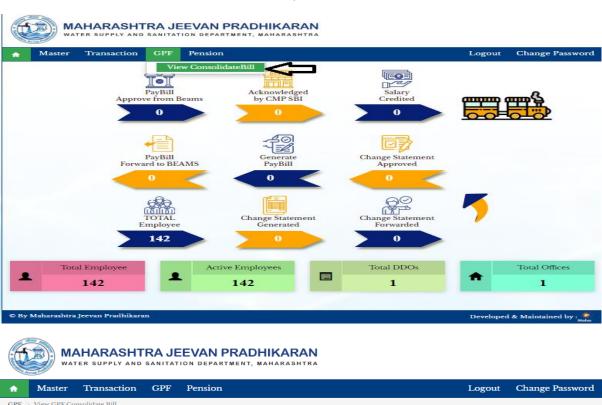
7: Level 2 of HO

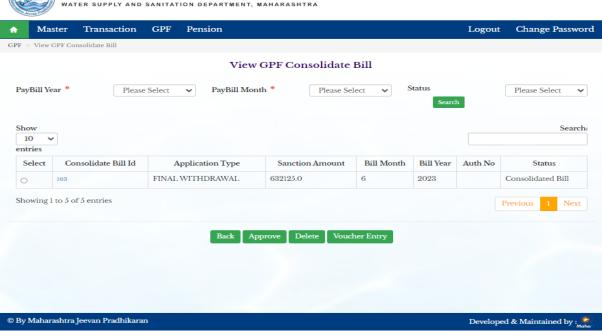
Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

7.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button





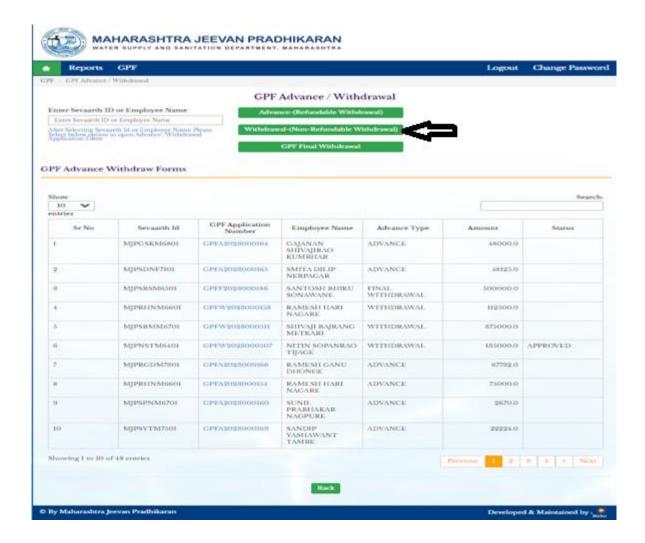
8: Senior clerk level login of HO

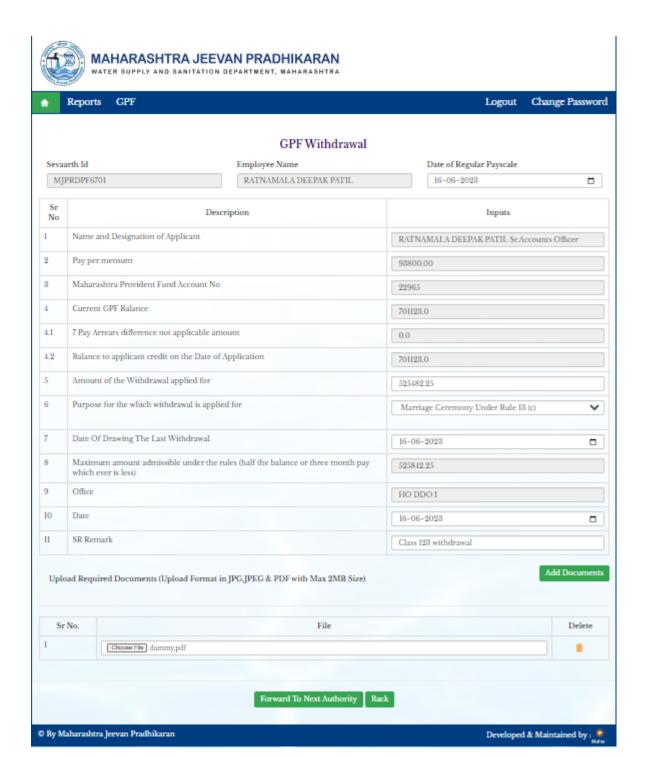
Senior Clerk Level Login of HO is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

8.1: Class I, II, III Refundable and 75% nonrefundable withdrawal

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Withdrawal non-refundable withdrawal button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button

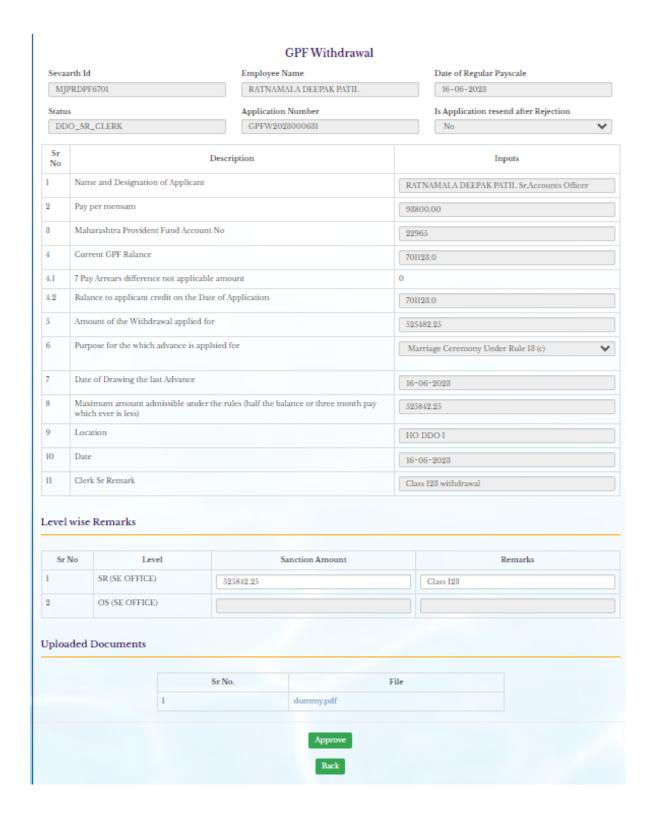




8.2: Scrutiny Dashboard GPF Nonrefundable

Path: GPF > Scrutiny Dashboard GPF Non-refundable





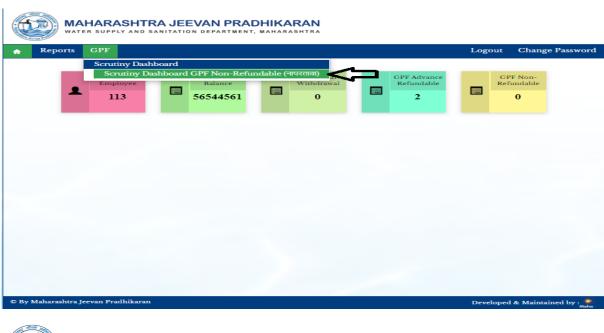
9: Desk Officer Level Login of HO

Desk officer Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

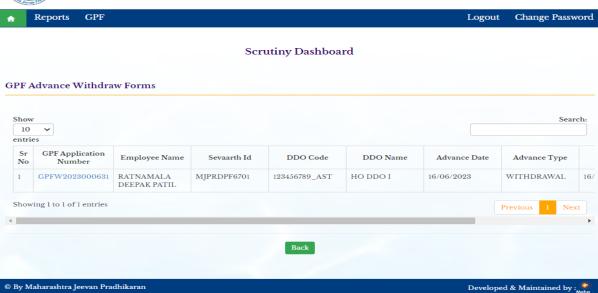
9.1: Scrutiny Dashboard GPF Non-refundable

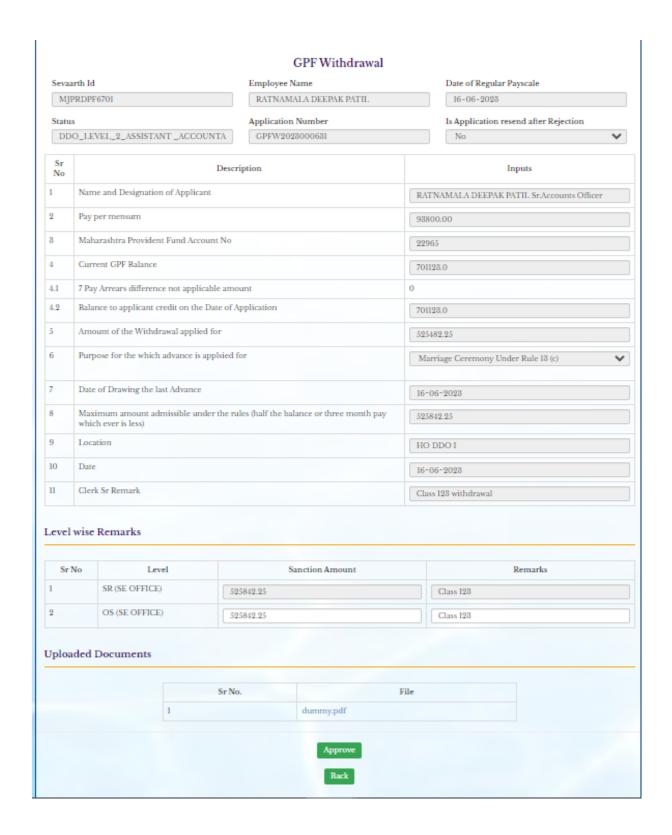
Path: GPF > Scrutiny Dashboard GPF non-refundable

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve Button.









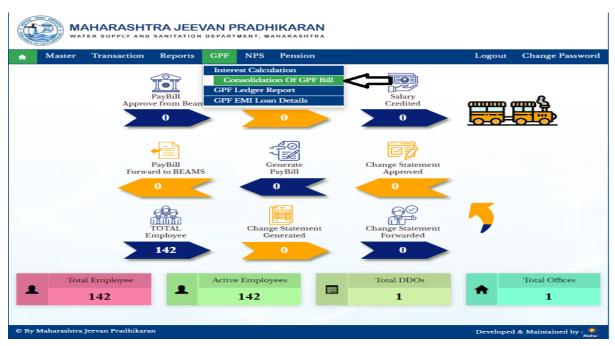
10: Assistant Level Login of HO

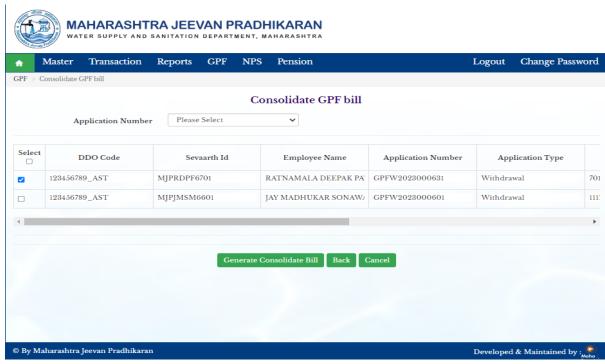
Assistant Level Login or Paybill DDO 1 of HO is use for Consolidation of GPF Bill.

10.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





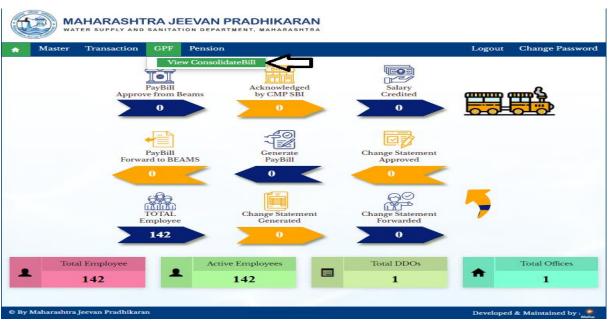
11. Paybill DDO 2 Login of HO

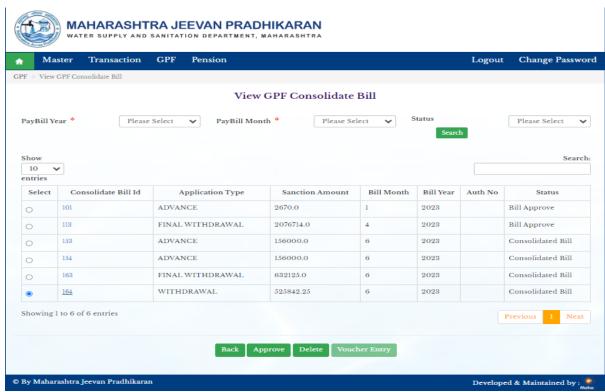
Paybill DDO 2 Login is use for Voucher entry on View Consolidate of GPF Bill.

11.1: View GPF Consolidate Bill

Path: GPF > View GPF Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on OK button





12: Senior clerk level login of HO

Senior Clerk Level Login of HO is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

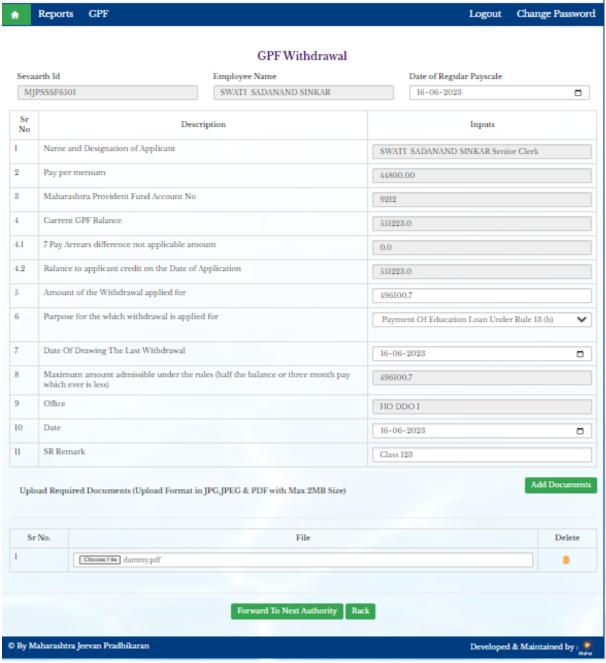
12.1: Class I, II, III 90% nonrefundable withdrawal

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Withdrawal non-refundable withdrawal button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.







13: Clerk level login of HO

Clerk Level Login of HO is use for enter sanction amount at Scrutiny Dashboard.

13.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Save Forward to Next Authority Button

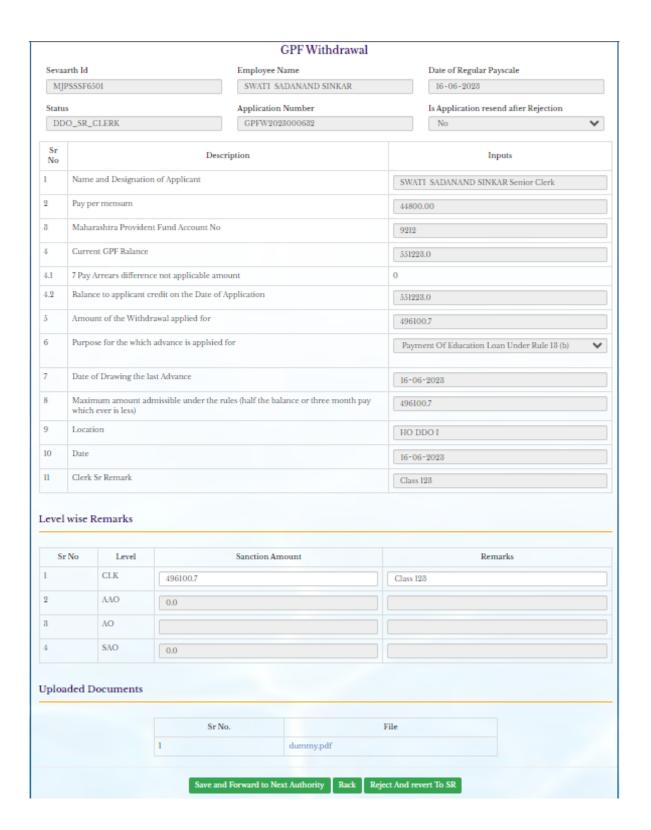






Scrutiny Dashboard

GPF Advance Withdraw Forms Show Search: 10 entries **GPF** Application Employee Name Sevaarth Id DDO Code DDO Name Advance Date Advance Type No Number GPFW2023000632 MJPSSSF6501 123456789_AST HO DDO I 16/06/2023 WITHDRAWAL SADANAND SINKAR Showing 1 to 10 of 10 entries Previous 1 Back © By Maharashtra Jeevan Pradhikaran Developed & Maintained by :

