



## A. Introduction

This Document explain about process to be followed to maintain GPF Ledger/Transaction entries where.

- a) DDO will request to add new transaction or remove Transaction and respective mapped PAO user will Approve/reject request.
- b) Addition or removal of Transaction will be not accounted /no account code entries are posted.
- c) Amount, Transaction Date or Transaction Type cannot be modified instead to be removed and new Transaction can be added.
- d) Those transaction which are processed thorough APT Payroll and accounted upon payment disbursement are not allowed for removal.
- e) Transaction migrated from CSI are allowed for removal.
- f) Transactions can be maintained for any Financial Year till the end of April of Next Financial Year.

## B. Roles Required:

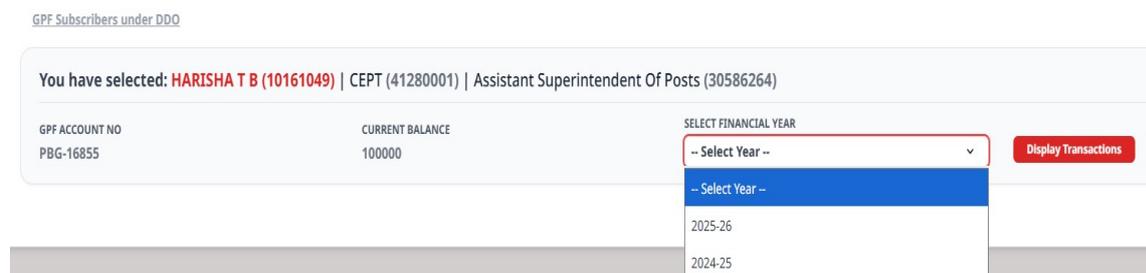
- a) Payroll DDO Approver:  
DDO authority of the Employee can request for Add or Removal of Transaction.
- b) Payroll GPF Approver:  
PAO user can Approve or Reject Request placed by DDO.

## C. DisplayTransaction Details by DDO:

- a) Navigate to: Payroll service Home->Update /Approve Employee info card-> Maintain GPF Transactions
- b) Click to select 'GPF Subscribers



- c) Select the Employee to see Current Balance and Account number details





# SOP-Payroll Maintain GPF Transactions v1



d) Select the Financial Year for which Transaction requires correction and Click Display Transaction:

You have selected: **HARISHA T B (10161049)** | CEPT (41280001) | Assistant Superintendent Of Posts (30586264)

GPF ACCOUNT NO: PBG-16855 | CURRENT BALANCE: 140000 | SELECT FINANCIAL YEAR: 2025-26 | Display Transactions

OPENING BALANCE DATE: 2025-04-30 | OPENING BALANCE: 100000 | CLOSING BALANCE DATE: 2026-03-31 | CLOSING BALANCE: 140000

**Transaction Details** Add Transaction

Transaction Date	Office Name	Sub Wage Desc	Amount	Accounted	Remove Requested	Action
01-04-2025	CEPT	GPF Subscription	20000	Yes	No	Remove
01-06-2025	CEPT	GPF Subscription	20000	No	Yes	Remove
01-07-2025	CEPT	GPF Subscription	20000	No	No	Remove
01-05-2025	CEPT	GPF Subscription	41617	No	No	Remove
01-06-2025	CEPT	GPF Withdraw	41617	No	No	Remove

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- e) Opening Balance and Closing Balance details are displayed on the Screen
- f) Accounted Status Yes Denotes that the Transaction is disbursed and accounted through APT Payroll and hence cannot be requested for removal
- g) Remove Requested Status Yes Denotes that the Transaction already requested for Removal and pending for Apprval from PAO and hence cannot be requested for removal again.

## D). Request Removal of Transaction by DDO:

- a) Only DDO can submit for Removal of Transaction
- b) Click Remove Button under Action column

190000 | 2025-26 | Display Transactions

OPENING BALANCE: 120000 | CLOSING BALANCE: 190000

**Confirm Removal Request**

Transaction: 01-04-2025 | Amount: ₹30000 | Sub Wage: GPF Subscription

Do you want to submit a removal request?

