

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA ,
CHANDIGARH

CIRCULAR

Subject:- Online Submission of GPF Final Payment Case through existing Online Diary Management System (ODMS)

1. Online Diary Management System (ODMS) was initially developed and implemented for online submission of pension revision cases under 7th CPC. Application was developed on such a user friendly platform that it proved to be a success story in finalizing the thousands of pension revision cases. Initially the application was designed for online submission of pension revision cases under Notification No. 2/23/2016-1 Pension (FD) dated 10.01.2018 and 07.12.2018.
2. After due consultation with State Government of Haryana, an additional utility has been developed for online submission of Final Payment cases of GPF subscribers on Retirement/ Quitting Service/ Transfer to Corporate Bodies/ Other Governments of Haryana Government Employees in Form PF-9 prescribed in Haryana Civil Services GPF Rules, 2016. Communication of authorisation and submission of GPF cases will be online using this newly created module. For using this newly developed module , a detailed methodology along with screen shots (attached) is explained below:-
3. GPF subscriber can open their page in the search bar with address <http://odms.aghry.gov.in/gpf/>
 - 3.1. By using this URL, General Provident Fund Transmission Module will be operated by the GPF subscriber.
 - 3.2. Where two tabs namely **Final Payment** and **Nomination** are provided. By using Final Payment tab, GPF subscriber can register himself/herself after filling in some required information such as GPF Series, GPF No.
 - 3.3. This is an OTP based registration, if all details are matched with existing information, GPF Subscriber can register him/herself successfully.
 - 3.3.1 GPF subscriber should update his/her profile by filling UCP Code, Address, E-mail ID, Department, Designation, DDO Name, Treasury, Sub Treasury , Aadhar No. and Login Password which he/she can create his/her own. UCP Code and Self created password will be used as Login ID and Password.
 - 3.4. Already registered users can login by clicking tab **Already Registered? click here to login**

3.5 After entering Reason for Final Payment, subscriber needs to fill other necessary fields like desire to receive payment through Office/ Treasury, Bank A/C No. Bank Name & Bank IFSC Code.

3.5.1 After Submission of employee basic details, he/she has to upload required documents of Final Payment case like Specimen Signatures/ Left Hand Thumb Impression, Personal Identification Mark & Details of Gazetted Officer as mandatory documents of PF-9 in PDF format. When all the mandatory and supporting documents are uploaded in PDF format, then subscriber can lock his/her Application. A dialog box showing the Application No. will appear on screen after submission. Subscriber can take print of Form PF-9 after generation of Application No. Now, Subscriber 'My Application Status' shows that form PF-9 has been initiated.

3.5.2 By using DDO code & Password, DDO can login on URL odms.aghry.gov.in and then by clicking on tab Form PF-9 Application, DDO will find the Final Payment Case sent by subscriber. It can be noted here that only verified DDO can avail this facility. If DDO is not a verified DDO, then he/she needs verification by applying online to Principal Accountant General (A&E) Haryana Chandigarh. Process for verification of DDO is enclosed as **Annexure 3.5.2** to this Circular.

3.5.3 DDO will verify the details by the employee in his/ her user-id , a remarks facility is also available where the concerned DDO desires any change and returns the request online with corrections (if any) and will ask the employee to submit the relevant information/documents. Any disagreement between employee and the DDO, to be handled through already existing facility namely **User Communication** available in Online Diary Management System (ODMS) or through offline mode.

3.5.3.1 Where there is no change, DDO will write the remarks in the provided remarks column "**agree**". This is visible to the employee. Further action by DDO will be as per **Para 3.6** below.

3.5.3.2 If the Application filled by the Retired Employee/ Subscriber is returned by DDO, the retired employee will further submit his/her application and submit to the concerned DDO/PSA consisting DDO/PSA observations.

3.5.3.3 Once the employee revises his/her application to the satisfaction of the DDO, DDO will verify the details and follow the procedure as mentioned in **Para 3.6** below.

3.6 DDO can print Form PF-9 Application sent by the subscriber DDO has to fill Part-II of the PF-9 Form i.e. Last Fund Deductions details and Detail of Advances/Withdrawal granted during the 12 months immediately preceding the date of his/her quitting service. After saving the detail, DDO can print Form PF-9 along with Part-II.