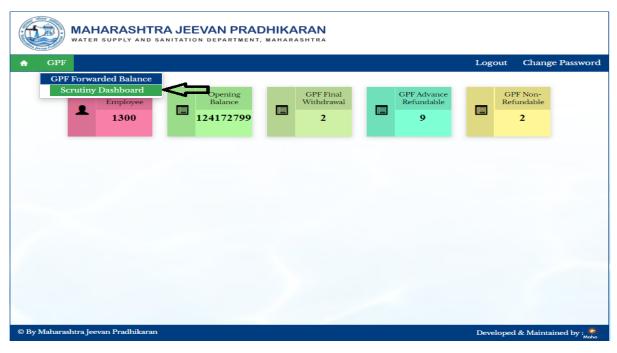


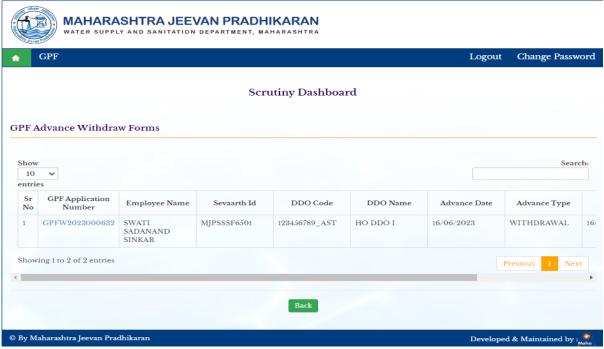
14: Assistant Accountant Level Login of HO

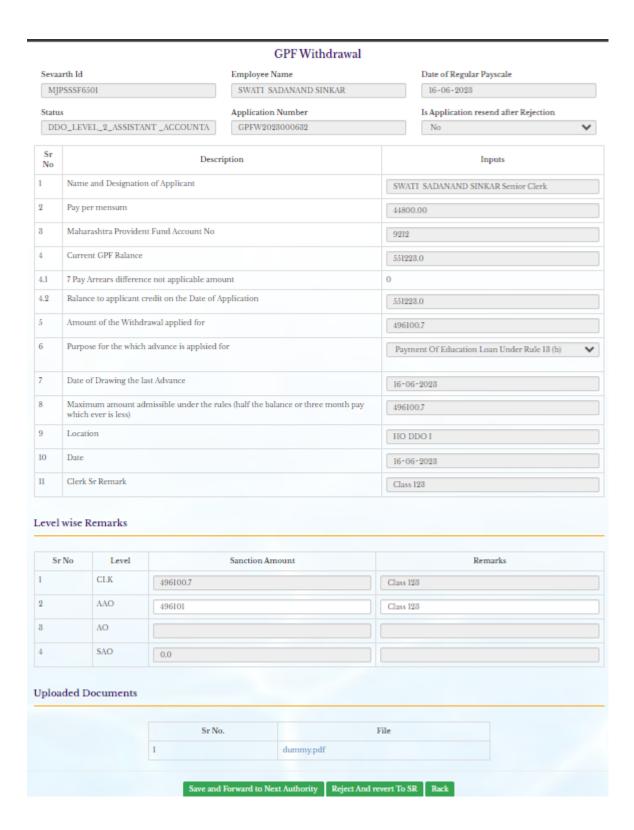
Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

14.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard





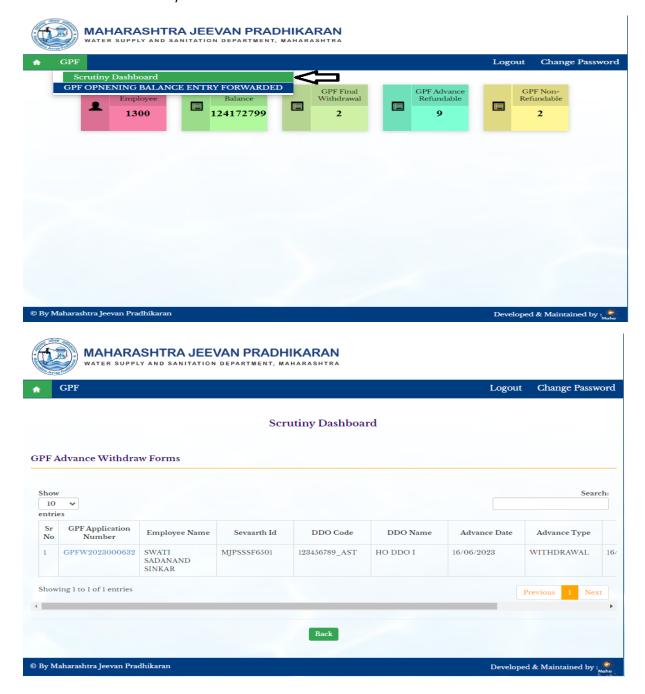


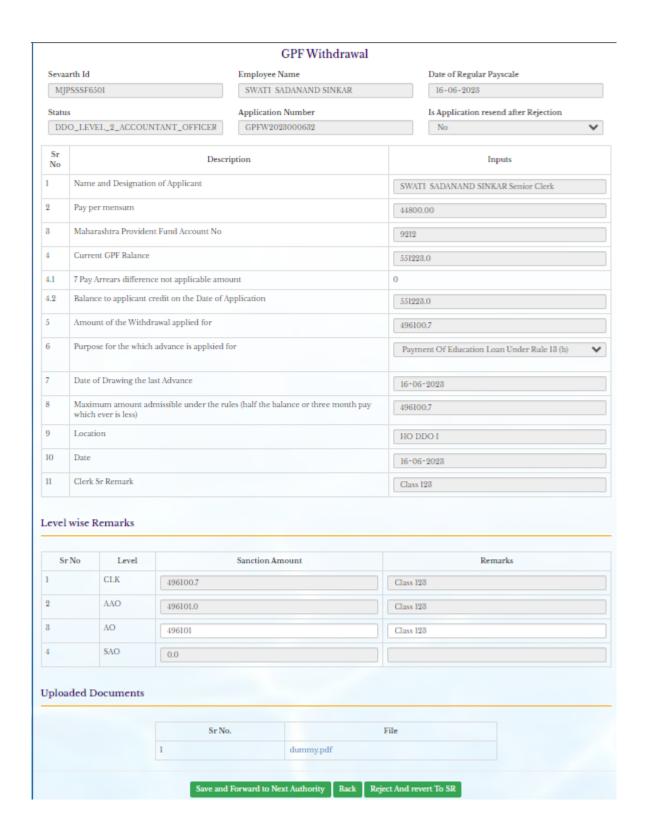
15: Accountant Level Login of HO

Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

15.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard





16: Senior Accountant Level Login of HO

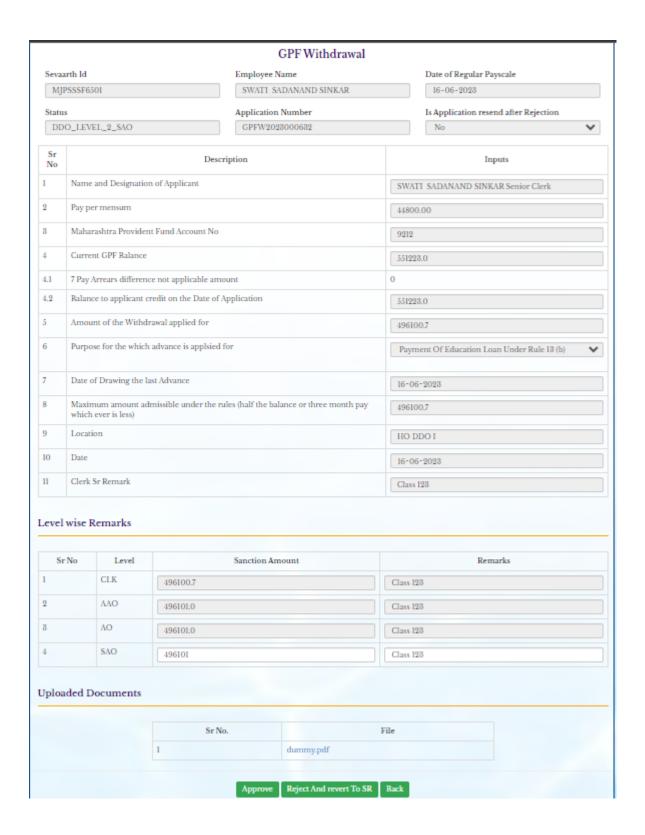
Senior Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

16.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve button





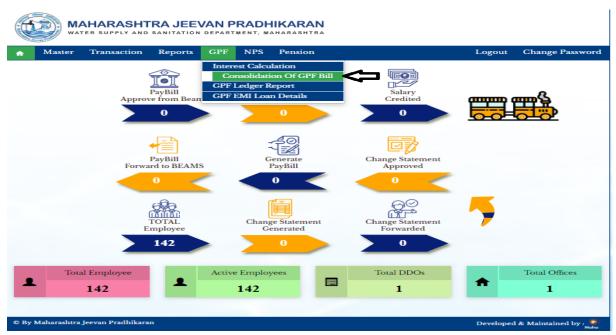
17: Assistant Level Login of HO

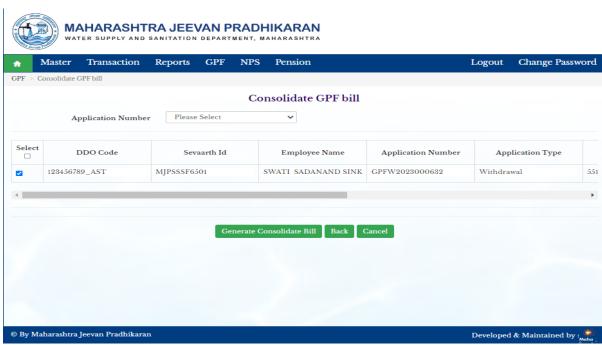
Assistant Level Login or Paybill DDO 1 of HO is use for Consolidation of GPF Bill.

17.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





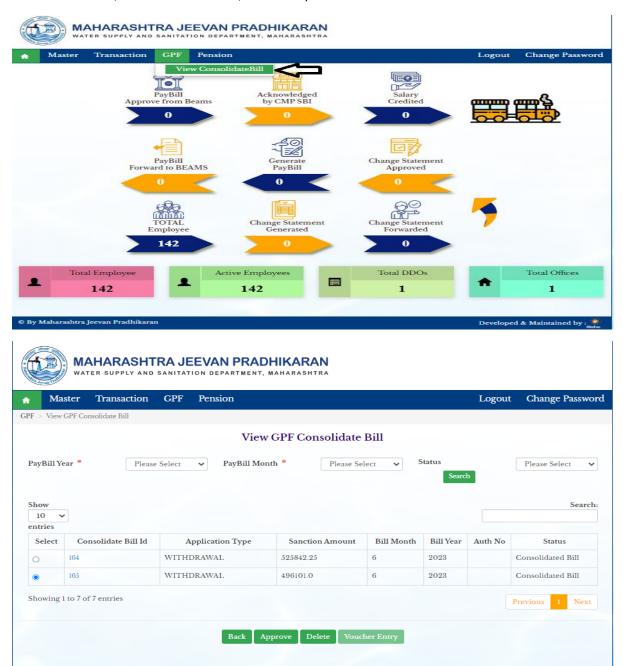
18: Level 2 of HO

Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

18.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button



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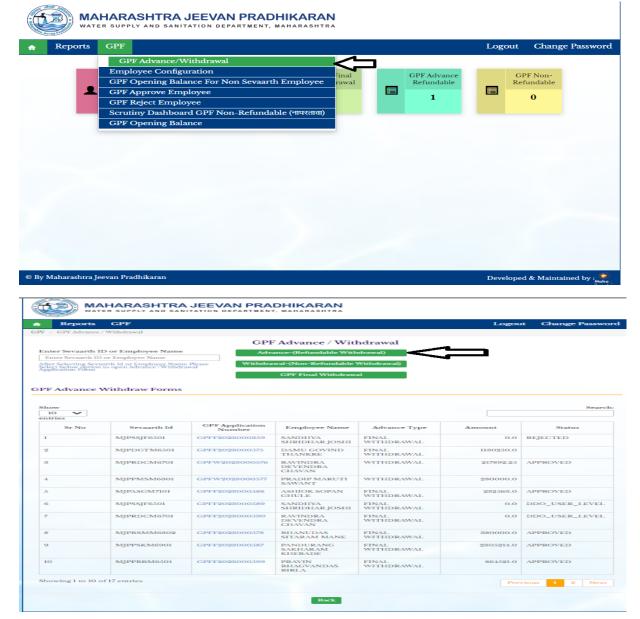
19: Senior clerk level login of Division

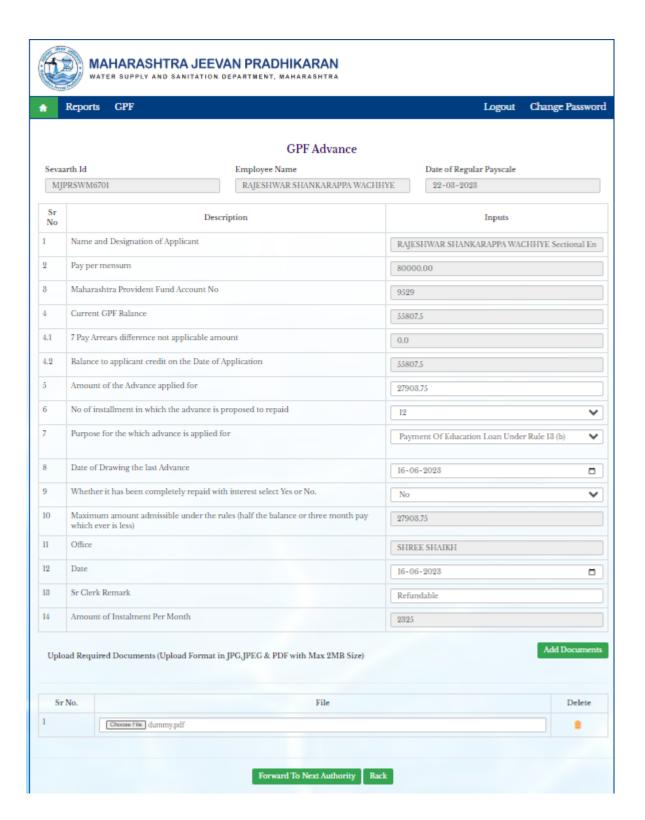
Senior Clerk Level Login of Division is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

19.1: Refundable withdrawal

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Withdrawal non-refundable withdrawal button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button





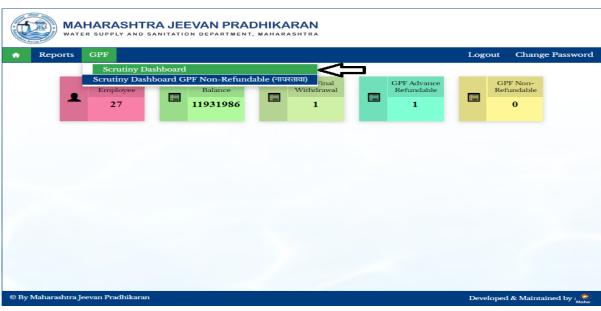
20: First Clerk Level Login of Division

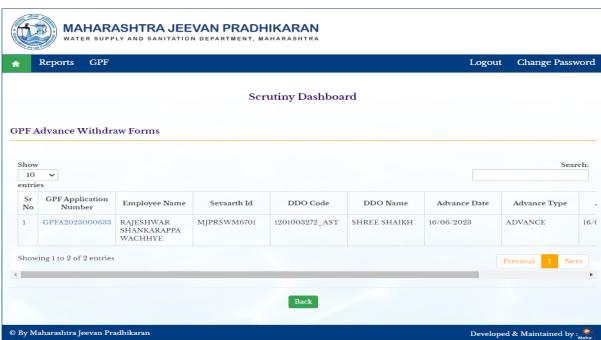
First clerk Level Login of Division is use for enter sanction amount on Scrutiny Dashboard.

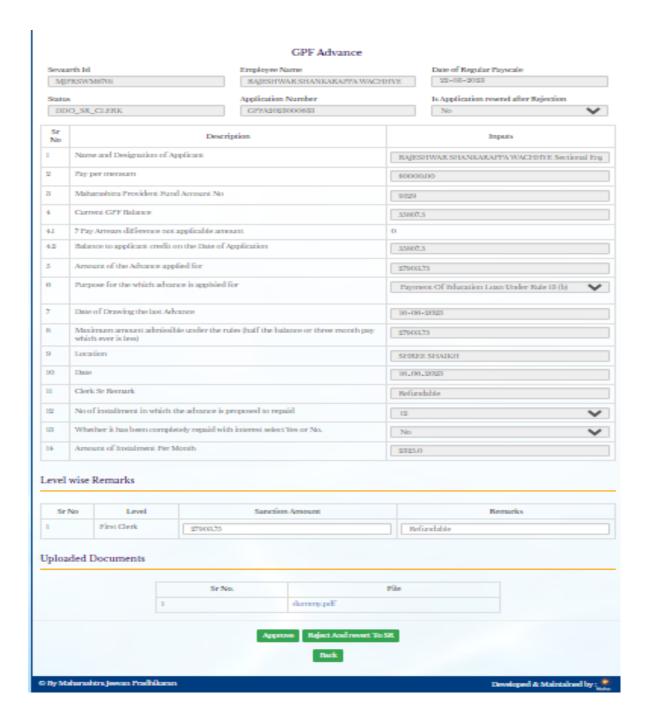
20.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve Button.