Enter remarks (max 50 characters)

Office Name	Accounted	Remove Requested
CEPT	Yes	No
CEPT	No	Yes
CEPT	No	Yes
Parcel Directorate   GPF Subscription	30000	No
CEPT   GPF Withdraw	41617	No

c) Details of the Transaction is displayed, review and Enter Remarks and click Yes for submitting removal request to PAO

## E) Add Transaction request by DDO:

a) Click Add Transaction Button .Only DDO can submit for Addition of Transaction

You have selected: **HARISHA T B (10161049)** | CEPT (41280001) | Assistant Superintendent Of Posts (30586264)

GPF ACCOUNT NO: PBG-16855 | CURRENT BALANCE: 140000 | SELECT FINANCIAL YEAR: 2025-26 | Display Transactions

OPENING BALANCE DATE: 2025-04-30 | OPENING BALANCE: 100000 | CLOSING BALANCE DATE: 2026-03-31 | CLOSING BALANCE: 140000

**Transaction Details** Add Transaction



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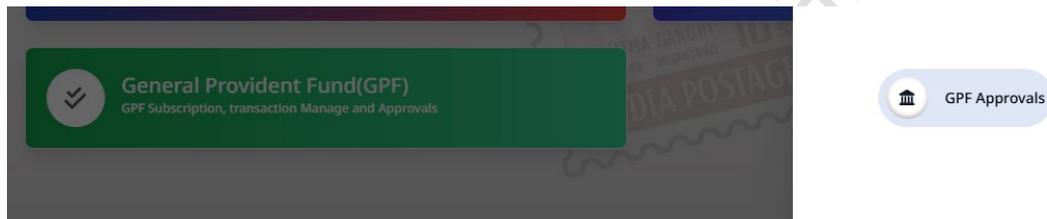


b) Enter Transaction Date, Subwage Type, Amount and Remarks

- c) If Advance is selected, Additional checkbox available to select if the same is a Recovery Transaction. Click Yes for submitting removal request to PAO
- d) Click Submit for Approval of PAO.

## F) Approve Reject Request by PAO:

a) Navigate to Payroll services-> GPF Card-> GPF Approval



b) List of Transactions submitted by Various DDOs including self will be displayed

DDO Office	Name (Emp ID)	Sub Wage Type	Amount	Request Type	Transaction Date	Request D...	Your Remarks	Actions	DDO Remarks
CEPT (41280001)	HARISHA T B (10161049)	GPF Advance	-4000	Add Transaction	01/11/2025	17/11/2025	wada	Approve Reject	adawaw dawda
CEPT (41280001)	HARISHA T B (10161049)	GPF Subscription	41617	Drop Transaction	01/05/2025	17/11/2025	Enter remark	Approve Reject	dawda d awd ad awd awd a
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	20000	Drop Transaction	01/05/2025	13/11/2025	Enter remark	Approve Reject	Hello there
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	20000	Drop Transaction	01/05/2025	13/11/2025	Enter remark	Approve Reject	fvkldfmlvkmfkld
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	4080	Drop Transaction	01/06/2025	13/11/2025	Enter remark	Approve Reject	sdvknldifvmdf
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	26376	Drop Transaction	01/09/2025	13/11/2025	Enter remark	Approve Reject	ssfvknlfvldfvmf
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	2027	Drop Transaction	01/11/2025	13/11/2025	Enter remark	Approve Reject	fkjvknldfvlmfdfkfm
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	26784	Drop Transaction	01/10/2025	13/11/2025	Enter remark	Approve Reject	Lets remove
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	7759	Drop Transaction	01/10/2025	13/11/2025	Enter remark	Approve Reject	Shreedhar
CEPT (41280001)	PATTABIRAMAN M (10049912)	GPF Subscription	7759	Drop Transaction	01/10/2025	12/11/2025	Enter remark	Approve Reject	Shreedhar

- c) Request Type available as Add Transaction (or) Drop Transaction. Enter Remarks and Approve /Reject the Request
- d) Once Approved, GPF Balance of the subscriber will be updated accordingly.

-End-