

MF.CGA/ITD/GPF-IMS/2020/374-8
MahalekhaNiyankBhawan
Ministry of Finance,
Deptt. of Expenditure
Office of Controller General of Accounts
Block-E, G.P.O. Complex, INA, New Delhi-110023

Dated: 24 June, 2020

OFFICE MEMORANDUM

Sub: Implementation of Online GPF Module in Merged DDOs

The undersigned is directed to refer to this office OM of even number dated 04 January 2018 and subsequent OMs on the above mentioned subject. It has been decided to further extend the implementation of the module in the Merged DDOs as per the list attached (Annexure-A). For on-boarding the Module, Merged DDOs have to follow the steps and instructions as detailed in the Annexure-I.

2. The concerned Pr. CCAs/ CCAs/ CAs (with independent charge) are requested to issue necessary directions to the Merged DDOs, under their payment control to take necessary action for on-boarding the module.
3. This issues with the approval of the Competent Authority.



(V. Muthukumar)
Asstt. Controller of Accounts, ITD

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Sr. AO (ITD) for uploading on website.

List of Merged DDOs for Online GPF Module Rollout					
S.No.	Controller Code	Controller Name	PAO CODE	PAO Name	DDO CODE
1	001	Agriculture	000001	PAO(Sectt)-I(New Delhi)	200745
2	009	SOCIAL JUSTICE AND EMPOWERMENT	012435	PAO(Min of SJ and E),New Delhi	208879
3	009	SOCIAL JUSTICE AND EMPOWERMENT	012435	PAO(Min of SJ and E),New Delhi	200823
4	009	SOCIAL JUSTICE AND EMPOWERMENT	012435	PAO(Min of SJ and E),New Delhi	200359
5	012	Tribal Affairs	015200	PrAO Cum PAO(M/O Tribal Affairs) New Delhi	212442
6	012	Tribal Affairs	015200	PrAO Cum PAO(M/O Tribal Affairs) New Delhi	215201
7	013	13-expenditure	015954	PAO (DE), New Delhi	215960
8	014	14-ECONOMIC AFFAIRS	016977	PAO(Sectt.), Economic Affairs, M/o Finance, New Delhi	216978
9	014	14-ECONOMIC AFFAIRS	017057	PAO(ERIS and Banking), New Delhi	217058
10	014	14-ECONOMIC AFFAIRS	017057	PAO(ERIS and Banking), New Delhi	217065
11	016	16-Revenue	019795	PAO(Revenue), New Delhi	219796
12	016	16-Revenue	019795	PAO(Revenue), New Delhi	219832
13	018	Home Affairs	022744	PAO (Sectt) New Delhi	222745
14	018	Home Affairs	022744	PAO (Sectt) New Delhi	222746
15	023	PLANNING	032714	PAO (PLANNING) NEW DELHI	232715
16	032	32-Information Technology	047315	Pr.AO cum PAO (DIT) New Delhi	247316
17	034	PERSONNEL P.G And P	049634	PAO (CABINET AFFAIRS) NEW DELHI	249638
18	081	Earth Sciences	075211	PAO Secretariat Ministry of Earth Science New Delhi	200275
19	086	CORPORATE AFFAIRS	086000	PAO Corporate Affairs, New Delhi	286001
20	117	Ministry of Skill Development	005949	PAO,Ministry of Skill Development , New Delhi	205950

GPF Module implementation in Merged DDOs

Pre-requisite

- PAN Number all the GPF subscribers should be entered in EIS.
- All GPF employees should be verified/locked by DDO Checker in EIS

Procedure for downloading the utility for creating Data file for uploading

- Download offline utility through-> DDO maker->EIS->GPF->Data Porting Tools->Capture Data from COMPACT/Other systems->Download Data and application for data entry.
- Read the instructions given on the page before clicking for downloading the utility.
- User manual can also be downloaded from the same option

Procedure for creating the data in the downloaded utility

- Extract the zipped file (OfflineData) created above.
- Open GPF_Offline, a HTML file with internet explorer (10 and above)
- Enter the opening balances, advances, withdrawals, monthly history etc. for all the employees and save.
- On completion, take print out of reports, after checking the data click on submit button
- A zipped file (DATATO GPF_DDOCODE_EN.ZIP would get created for uploading.

Uploading of data

- DDO Maker->EIS->GPF->Data porting Tools->Capture data from COMPACT/Other Systems->Current year Data Upload, browse the file and upload.
- After uploading a message would be shown "This is the final data and user cannot make any modification once uploaded".
- Check and take the print out of reports ->Checklist of uploaded data(current Fin Year) from the option GPF->Data Porting Tools->Capture Data from Legacy Systems>>From compact and other systems.

Mapping of employees

Verify employee details at Maker level

- EIS->GPF->Data Porting Tools->verification->Verification of data from other systems->employee details verify
- Approval of employee details at Checker level