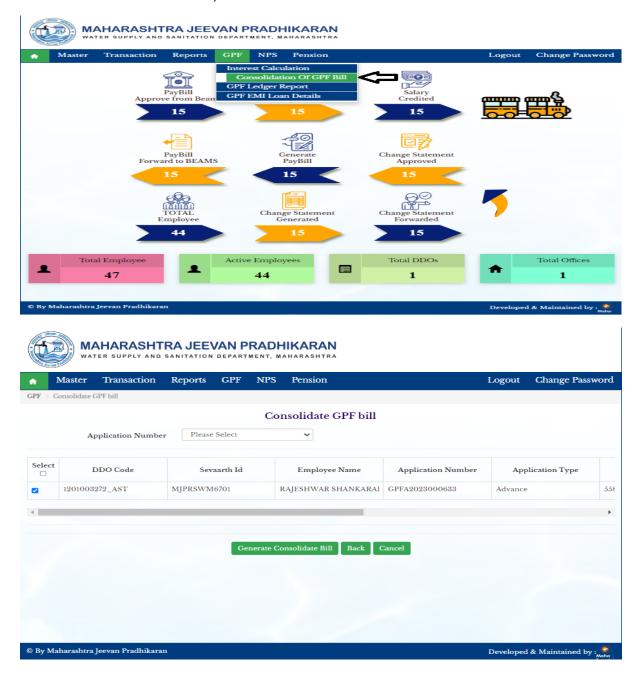
21: Assistant Level Login of Division

Assistant Level Login or Paybill DDO 1 of Division is use for Consolidation of GPF Bill.

21.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.



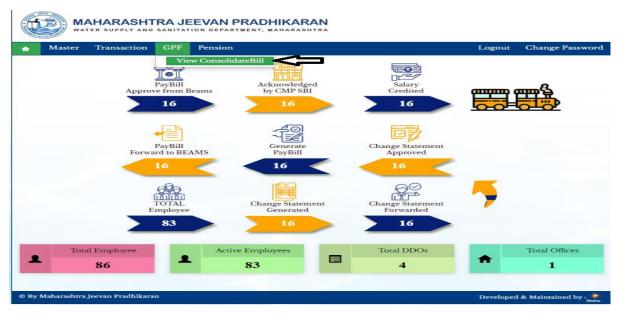
22: Level 2 of Division EE

Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

22.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button







23: Senior clerk level login of Division

Senior Clerk Level Login of Division is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

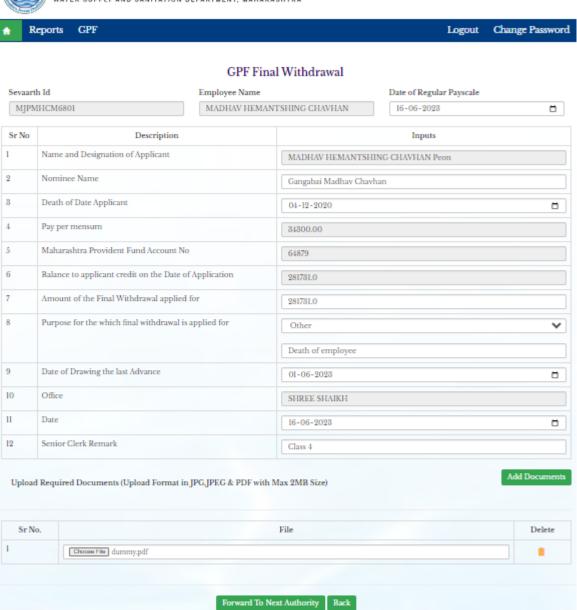
23.1: Final withdrawal for Class IV

Path: GPF > GPF Advance/Withdrawal

Step 1: Click on search box enter sevaarth id or employee name, Click on Final withdrawal button, Enter Nominee Name, Enter death of date applicant, Enter amount of the final withdrawal applied for, Select Purpose for the which final withdrawal is applied for from dropdown list, Enter Date of Drawing the last Advance, Enter Senior Clerk Remark, Select and Upload Required Documents, Click on forward to next authority button, Click on OK button.







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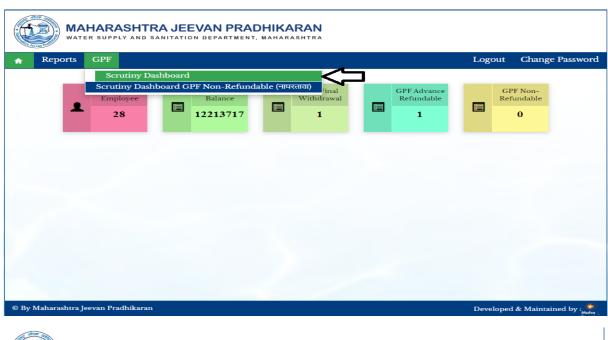
24: First Clerk Level Login of Division

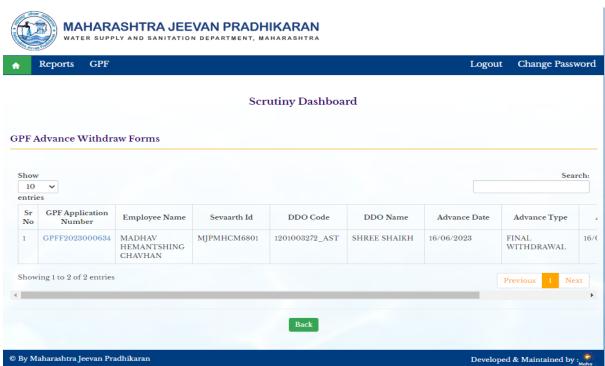
First clerk Level Login of Division is use for enter sanction amount on Scrutiny Dashboard.

24.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve Button.







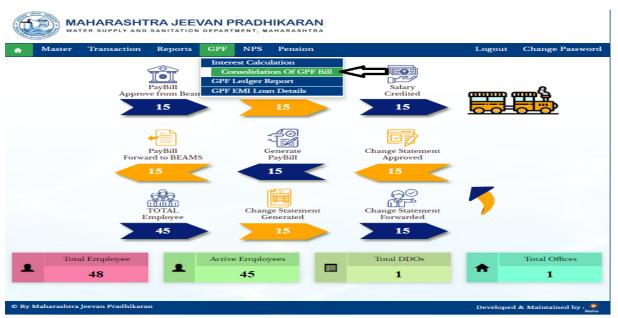
25: Assistant Level Login of Division

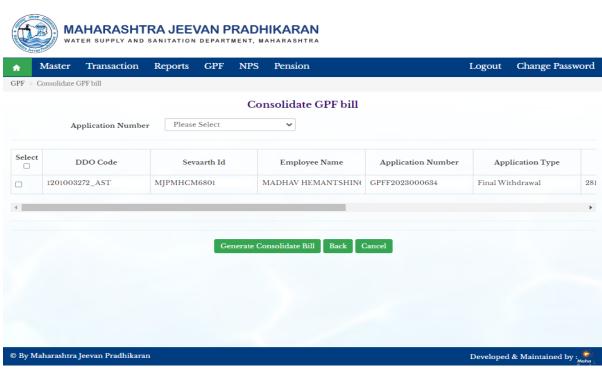
Assistant Level Login or Paybill DDO 1 of Division is use for Consolidation of GPF Bill.

25.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





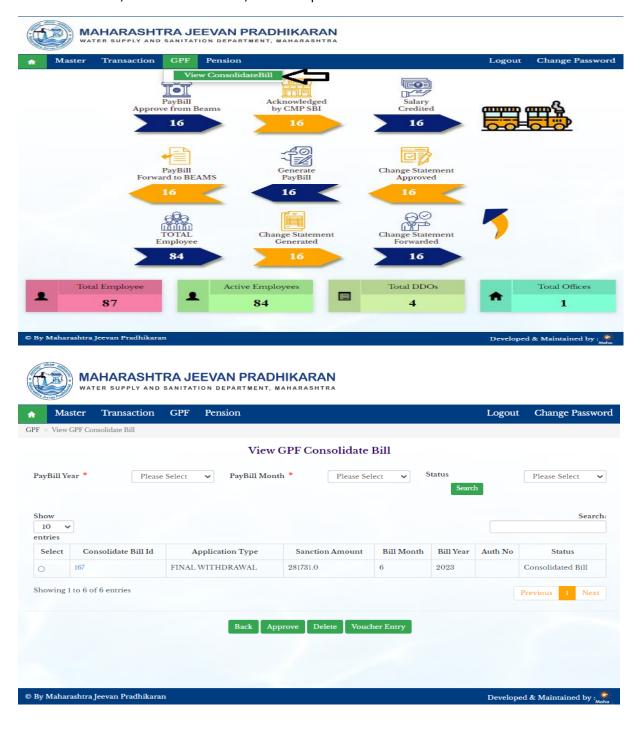
26: Level 2 of Division EE

Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

26.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button



27: Senior clerk level login of Division

Senior Clerk Level Login of Division is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

27.1: 75% nonrefundable withdrawal Class I, II, III

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Withdrawal non-refundable withdrawal button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.



GPF Withdrawal Sevaarth Id Employee Name Date of Regular Payscale MJPSGKM7101 SHRIPATH GOPAL KHADE 27-03-2023 Description Inputs No Name and Designation of Applicant SHRIPATH GOPAL KHADE Junior Clerk 2 Pay per mensum 42200.00 2 Maharashtra Provident Fund Account No 9391 4 Current GPF Balance 381119.0 7 Pay Arrears difference not applicable amount 4.1 0.0 Balance to applicant credit on the Date of Application 4.2 381119.0 Amount of the Withdrawal applied for 285839.25 Purpose for the which withdrawal is applied for 6 Marriage Ceremony Under Rule 13 (c) ~ Date Of Drawing The Last Withdrawal 19-06-2023 Maximum amount admissible under the rules (half the balance or three month pay 285839.25 which ever is less) 9 Office SHREE SHAIKH 10 Date 19-06-2023 11 SR Remark Class 123 75% Add Documents Upload Required Documents (Upload Format in JPG JPEG & PDF with Max 2MB Size) Sr No. File Delete Choose File dummy.pdf

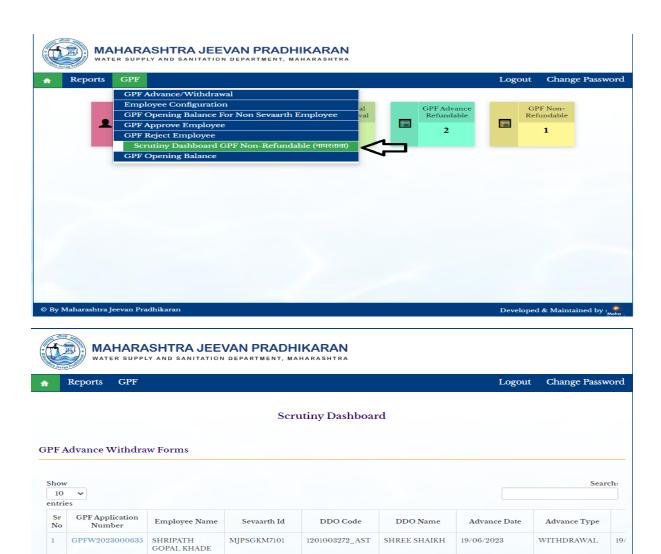
28: Senior clerk level login of Division SE

Senior Clerk Level Login of Division SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

28.1: Scrutiny Dashboard GPF Nonrefundable

Path: GPF > Scrutiny Dashboard GPF Nonrefundable

Step 1: Click on GPF application number, Enter sanction amount, Enter remarks, Click on Approve button.

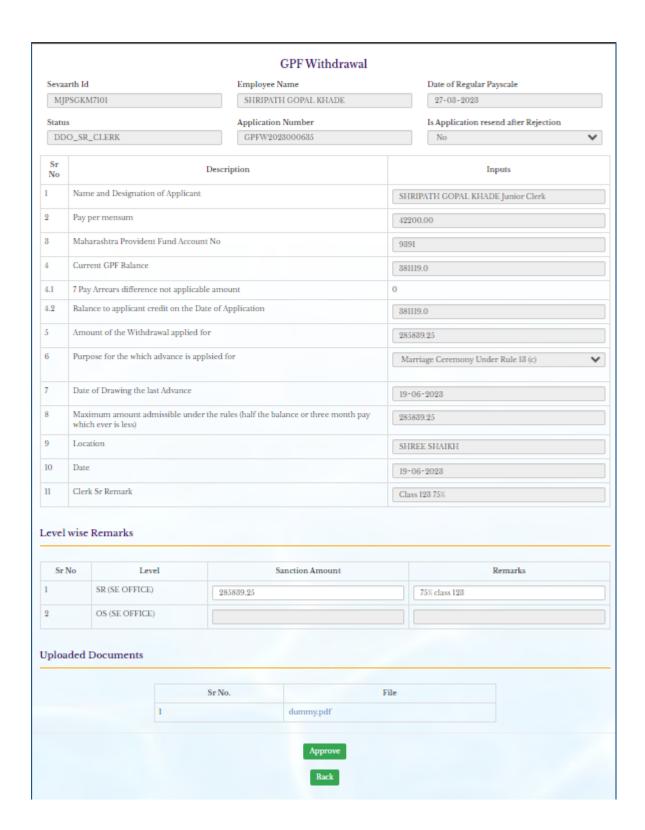


Previous 1 Next

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Showing 1 to 1 of 1 entries

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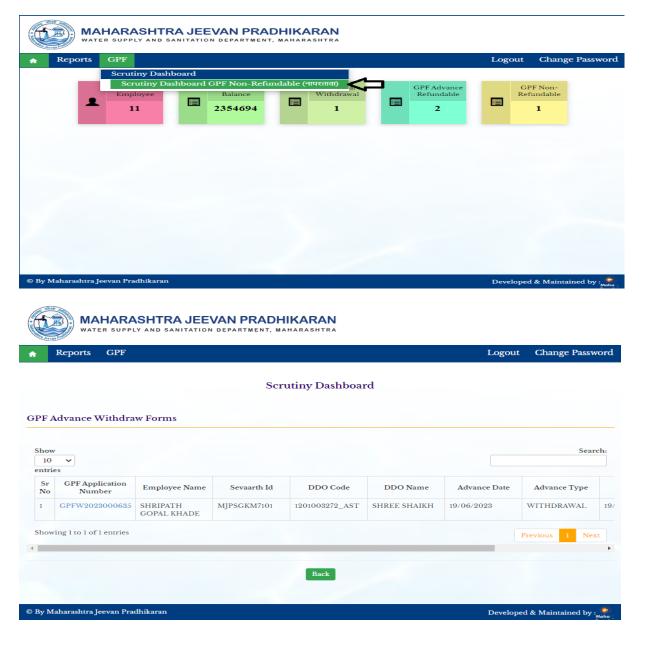
29: Office Superintendent level login of Division SE

Office superintendent Level Login of Division SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

29.1: Scrutiny Dashboard GPF Nonrefundable

Path: GPF > Scrutiny Dashboard GPF Nonrefundable

Step 1: Click on GPF application number, Enter sanction amount, Enter remarks, Click on Approve button.



GPF Withdrawal Employee Name Sevaarth Id Date of Regular Payscale MJPSGKM7101 SHRIPATH GOPAL KHADE 27-03-2023 Status Application Number Is Application resend after Rejection DDO_LEVEL_2_ASSISTANT_ACCOUNTA GPFW2028000685 Description Inputs No 1 Name and Designation of Applicant SHRIPATH GOPAL KHADE Junior Clerk 2 Pay per mensum 42200.00 3 Maharashtra Provident Fund Account No 9891 Current GPF Balance 881119.0 4.1 7 Pay Arrears difference not applicable amount 4.2 Balance to applicant credit on the Date of Application 381119.0 Amount of the Withdrawal applied for 285889.25 6 Purpose for the which advance is applied for Marriage Ceremony Under Rule 13 (c) Date of Drawing the last Advance 19-06-2028 Maximum amount admissible under the rules (half the balance or three month pay 285889.25 which ever is less) 9 Location SHREE SHAIKH 10 19-06-2028 11 Clerk Sr Remark Class 128 75% Level wise Remarks Sr No Level Sanction Amount Remarks SR (SE OFFICE) 1 285889.25 75% class 128 OS (SE OFFICE) 285889.25 75% class 128 Uploaded Documents Sr No. File dummy.pdf

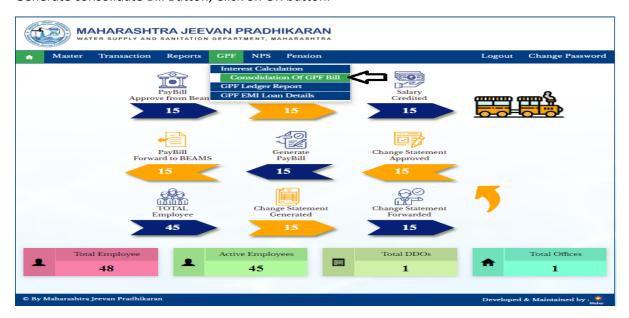
30: Assistant Level Login of Division

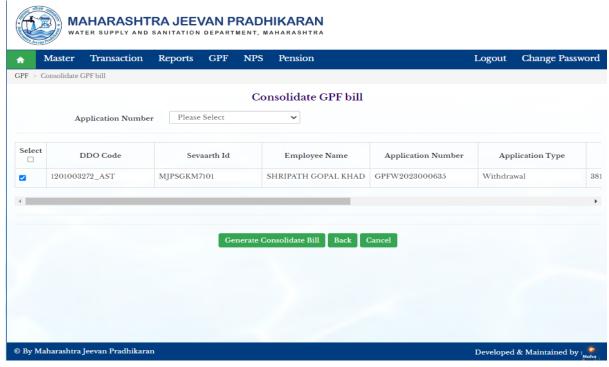
Assistant Level Login or Paybill DDO 1 of Division is use for Consolidation of GPF Bill.