4. This information is to be digitally signed by the DDO at this stage; DDO would be able to download Form PF-9 at this stage. DDO will submit this to the Head of Office (which shall be visible in the existing user-id of the Head of Office). Head Office can change or approve.
5. Where user-id of Head of Office is not available with the DDO, he/she shall submit his / her request through his/her user-id for creation of Head of Office user-id (with details as required in Head of Office Master) through Head Of Office entry tab. Validation will be carried out by the Office of Principal Accountant General (A&E) Haryana and either the user –id of Head of Office code will be communicated to DDO by Office of Principal Accountant General (A&E) Haryana or the user-id of Head of Office will be created by Office of Principal Accountant General (A&E) Haryana and communicated to both i.e. DDO as well as Head of Office.
6. Once user-id of Head of Office is enabled it also shows in Head of Office details tab of DDO Login it would be available to the admin panel of Office of Principal Accountant General (A&E) Haryana. Before final approval by Head of Office, he/she has to verify the Last Fund Deduction & Certificate of Advances/ Withdrawals and forward the digitally signed Application to the admin panel of Principal Accountant General (A&E) Haryana Office.
7. Where DDO's are also Head of Office, he/she can use it for both functions of DDO and Head of Office. Despite being the same person, functional roles of DDO and Head of Office are different.
8. Officials in the Office of Principal Accountant General (A&E) Haryana will download the Final Payment case which will also be diarised in VLC Server. After that it will be transferred to Final Payment Application module namely **Initiator/Checker/Approver**. At each level, the initiator, checker and approver feeds the due amount which the next higher authority can change.
9. Use of this module will be compulsory w.e.f 1st September, 2020. No application for GPF Final Payment of retiring Haryana Government Employees cover with this Office circular will be entertained in the Office of Principal Accountant General (A&E) Haryana through Offline Mode after 1st September, 2020.

10. AIS Officers not having UCP code in HRMS can apply for GPF Final Payment offline.
11. From 1st September, 2020 onward, all GPF final payment cases where the claim is not by a family member or a nominee shall be submitted to the Office of Principal Accountant General (A&E) Haryana having ODMS unique ID.
12. Final Payment Authority will be issued as per prior practice in hard copy.
13. Further progress will be implemented under Phase-II and accordingly informed by this office.
14. Cases for GPF Final Payment involving claim by a Family member/ Nominees/ AIS officers not having UCP Code will continue to be submitted in physical mode.
15. The second part of digitally signed authorities for payment of GPF through GPF applications of Office of Principal Accountant General (A&E) Haryana and its transmission through Online Treasury Information System (OTIS) to the Treasury Officer/ Sub Treasury Officer / DDO / GPF Subscriber is under development and testing and expected to be rolled out shortly.
16. Data of GPF Subscribers will be populated into ODMS by downloading the data from HRMS in excel format (a feature to be enabled by NIC)

sd/-

Deputy Accountant General (Funds)

No.: Fund-1/Online Submission Fund cases/371

dated: 13.08.2020

Copy forwarded to:

1. The Chief Secretary to Government of Haryana for information.
2. The Additional Chief Secretary, Government of Haryana (Finance Department) with the request that this circular may be forwarded to all the Additional Chief Secretaries, Principal Secretaries, Secretaries of various Departments as well as Head of Departments for circulating the same among all the DDOs under his/her control.
3. Director General (Treasury & Accounts) Government of Haryana for necessary action.
4. State Information Officer, NIC for item at Sr. No. 16
5. Joint Director (Treasury & A/cs) Haryana with the request to circulate this among all the treasury officers in the State.
6. Shri Sunil Bahl, Programmer for communication to all DDOs and other stakeholders.

sd/-

Deputy Accountant General (Funds)

Annexure 1

Verification for DDO

DDOs who don't have ODMS user ID and password: On the Login page of the Online Diary Management System (ODMS), a link named NEW DDO? Click here to register is placed. By clicking the link, system will ask the DDOs to enter the detail along with IFMS code (DDO code issued by the Treasury Department). Information submitted by the DDO will come to the concerned Treasury Office, who will verify the details entered by the DDO and forward the same to Principal Accountant General (A&E), Haryana for approval. Once the request is approved by the office of the Principal Accountant General (A&E), Haryana Login ID and password will be communicated to the DDO by the concerned Treasury Officer.

Authorities who are not DDO but are required to submit GPF cases under this Circular: Such authorities are required to approach the office of the Accountant General (A&E), Haryana through their DDOs for allotment of code enabling them to have user ID/login. Request from only those DDOs will be considered who have updated their DDO user ID details as described above. The DDOs concerned are required to send the communication through their user ID using **User Communication** of ODMS to the office of the Principal Accountant General (A&E), Haryana.

Validation/Registration of Head of Office

Where user-id of Head of Office is not available with the DDO, he/she shall submit his / her request through his/her user-id for creation of Head of Office user-id (with details as required in Head of Office Master) through Head Of Office entry tab. Validation will be carried out by the Office of Principal Accountant General (A&E) Haryana and either the user -id of Head of Office code will be communicated to DDO by Office of Principal Accountant General (A&E) Haryana or the user-id of Head of Office will be created by Office of Principal Accountant General (A&E) Haryana and communicated to both i.e. DDO as well as Head of Office.