

कार्यालय महालेखाकार (लेखा एवं हक) हरियाणा, चण्डीगढ़  
**OFFICE OF THE ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH**  
**परिपत्र**  
**CIRCULAR**

**Subject: Online submission of GPF Final Payment Cases involving claim by family members/nominee through Form PF-10 of GPF through existing Online Diary Management System (O.D.M.S).**

1. After successful implementation of 1<sup>st</sup> phase of online submission of GPF cases of retiring Haryana Government Employees through O.D.M.S. w.e.f. 01-09-2020 vide Circular No.Fds-1/online submission fund cases/371 dated 11-08-2020, 2<sup>nd</sup> phase of online submission of final payment cases involving claim by family members/nominees through Form PF-10 of GPF has been developed after due consultation with the State Government of Haryana. For using this newly developed module, the detailed methodology is as explained below:-
2. GPF Final Payment Case involving claim by family members/nominees can be sent through Form PF-10 by using available tab 'Form PF-10 Application' under main menu 'GPF/Fresh Pension'.

Claimant/claimants will approach current DDO of deceased to send GPF Final Payment Case in form PF-10.

**3. Procedure for sending form PF-10 to AG Haryana through Online mode is as under:**

- a. Claimant/claimants of deceased subscriber of GPF will consult/approach current DDO to submit GPF Final Payment Case of deceased through DDO login. Already registered and verified DDO will login on O.D.M.S with their user id (IFMS Code) and password and then click on tab 'Form PF-10 Application'. After clicking on apply button and then after filling Series Code and GPF number click on 'Get Subscriber Detail'.
- b. DDO should update deceased profile by filling reason for Final Payment, UCP Code, Father Name, Aadhar number, Gender, Date of Birth, Date of Joining, Date of Death or Disappearance, Current

Address, Department, Designation and Nominee/Claimant Mobile Number. (The claimant will use GPF Series, GPF number, Date of Birth, Date of Joining, Date of Death and captcha code to track status of PF-10 application and to download his/her GPF Authority (once uploaded by AG Office) by using GPF Module on ODMS or by using URL [https://odms.aghry.gov.in/gpf\\_new\\_development/](https://odms.aghry.gov.in/gpf_new_development/)

- c. Further, the following required details/fields for each case as per Rule 56 and 57 of “Haryana Civil Services GPF Rules, 2016” will be filled by DDO:
- Details of nominee/nominees alive on the date of death of subscriber, if a nomination subsists.
  - In case, the nomination is in favour of person other than a member of the family, the details of the family, if the subscriber subsequently acquired a family.
  - In case, no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber.
  - If the subscriber has left no family and no nomination subsists, the name of person(s) to whom the Provident Fund money is payable (to be supported by Letter of Probate or Succession Certificate etc.)

After clicking on button ‘Draft Form PF No. 10’, new page ‘Form No. PF-10’ will open with previously filled details. After filling other necessary details such as-“amount at the credit of the subscriber at the time of his death”, if known, “Name of the Natural/legal guardian (in case the amount is due to a minor child)”, “Desired to receive payment through”, “Office Name”, “Treasury / Sub Treasury Name” or any other information, use button ‘Save Form’ to save the form.

- d. Now, Drawing and Disbursing Officer has to upload required documents for Form No. PF-10. Death Certificate and Details of

Family Members are mandatory documents for sending case through PF-10 form alongwith other necessary documents which are being uploaded while sending retirement cases. Guardian Details, Succession Certificate, Letter of Probate documents may be uploaded, if required as per case. On uploading of all mandatory documents, button 'Submit Application' will appear to submit the case.

- e. Once the case is submitted auto generated Application Number will appear on screen and the case will be available in tab 'Form PF-10 Application.' DDO has to fill Part-II of form PF-10 i.e. Last Fund Deduction details and Details of Advances/Withdrawal granted during the 12 months immediately preceding the date of deceased GPF subscriber.
- f. After saving the details, DDO can print form PF-10 along with Part II and also has to upload digitally signed pdf of Form PF-10. After uploading of digitally signed pdf, Final Payment case will be forwarded to AG Haryana through DDO or through Head of Office as per earlier practice.
- g. Officials in the Office of Accountant General (A & E) Haryana will download the Final Payment Case which will also be diarised in VLC Server. After that it will be sent to concerned Final Payment Section of Funds Wing of AG Haryana through ODMS only, if accepted and return to DDO in case of rejection. At each level, the initiator, checker and approver shall feed the due amount which the next higher authority can change, if required.
- h. Claimant can track the status and shall be able to download his/her copy of GPF Authority as mentioned in point b of Para-3.
- i. DDO/Head of Office/Treasury Office/Sub Treasury Office will download their copy of GPF Authority through their login on O.D.M.S.

- j. Final Payment cases of GPF of All India Service Officers in Form PF-9 and Form PF-10 not having UCP Code can be sent to this office through offline mode.
- k. Use of this module will be compulsory w.e.f. 01-04-2022 while it can be available from 11/03/2022. No application for GPF Final Payment will be entertained in this office after 31-03-2022 except 3(j) above.

sd/-

**Sr. Deputy Accountant General (Funds)**

**No. Fund-1/Fund debit Section/online Family Cases/21-22/ 3325      ated:- 04.03.22**

**Copy forwarded to following for information and necessary action:-**

1. The Chief Secretary to Government of Haryana, Haryana Civil Secretariat, Sector-1, Chandigarh-160001 Chandigarh for information.
2. The Additional Chief Secretary to Government of Haryana (Finance Department), Haryana, Sector -1, Chandigarh-160001 with the request that this circular may please 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 control.
3. Director General (Treasury and Accounts), Government of Haryana, 1<sup>st</sup> Floor, 30-Bays Building, Sector 17-C, Chandigarh-160017 for necessary action.
4. State Information Officer, NIC, Haryana, Haryana Civil Secretariat, Sector-1, 9<sup>th</sup> Floor, Chandigarh-160001
5. Joint Director (Treasury and Accounts) Government of Haryana, 1<sup>st</sup> Floor, 30-Bays Building, Sector 17-C, Chandigarh-160017 with the request to circulate this among all the Treasury Officers in the State.
6. Sh. Sunil Bahl, Programmer, o/o Treasury and Accounts Department, 30 Bays Building, Sector 17-C, Chandigarh for communication to all DDOs and other stakeholders.

sd/-

**Sr. Deputy Accountant General (Funds)**

**Copy forwarded to following for information and necessary action:-**

1. Secretary to Accountant General
2. P.S. to Accountant General
3. Sr. Accounts Officer, VLC for uploading this circular on official website.
4. Sr. Accounts Officers of Welfare-2
5. Branch Officers of Fund Wing
6. All AAOs of Fund Wing
7. P.A. to Sr. DAG (Funds)
8. Hindi Cell for translation and necessary action.
9. AAO, IT Cell

Sd/-  
व. लेखा अधिकारी (निधि 1)  
**Sr. Accounts Officer (Fund-1)**