30.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





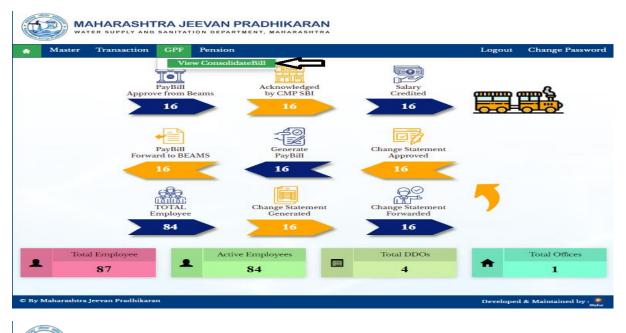
31: Level 2 of Division EE

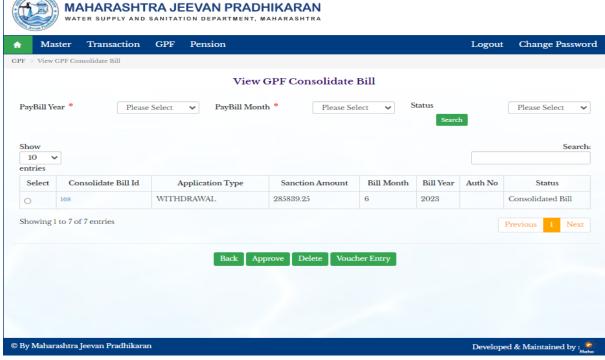
Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

31.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button





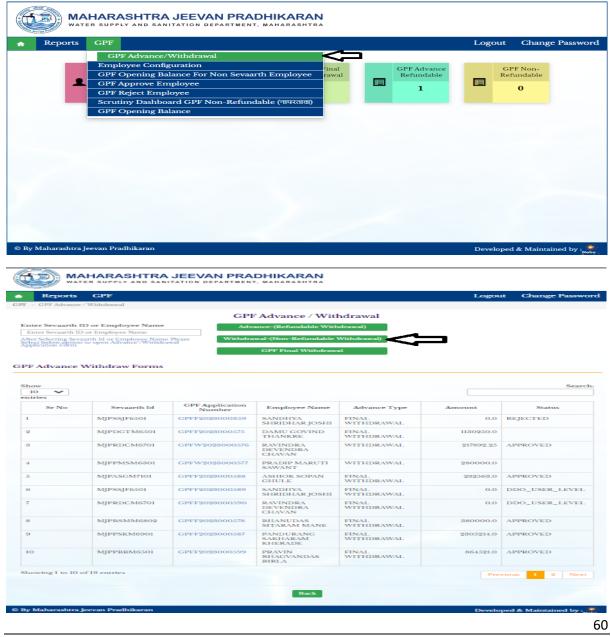
32: Senior clerk level login of Division

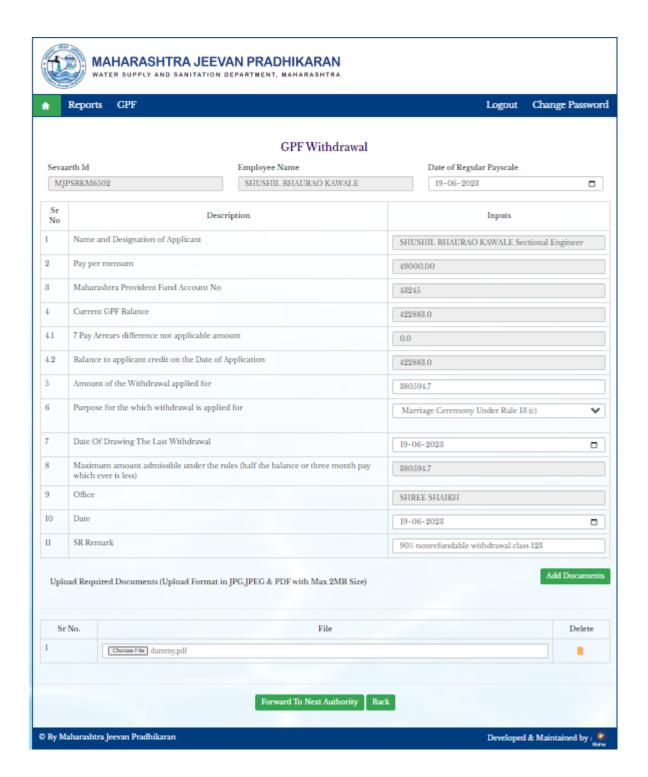
Senior Clerk Level Login of Division is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

32.1: 90% nonrefundable withdrawal Class I, II, III

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Withdrawal non-refundable withdrawal button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.





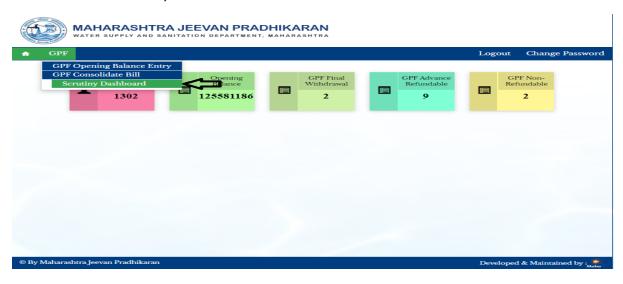
33: Clerk level login of HO

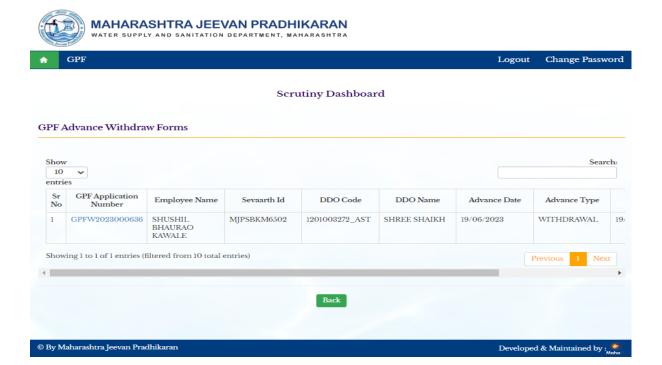
Clerk Level Login of HO is use for enter sanction amount at Scrutiny Dashboard

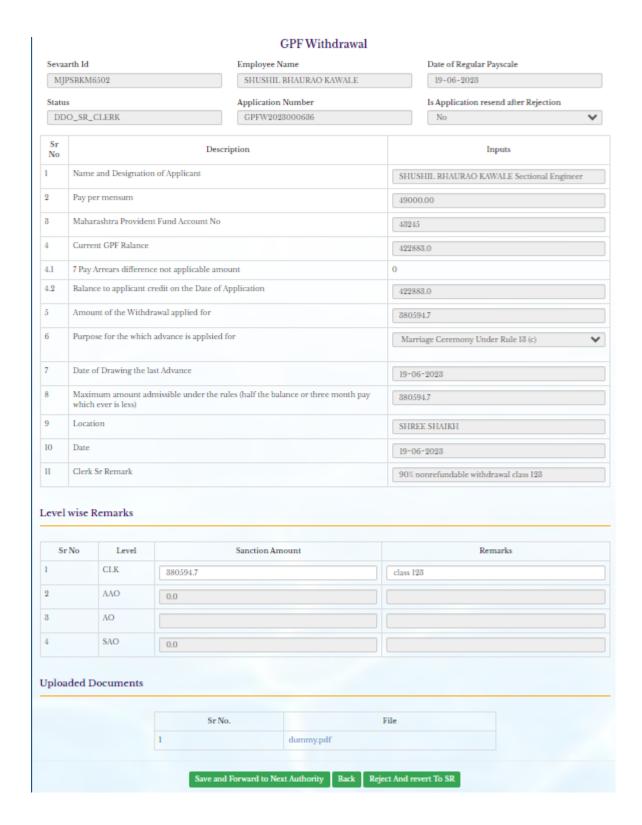
33.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Save Forward to Next Authority Button







34: Assistant Accountant Level Login of HO

Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

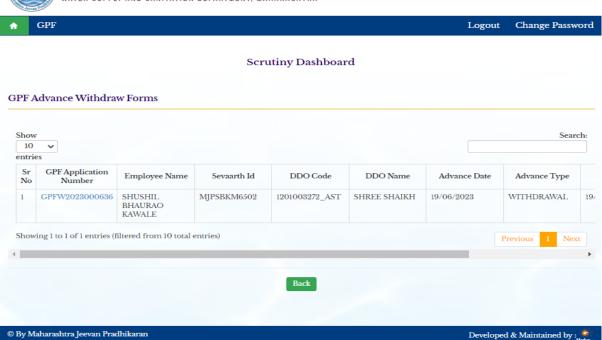
34.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Save Forward to Next Authority Button







GPF Withdrawal Sevaarth Id Employee Name Date of Regular Payscale MJPSBKM6502 SHUSHIL BHAURAO KAWALE 19-06-2023 Application Number Is Application resend after Rejection Status DDO_LEVEL_2_ASSISTANT_ACCOUNTA GPFW2028000686 No Sr Description Inputs No Name and Designation of Applicant SHUSHII. BHAURAO KAWALE Sectional Engineer 2 Pay per mensum 49000.00 8 Maharashtra Provident Fund Account No 48245 Current GPF Balance 4 422883.0 4.1 7 Pay Arrears difference not applicable amount 4.2 Ralance to applicant credit on the Date of Application 422888.0 5 Amount of the Withdrawal applied for 380594.7 6 Purpose for the which advance is applyied for Marriage Ceremony Under Rule 13 (c) Date of Drawing the last Advance 19-06-2028 8 Maximum amount admissible under the rules (half the balance or three month pay 880594.7 which ever is less) Location SHREE SHAIKH 10 Date 19-06-2028 11 Clerk Sr Remark 90% nonrefundable withdrawal class 128 Level wise Remarks Level Sanction Amount Remarks CLK 880594.7 class 128 2 AAO 880595 class 128 ΑO SAO 0.0 Uploaded Documents Sr No. File dummy.pdf Save and Forward to Next Authority Reject And revert To SR

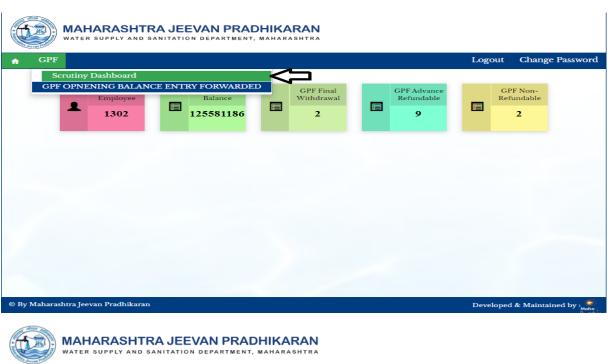
35: Accountant Level Login of HO

Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

35.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

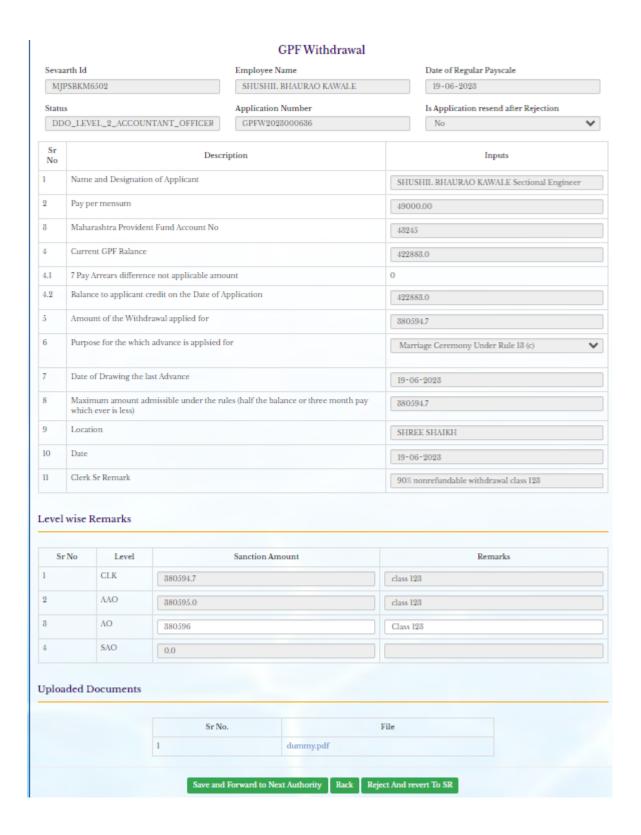
Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Save Forward to Next Authority Button





Scrutiny Dashboard

GPF Advance Withdraw Forms Show Search: 10 entries GPF Application Employee Name DDO Code DDO Name No Number MJPSBKM6502 WITHDRAWAL GPFW2023000636 SHUSHIL 1201003272_AST SHREE SHAIKH 19/06/2023 BHAURAO KAWALE Showing 1 to 1 of 1 entries (filtered from 10 total entries) © By Maharashtra Jeevan Pradhikaran Developed & Maintained by :



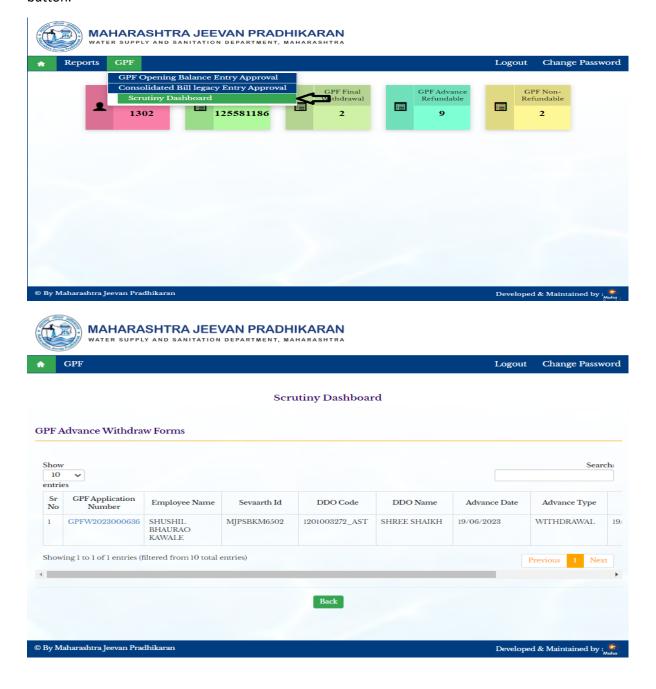
36: Senior Accountant Level Login of HO

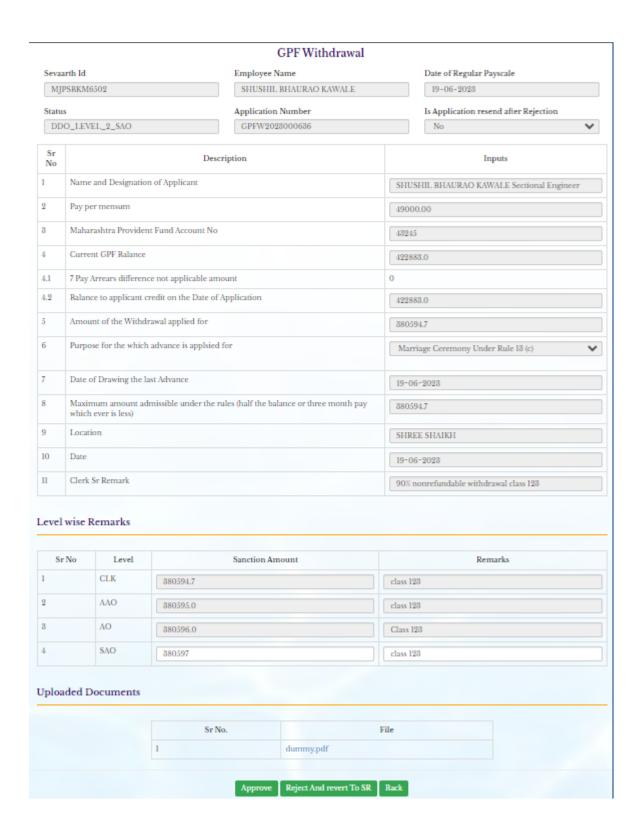
Senior Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

36.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve button.





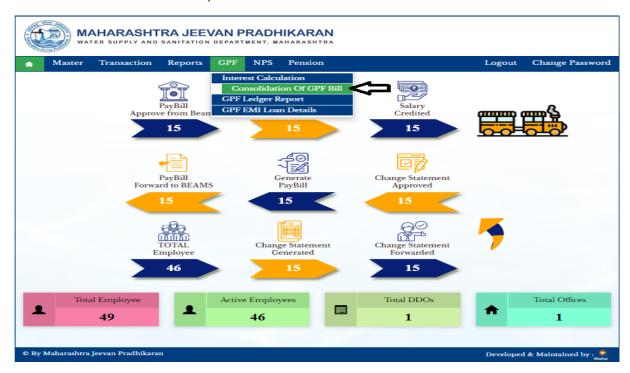
37: Assistant Level Login of Division

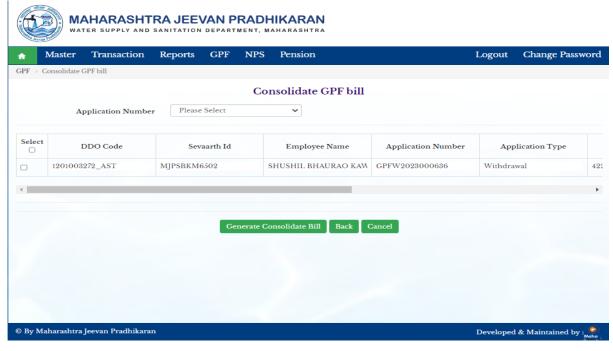
Assistant Level Login or Paybill DDO 1 of Division is use for Consolidation of GPF Bill.

37.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





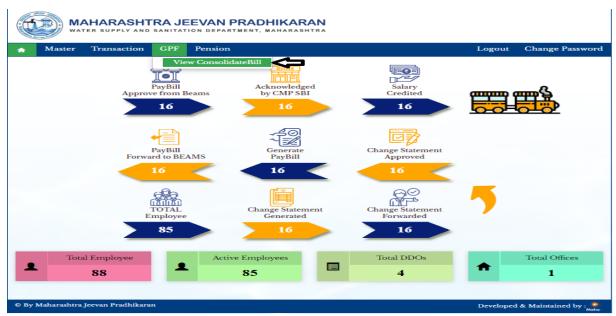
38: Level 2 of Division EE

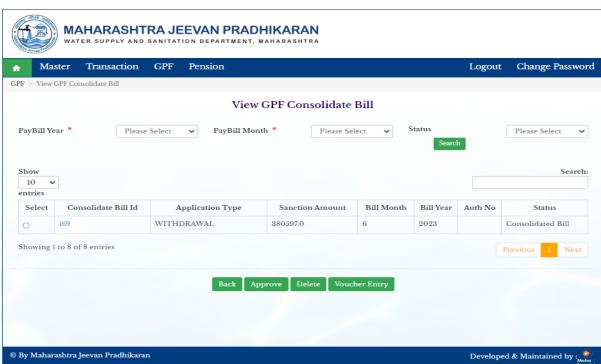
Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

38.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button





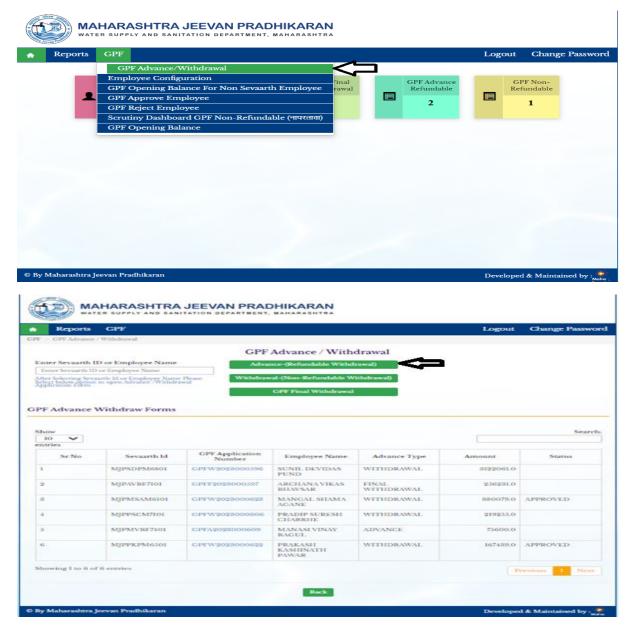
39: Senior clerk level login of Division CE and SE

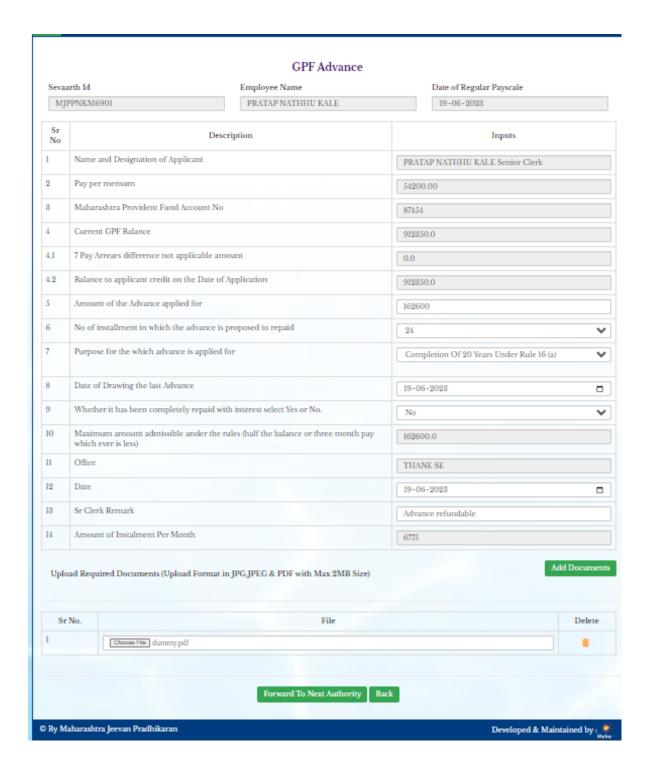
Senior Clerk Level Login of Division CE and SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

39.1: Refundable withdrawal

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Advance button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.





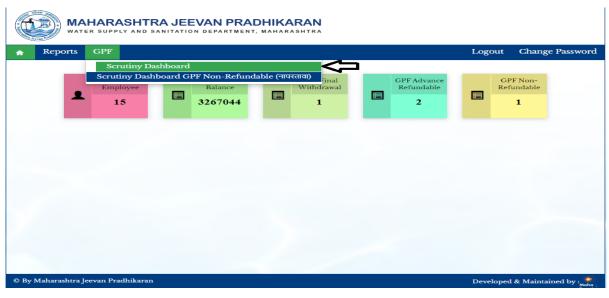
40: Office Superintendent Level Login of Division CE and SE

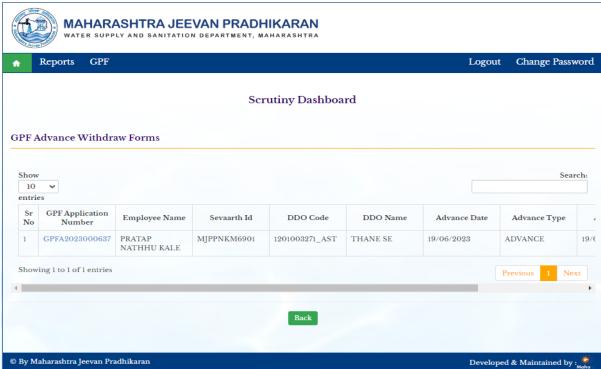
Office superintendent Level Login of Division CE and SE is use for enter sanction amount on Scrutiny Dashboard.

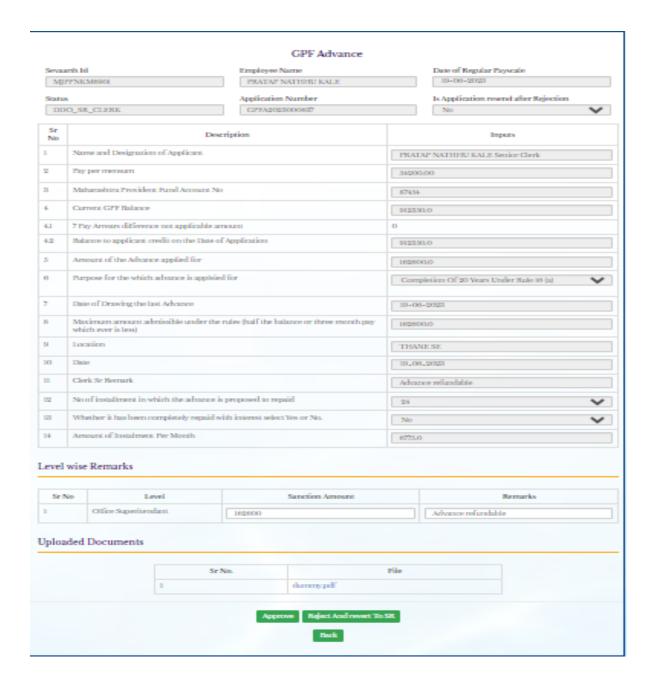
40.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve button.







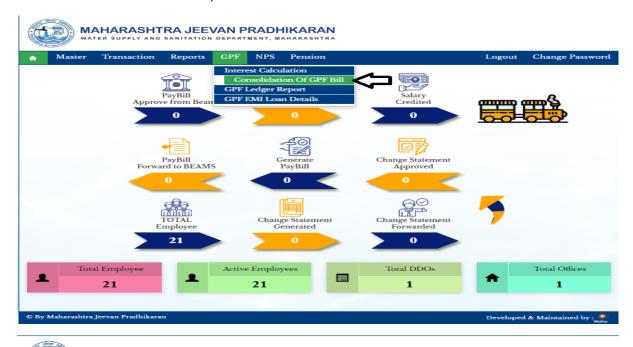
41: Assistant Level Login of Division CE and SE

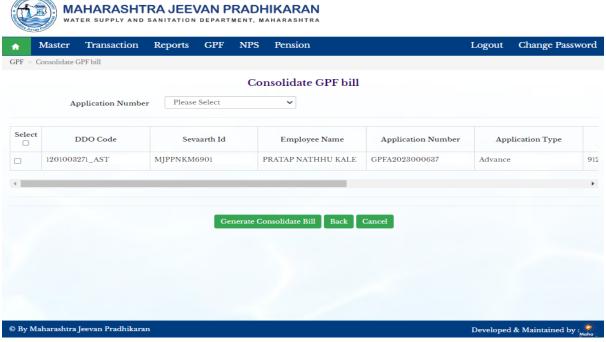
Assistant Level Login or Paybill DDO 1 of Division CE and SE is use for Consolidation of GPF Bill.

41.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





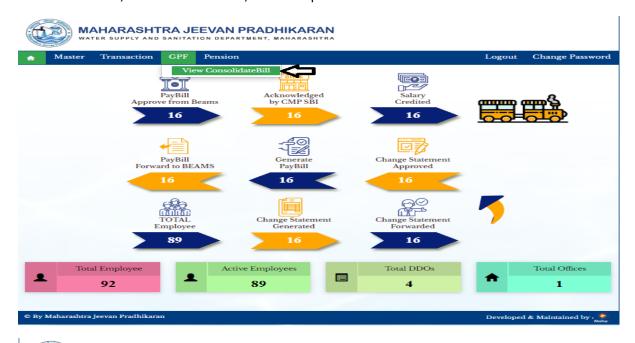
42: Level 2 of Division CE and SE

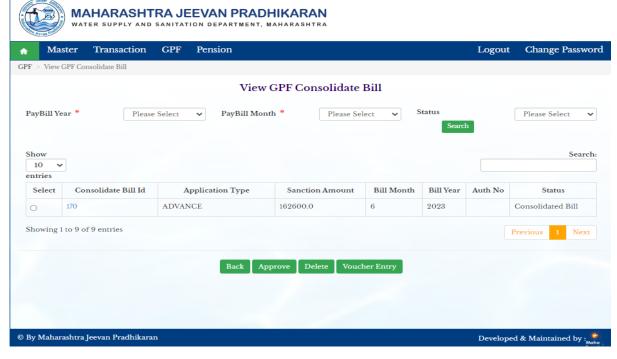
Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

42.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button





43: Senior clerk level login of Division CE and SE

Senior Clerk Level Login of Division CE and SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

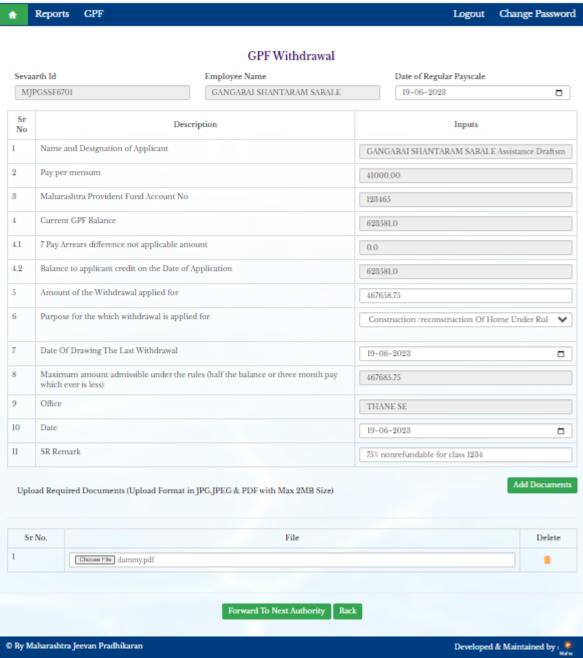
43.1: 75% nonrefundable withdrawal for Class I, II, III and IV

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on withdrawal non-refundable button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.



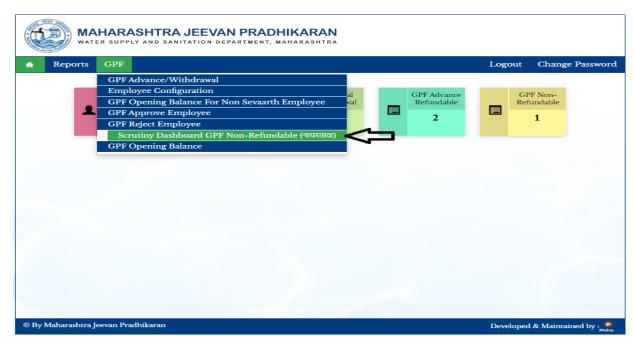




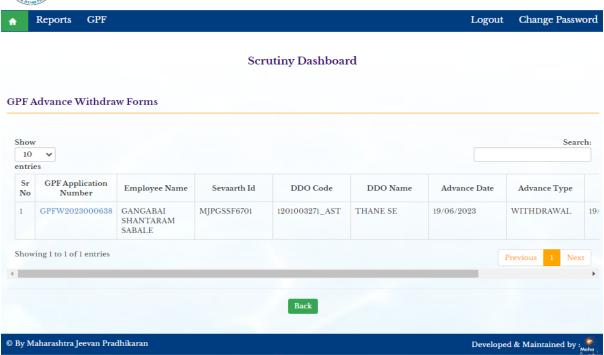
43.2: Scrutiny Dashboard GPF nonrefundable

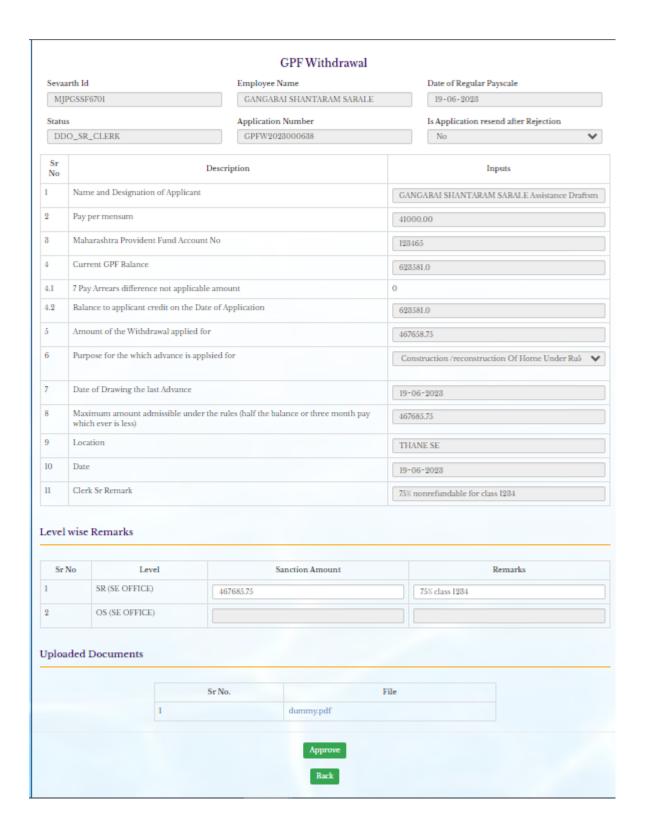
Path: GPF > Scrutiny Dashboard GPF nonrefundable

Step 1: Click on GPF application number, Enter sanction amount, Enter remarks, Click on Approve button.









44: Office Superintendent Level Login of Division CE and SE

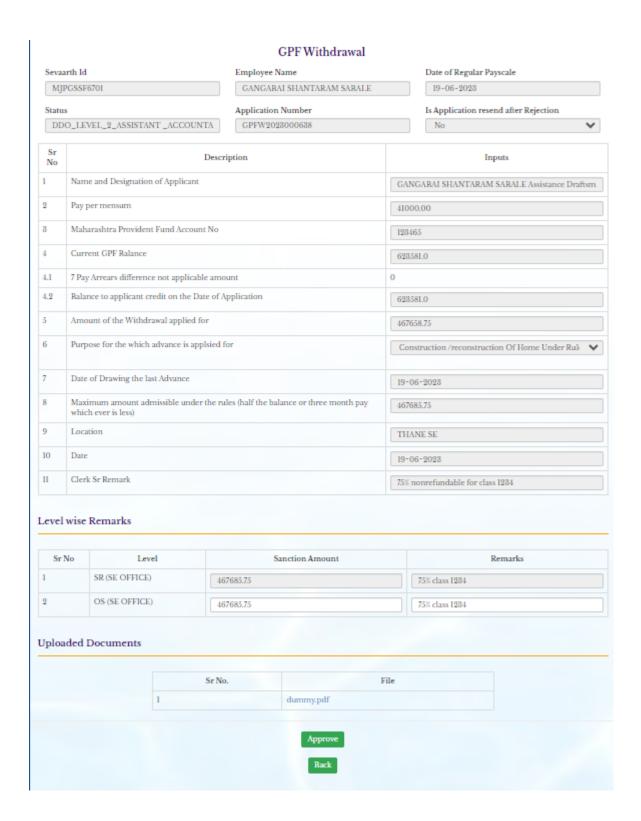
Office superintendent Level Login of Division CE and SE is use for enter sanction amount on Scrutiny Dashboard.

44.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve button.





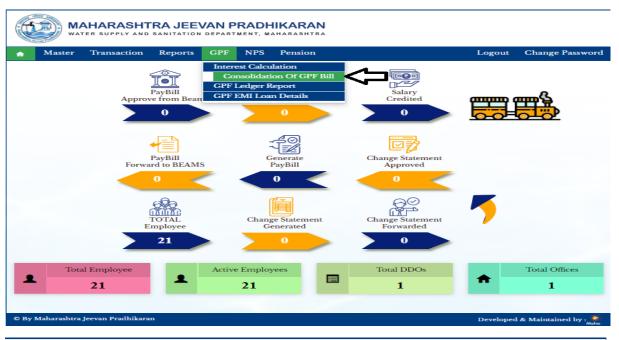
45: Assistant Level Login of Division CE and SE

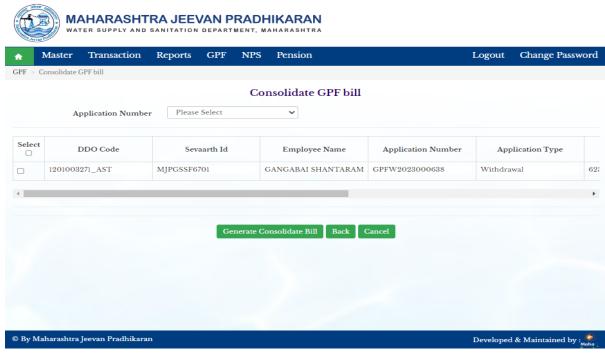
Assistant Level Login or Paybill DDO 1 of Division CE and SE is use for Consolidation of GPF Bill.

45.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





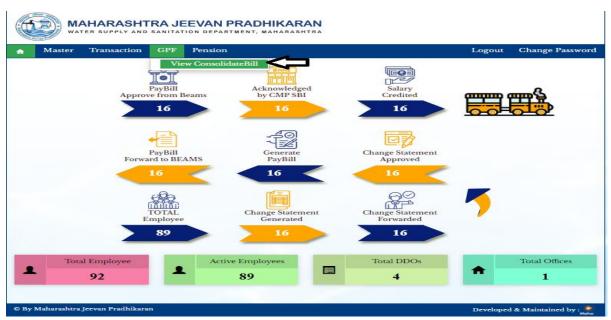
46: Level 2 of Division CE and SE

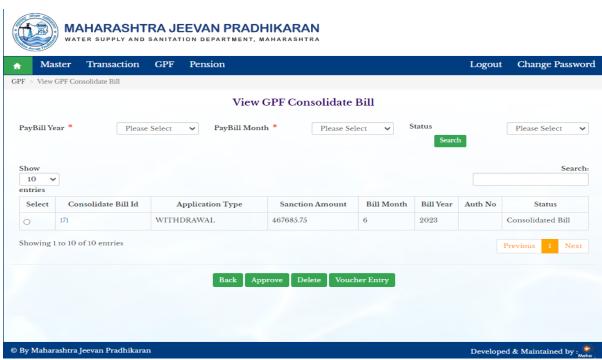
Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

46.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button





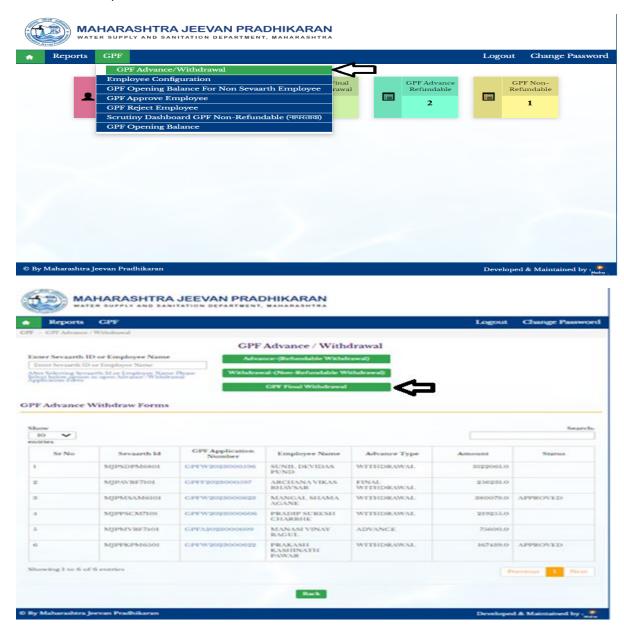
47: Senior clerk level login of Division CE and SE

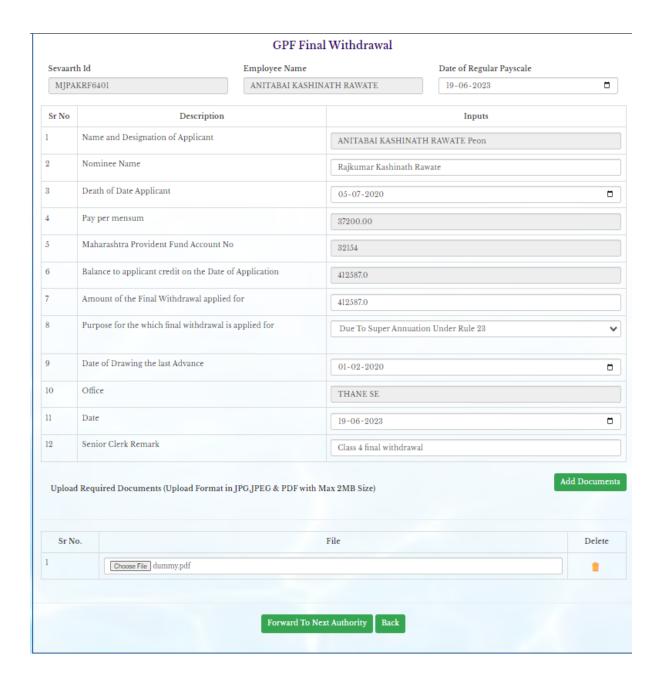
Senior Clerk Level Login of Division CE and SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

47.1: Final withdrawal for Class I, II, III, IV

Path: GPF > GPF Advance/Withdrawal

Step 1: Click on search box enter sevaarth id or employee name, Click on Final withdrawal button, Enter Nominee Name, Enter death of date applicant, Enter amount of the final withdrawal applied for, Select Purpose for the which final withdrawal is applied for from dropdown list, Enter Date of Drawing the last Advance, Enter Senior Clerk Remark, Select and Upload Required Documents, Click on forward to next authority button, Click on OK button.





48: Office Superintendent Level Login of Division CE and SE

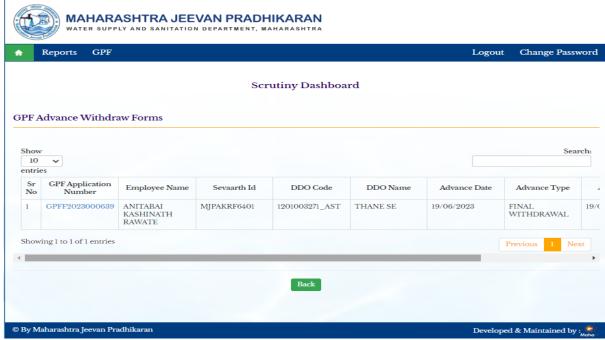
Office superintendent Level Login of Division CE and SE is use for enter sanction amount on Scrutiny Dashboard.

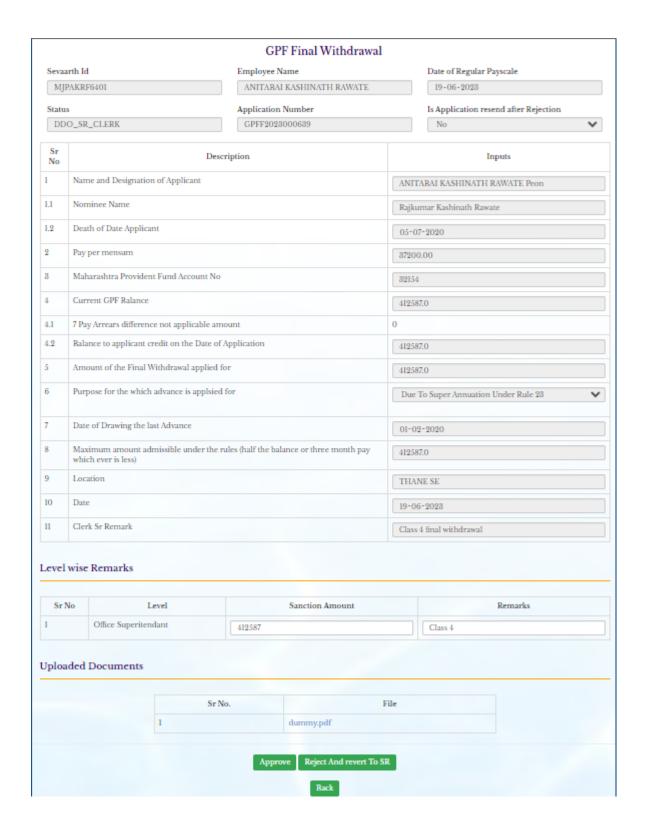
48.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve button.







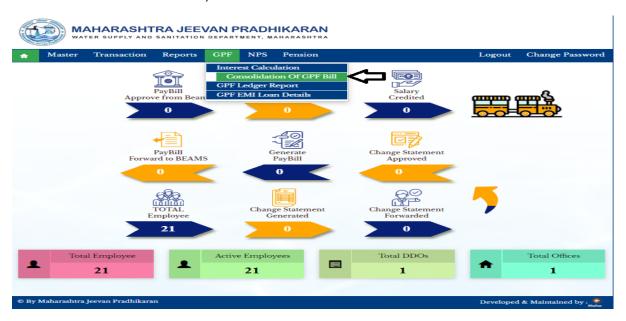
49: Assistant Level Login of Division CE and SE

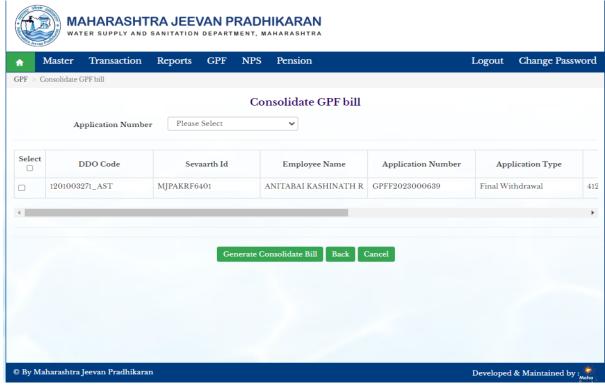
Assistant Level Login or Paybill DDO 1 of Division CE and SE is use for Consolidation of GPF Bill.

49.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





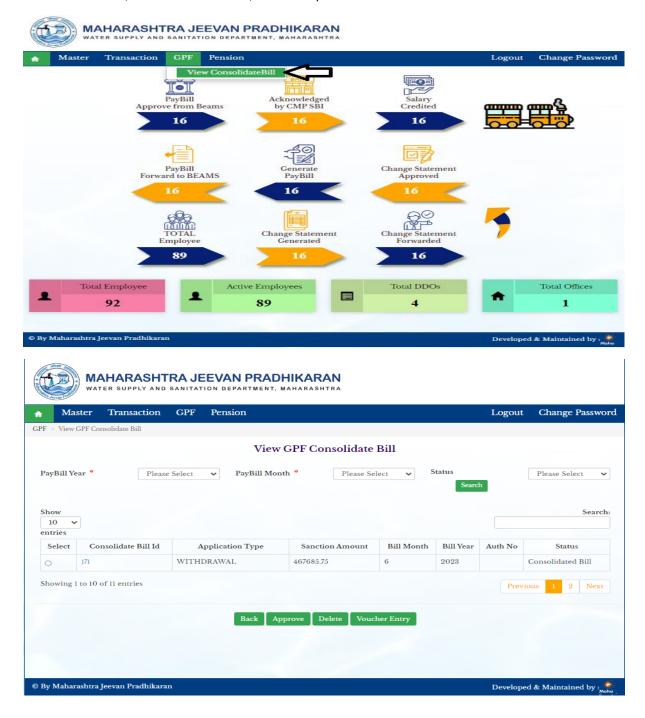
50: Level 2 of Division CE and SE

Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

50.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button



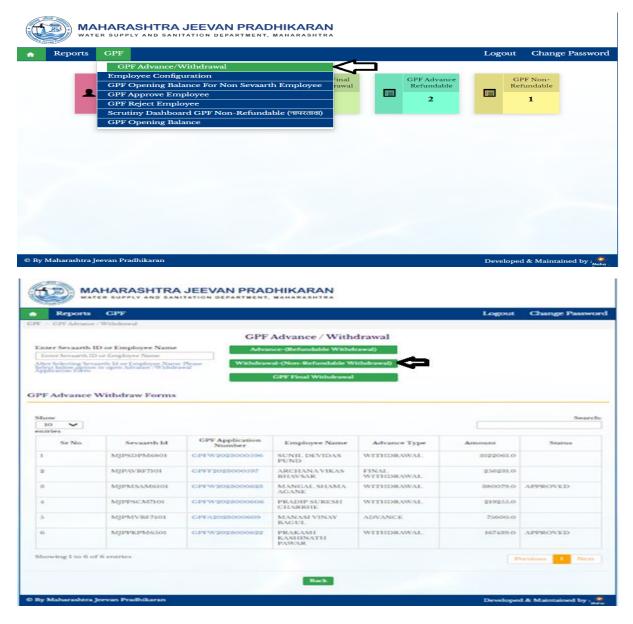
51: Senior clerk level login of Division CE and SE

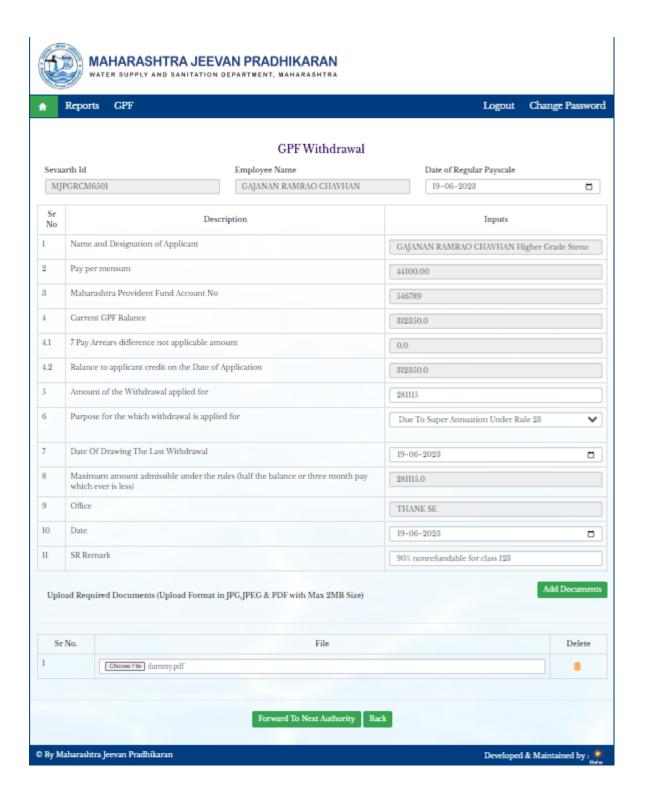
Senior Clerk Level Login of Division CE and SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

51.1: 90% nonrefundable withdrawal for Class I, II and III

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on withdrawal non-refundable button, Enter Amount of the Advance applied for, Select No of instalment in which the advance is proposed to repaid from dropdown list, Select Purpose for the which advance is applied for from dropdown list, Select Weather it has been completely repaid with interest select Yes or No. from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.





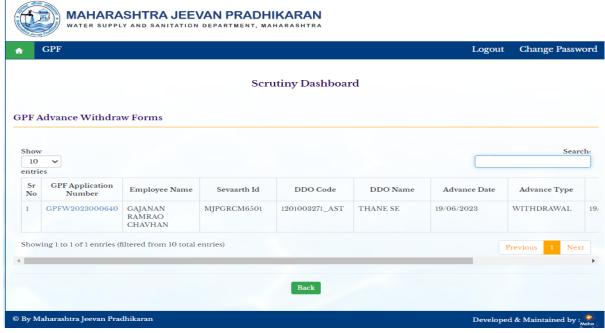
52: Clerk level login of HO

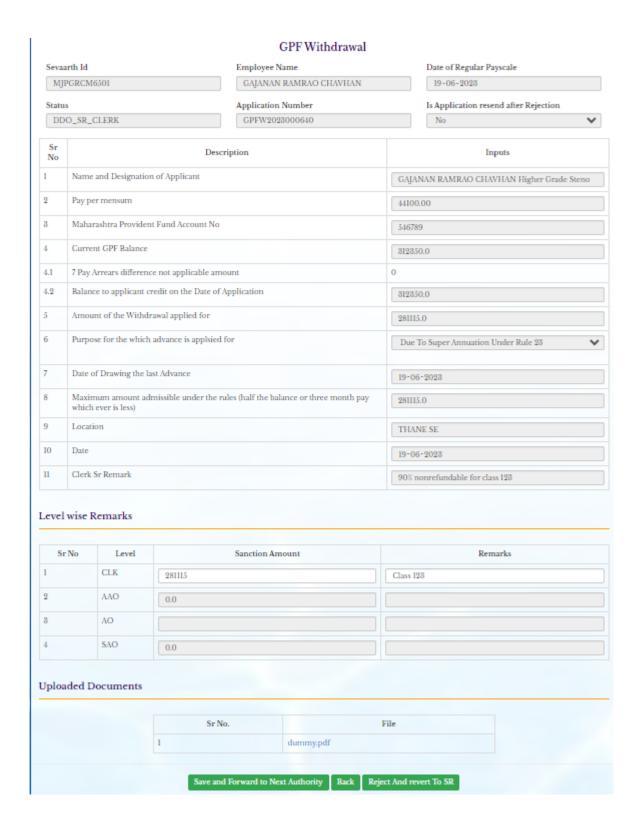
Clerk Level Login of HO is use for enter sanction amount at Scrutiny Dashboard

52.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard





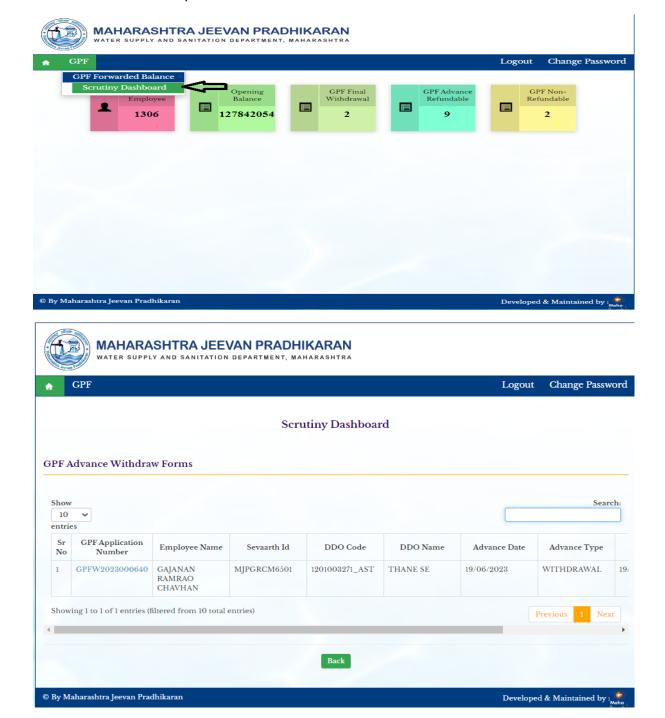


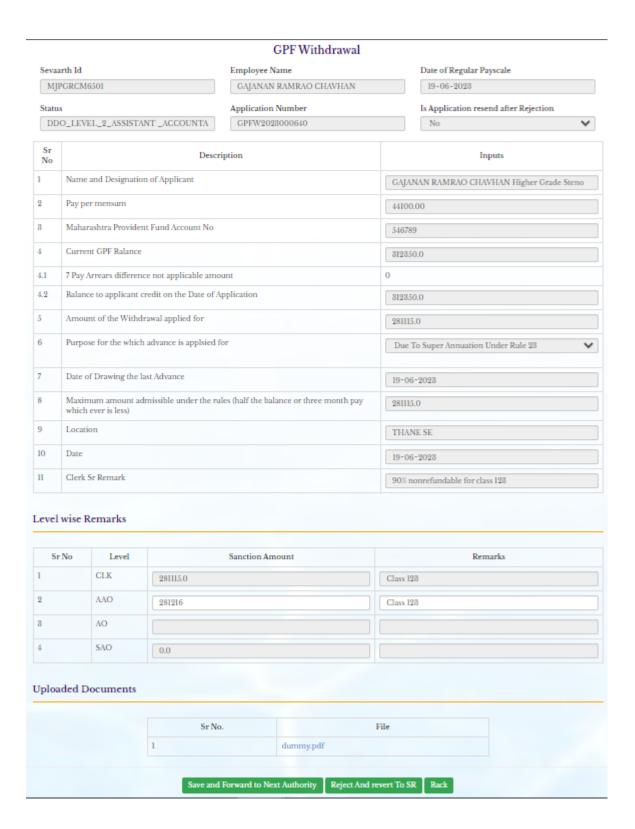
53: Assistant Accountant Level Login of HO

Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

53.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard



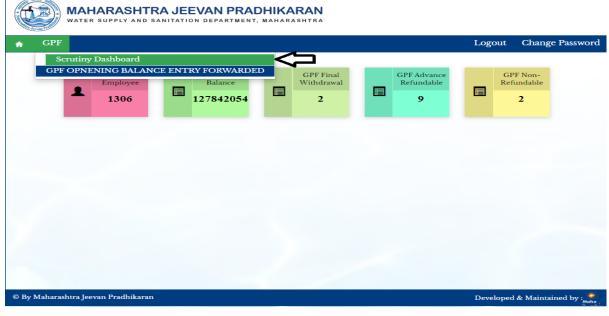


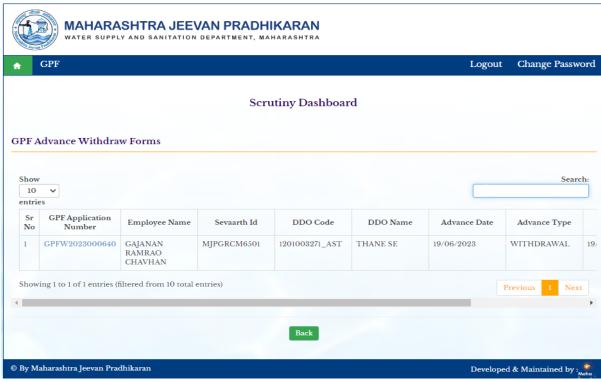
54: Accountant Level Login of HO

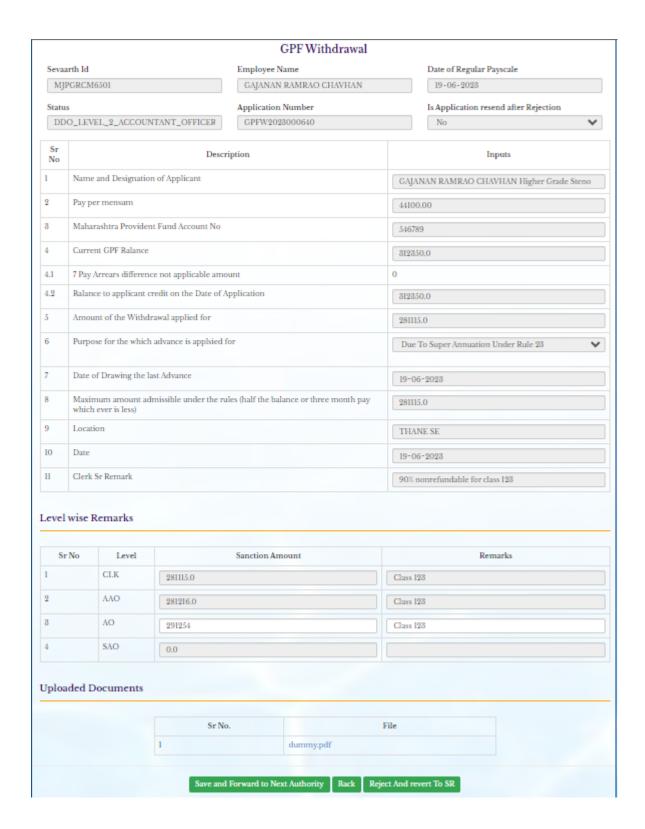
Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

54.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard







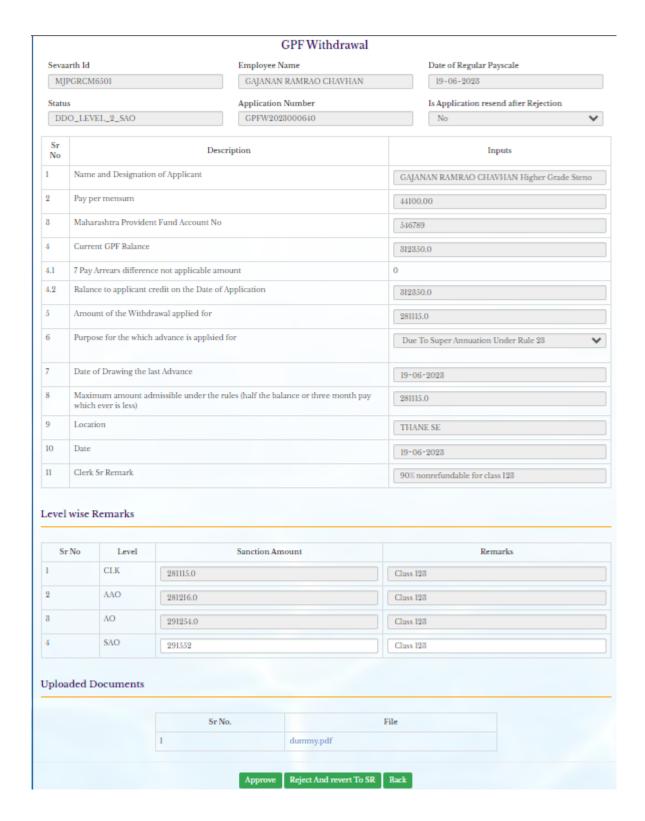
55: Senior Accountant Level Login of HO

Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

55.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard





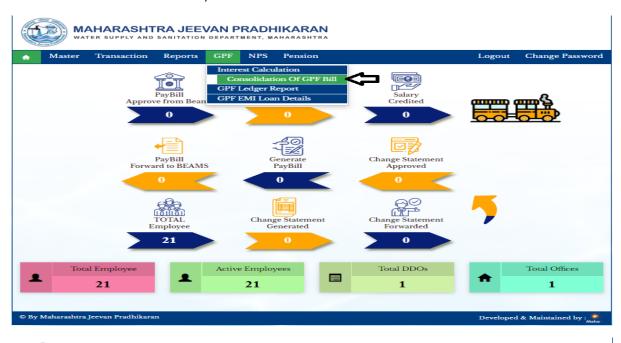
56: Assistant Level Login of Division CE and SE

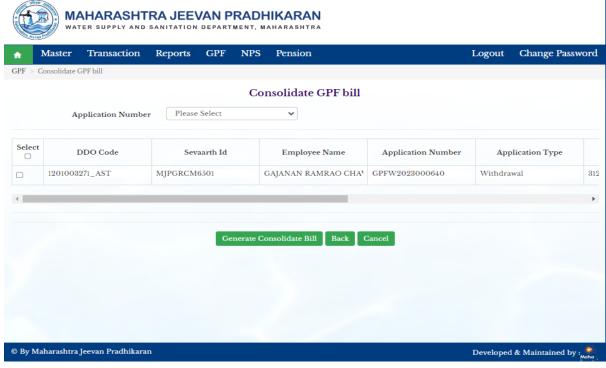
Assistant Level Login or Paybill DDO 1 of Division CE and SE is use for Consolidation of GPF Bill.

56.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





57: Level 2 of Division CE and SE

Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

57.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button



58: Senior clerk level login of Division CE and SE

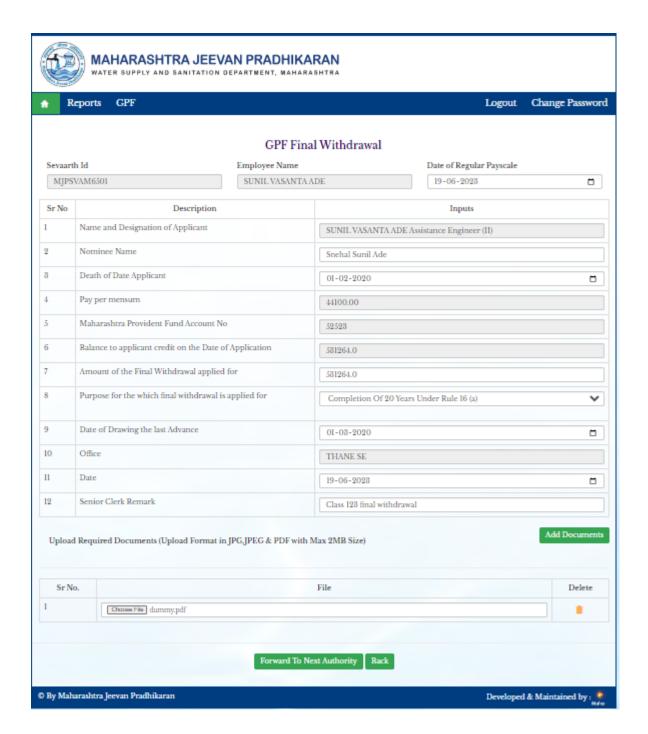
Senior Clerk Level Login of Division CE and SE is use for fill application of GPF Advance Refundable, Non-refundable Withdrawal and Final withdrawal.

58.1: Final withdrawal for Class I, II and III

Path: GPF > GPF Advance / Withdrawal

Step 1: Click on Search box Enter Sevaarth id or Employee Name and Select Employee, Click on Final withdrawal button, Enter nominee name, Enter date of death applicant, Enter Amount of the Advance applied for, Select Purpose for the which advance is applied for from dropdown list, Enter date, Enter Senior clerk Remark, Upload Required Documents, Click on Forward to Next Authority button.



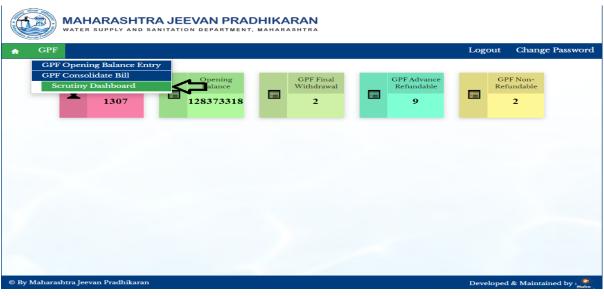


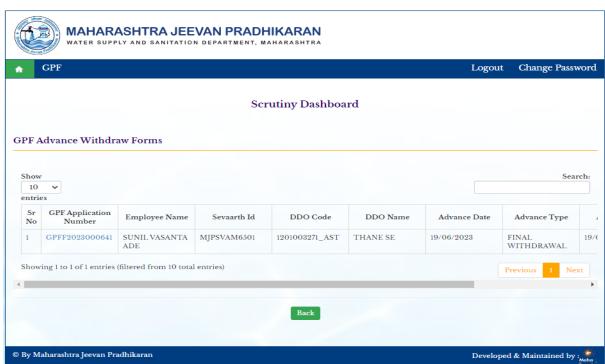
59: Clerk Level Login of HO

Clerk Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

59.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard





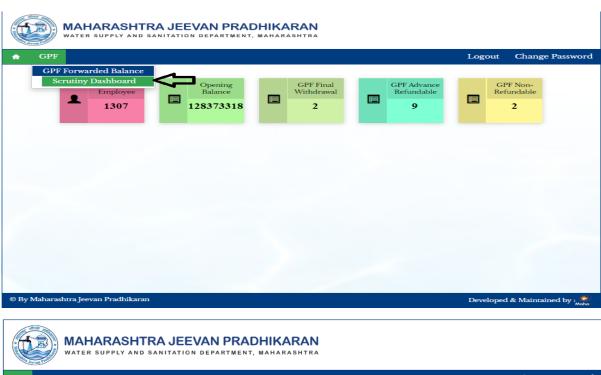


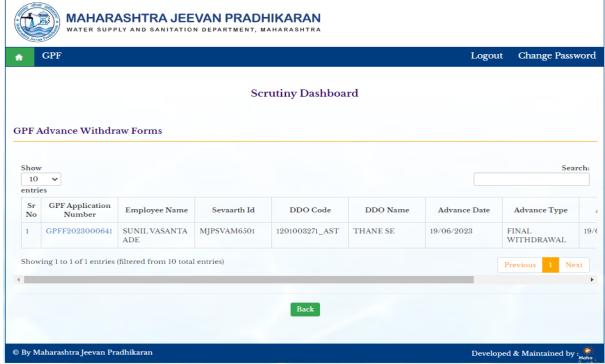
60: Assistant Accountant Level Login of HO

Assistant Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

60.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard







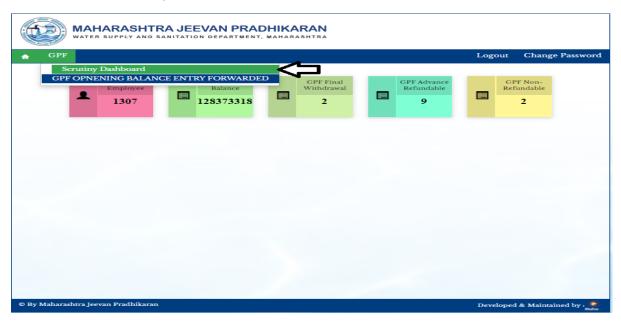
61: Accountant Level Login of HO

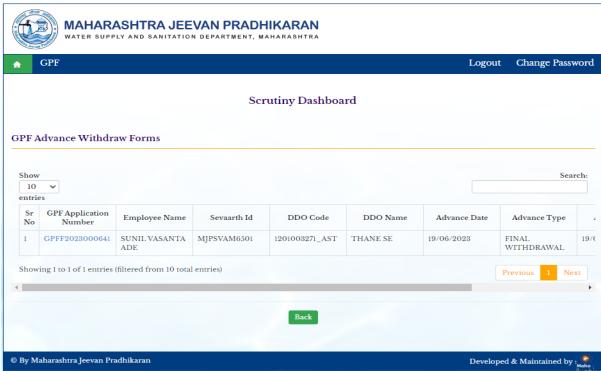
Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

61.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Save Forward to Next Authority Button







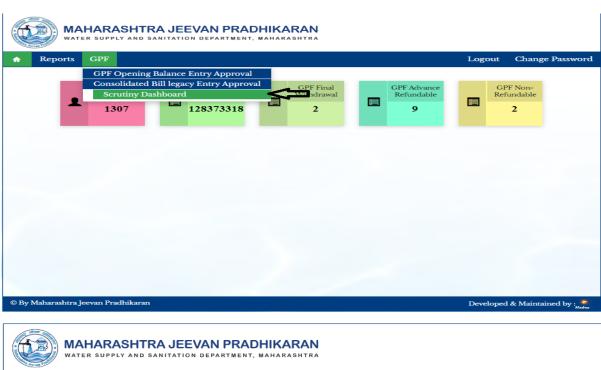
62: Senior Accountant Level Login of HO

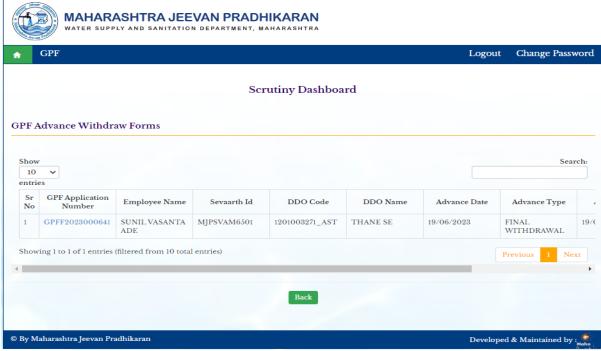
Senior Accountant Level Login of HO is use for enter sanction amount on Scrutiny Dashboard.

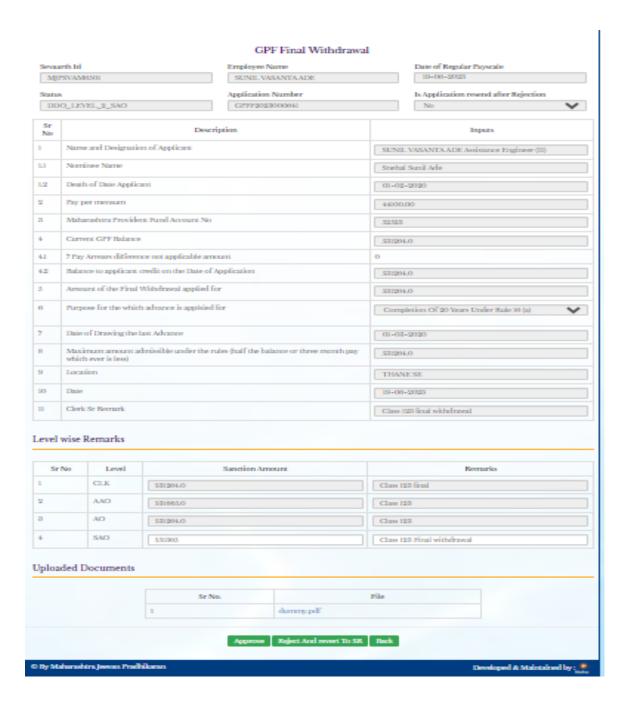
62.1: Scrutiny Dashboard

Path: GPF > Scrutiny Dashboard

Step 1: Click on GPF Application Number, Enter Sanction amount, Enter Remarks, click on Approve button.







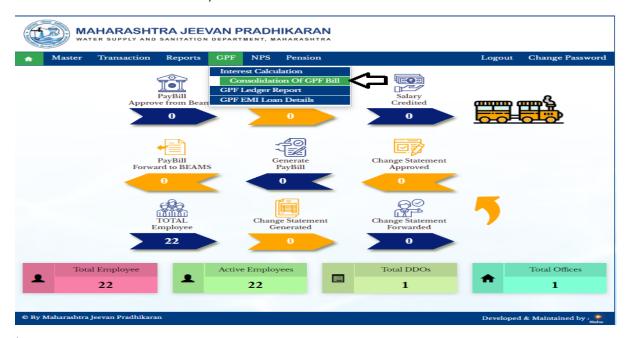
63: Assistant Level Login of Division CE and SE

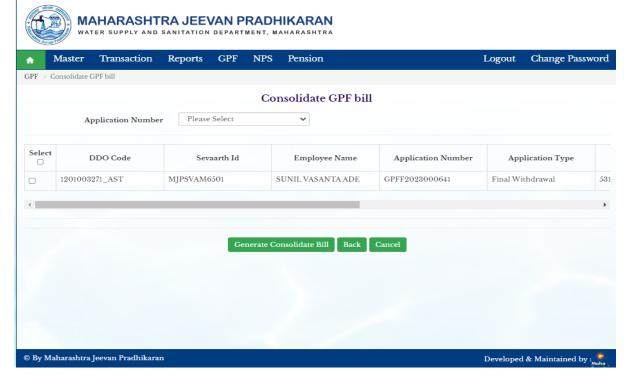
Assistant Level Login or Paybill DDO 1 of Division CE and SE is use for Consolidation of GPF Bill.

63.1: Consolidation of GPF Bill

Path: GPF > Consolidation of GPF Bill

Step 1: Select Application type from dropdown menu, click on checkbox to select employee, click on Generate consolidate Bill Button, Click on OK button.





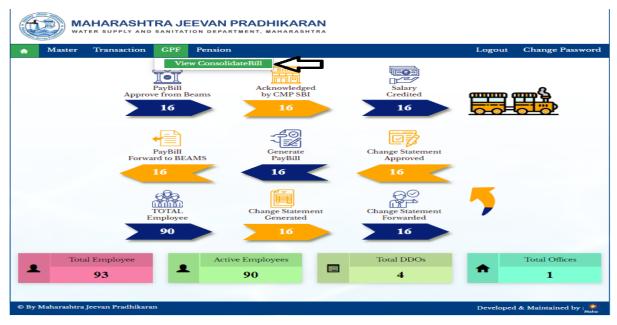
64: Level 2 of Division CE and SE

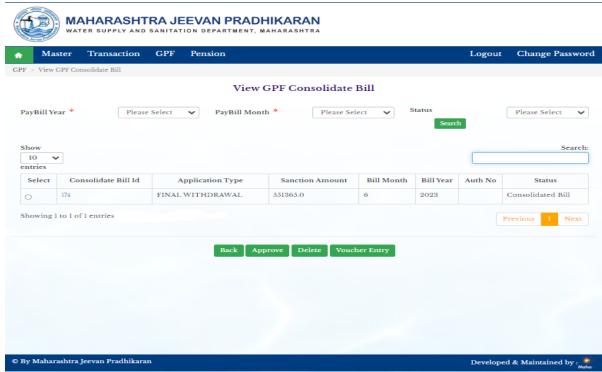
Paybill DDO 2 Level Login is use for voucher entry on View Consolidate Bill of GPF Bill.

64.1: View Consolidate Bill

Path: GPF > View Consolidate Bill

Step 1: Click on Consolidate Bill id, click on Approve Button, click on Voucher entry button, Enter Voucher Number, Enter Voucher Date, Click on Update button



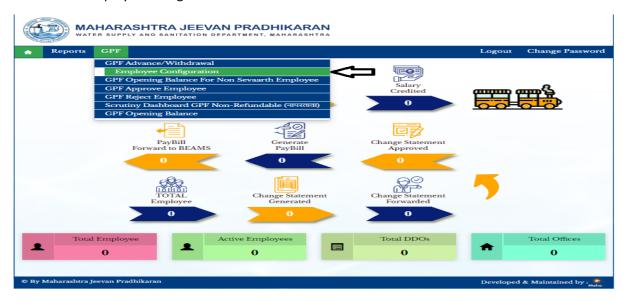


65: Senior Clerk level login of HO, Division CE SE and Division EE

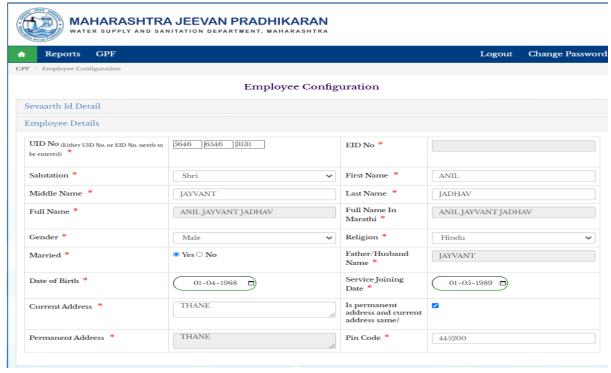
Senior clerk Level Login is use to configure non-sevaarth employee in application on Employee configuration and enter opening balance for non-sevaarth employee.

65.1: Employee configuration for non-sevaarth employee

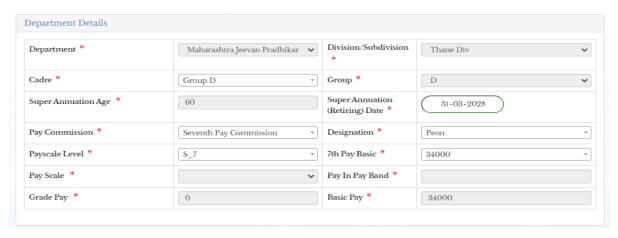
Path: GPF > Employee configuration



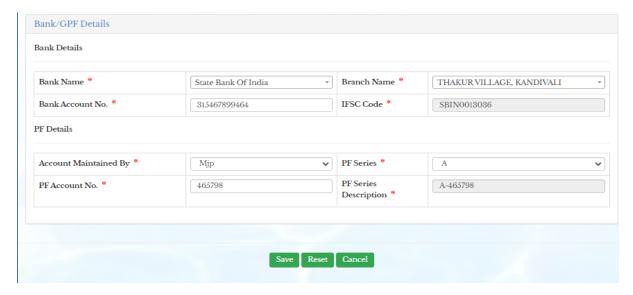
Step 1: Click on Employee details tab, Enter UID number, Select salutation from dropdown list, Enter first name middle name and last name, Select gender from dropdown list, Select religion from dropdown list, select married status radio button, Enter date of birth, Enter service joining date, enter current address, Enter pin code



Step 2: Click on Department details tab, select cadre from dropdown list, Select Pay commission from dropdown list, Select designation from dropdown list, Select pay scale/Pay level from dropdown list, enter basic



Step 3: Click on Bank/GPF details tab, Select bank name from dropdown list, Select branch from dropdown list, Enter bank account number, and Select account maintained by from dropdown list, Select PF series from dropdown list, Enter PF account number, Click on save button.



65.2: GPF Opening Balance for Nonsevaarth employee

Path: GPF > GPF Opening Balance for Nonsevaarth employee

Step 1: Click on checkbox to select employee, Enter date of regular pay scale, enter opening balance, Click on Save button.



Regular

0

31-03-2028

1201003272_AST

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Showing 1 to 1 of 1 entries

ANIL JAYVANT JADHAV 01-05-

19-06-2023

465798

MJPAJJM6801

66: Senior Accountant Level Login of HO

Senior Accountant Level Login is use for to view reports on Reports tab.

66.1: Reports

Path: Reports > GPF Final Withdrawal Report

Step 1: Click on GPF Final Withdrawal Report tab, Click on Sevaarth id

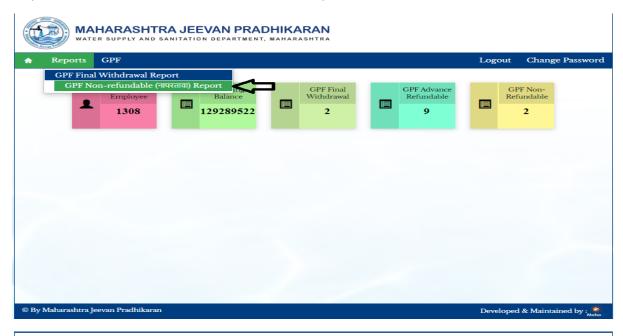


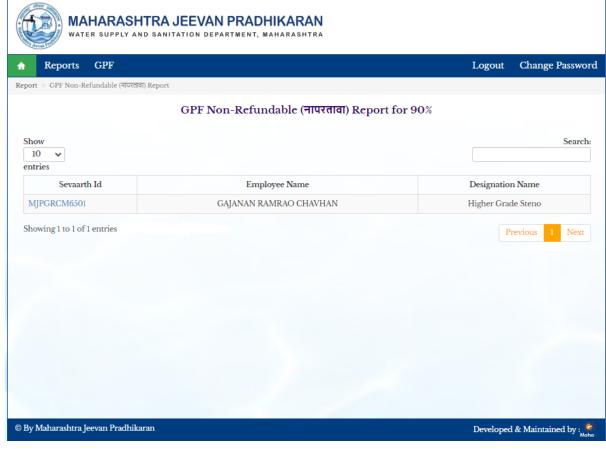


66.2: Reports

Path: Reports > GPF Non Refundable Withdrawal Report

Step 1: Click on GPF Non Refundable Withdrawal Report, Click on Sevaarth id



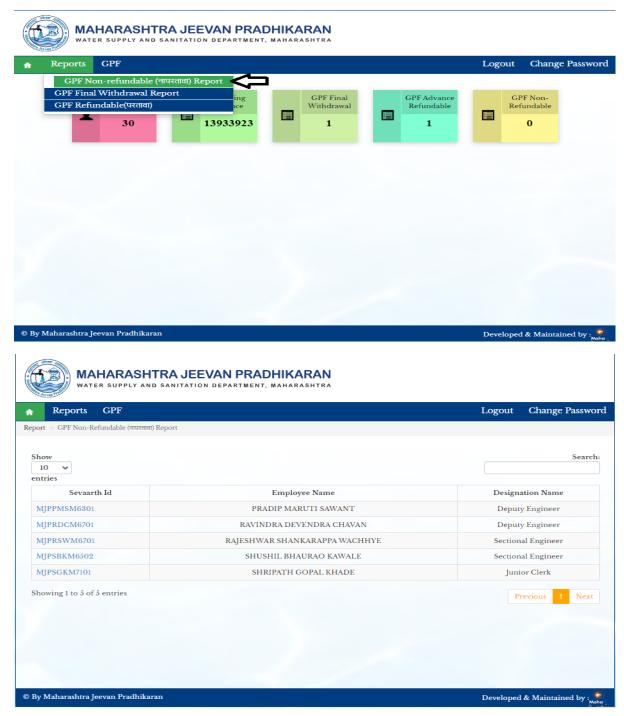


67: Senior Clerk, First Clerk, Desk Officer and Office Superintendent Level Login of HO, Division CE SE and EE

67.1: Reports

Path: Reports > GPF Non-refundable Withdrawal Report

Step 1: Click on GPF Non-refundable Withdrawal Report tab, Click on Sevaarth id



67.2: Reports

Path: Reports > GPF Final Withdrawal Report

Step 1: Click on GPF Final Withdrawal Report tab, Click on Sevaarth id







67.3: Reports

Path: Reports > GPF Refundable withdrawal Report

Step 1: Click on GPF Refundable withdrawal Report tab, Click on Sevaarth id





