No.PB-7(7)(2)/2018-Admn/Pt.File /878-89                     **Dated : 29/03/2019.**

To

The Addl. Director General (Admn)
O/o DG:All India Radio
Akashwani Bhawan
Sansad Marg, New Delhi.

The Addl. Director General (Admn)
O/o DG:Doordarshan
Doordarshan Bhawan
Copernicus Marg, New Delhi.

**Sub : Implementation of GPF Module of PFMS through EIS system for salary processing units/kendras of Prasar Bharati on EAT module of PFMS – reg.**

Sir,

Reference is invited to O/o Chief Controller of Accounts, Budget & Accounts Section, New Delhi letter dated 26/03/2019 on the above cited subject (copy enclosed). In this regard, your kind attention is also invited to this Sectt. letter dated 19/02/2019 for issuing necessary directions to all the DDOs (unit/kendras) under your administrative control to complete necessary formalities for implementation of GPF module in PFMA in their office latest by 1st March.

It is also informed that no concrete action has been taken by your department/office for completing the process in GPF Module of PFMA so far.

Therefore, it is once again requested to issue necessary directions to all the DDOs under your control to complete the requisite formalities at the earliest latest by 1st April 2019 positively.

Yours faithfully,

Encl : As above

**(Sakesh Prasad Singh)**
**Addl. Director General(B&A)**

Copy to :-

1. PS to DG-AIR & DG-DD, New Delhi
2. ADG(E&A), Prasar Bharati Sectt.
3. DDG (Tech), Prasar Bharati Sectt-for its upload on Prasar Bharati website.
4. The Sr.AOs-PAO-AIR, New Delhi/Chennai/Mumbai/Kolkata & PAO-DD, New Delhi & Guwahati-for information.

No. Pr. AO/B&A/I&B/CDDO/GPF Module/2018-19/2921-2933
Government of India
Ministry of Information & Broadcasting
O/o Chief Controller of Accounts
Principal Accounts Office (B&A Section)
Shastri Bhawan, New Delhi – 110001

Date: 26th March, 2019

To

Sh. Sakesh Prasad
Addl. Director General (B&A),
Prasar Bharathi,Copernicous Marg,
New Delhi-110001

Subject:- Implementation of GPF Module of PFMS – regarding.
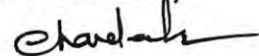
Sir,

Reference is invited to PAO (DD), New Delhi letter no. PAO/DD/Fund/18-19/4935 dated 15/03/2019 on the captioned subject (Copy enclosed for ready reference).

2.    PAO (DD), New Delhi has intimated this office that 31 DDOs out of 63 DDOs of DG: AIR have not yet provided the employee details in some cases to PAO i.e. PAN, Date of Joining & Date of birth which is essential in implementation of GPF Module of PFMS at field offices of DG:AIR.

3.    Further, as per the instructions issued from O/o CGA, Ministry of Finance, Department of Expenditure, PAOs who are dealing with the salary processing DDOs on EAT have to complete the GPF data in COMPACT as per Annexure-A and subsequently follow the guidelines for implementing the online GPF module as per Annexure-'B' of this letter.

3.    Therefore, it is requested that DG: AIR may accordingly be informed about non receipt of requisite information from concerned field offices despite of repeated reminders from PAO (AIR). Further, 06 PAOs attached with PB has reporting the same issues to this office which may also be taken up with DG: AIR and DG: DD for speeding up the implementation of GPF module of PFMS latest by 01st April, 2019.

Yours faithfully

(Chander Sain)
Sr. Accounts Officer (B&A)

Encl: - As above.

Copy to:-

(i)     Sh. S. S. Negi, Sr. AO (Admn.),Prasar Bharati Secretariat, Copernicous Marg, New Delhi-110001.

(ii)    PAO (AIR), New Delhi / PAO (DD), New Delhi / PAO (AIR) Mumbai/PAO (AIR) Chennai / PAO (AIR), Kolkata & PAO (DD), Guwahati with the directions to implement the GPF module of PFMS after completing the activities to be performed with the Non-EIS DDOs of PB as per Annexure-A & B latest by 01.04.2019.

(iii)   PAO (DD) Nagpur/PAO (AIR) Lucknow/ PAO (FD) Mumbai/ PAO (DD) Chennai/PAO (IRLA) New Delhi to implement the GPF module of PFMS after completing the activities to be performed with the Non-EIS DDOs of PB as per Annexure-A & B latest by 01.04.2019.

O/O Pay & Accounts Office
Doordarshan
Room No.214, 2<sup>ND</sup> Floor
Akashwani Bhawan, Parliament Street
New Delhi

No.PAO/DD/Fund/18-19 |4935                               Dtd: 15/03/2019

To
The Sr.Accounts Office(B&A)
O/o Chief Controller of Accounts
M/o Information & Broadcasting
Pr.Accounts Office,
Shastri Bhawan,New Delhi

Subject:    Implementation of GPF Module of PFMS

Sir,

       Please refer to your office letter No.Pr.AO/B&A/GPF & Pension Module/18-19/2679-
93 dated 06.03.2019 on the subject cited above.

       In this regard, it is submitted this office is maintaining GPF Account of 64 DDOs
including outstation DDOs.and they have been requested to send the employee's details of
GPF Subscribers to be entered in GPF Module. The employee's data of 63 DDOs including
outside DDOs have been updated in the GPF Module except DDK, Delhi which is yet to be
entered in the GPF Module as the data was received very late i.e. on 08.03.2019. It is
further submitted 31 DDOs have not provided PAN NO, Date of Joining and date of birth of
some of their employees and reminders have been issued to the concerned DDOs to
furnish the data.  The GPF Module will be started soon after updating the employee's data
in the GPF Module alongwith interest calculaction.

                                                            Yours faithfully,

                                                            Sr.Accounts Officer(Fund)

Copy to   Sh.S.S.Negi,Sr.AO(Admn),Prasar Bharti for information.
          Sh.Rajeev Ranjan,PAO(Admn), Doordarshan for information.

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Annexure –'A'

**Pre-requisites for on boarding the online GPF Module**

1. General/Basic Information like Name, Date of Birth, Date of Joining Government Service, PAN Number of all GPF subscribers may be verified and updated

2. GPF Accounts of subscribers may be made up to date with posting of GPF credit/debit data.

3. May be ensured that no GPF bill is pending for pass and payment.

4. Voucher Incorporation from PFMS to COMPACT may be done for all Bills.

5. Opening Balances of current F.Y. may be verified and interest calculation and finalization of interest of previous year may be completed and data is transferred to F.Y.2019-20.

6. It may be ensured that any discrepancy, if noticed has been removed before shifting to PFMS.

7. May be ensured that GPF Advance recoveries data is correct.

8. It may be ensured to register Digital signature Certificate (DSC) in COMPACT.

9. Before creating final file, PAO should take backup of the data base.

10. GPF Accounts which are transferred out or final payment made may be closed at DH level through the option "Account Closing".

# Activities to be performed for implementation of GPF module in PAOs with non-EIS DDOs

## Initial activity at PAO

o Complete data of all subscribers in COMPACT as per pre-requisite details attached.

o Updating COMPACT with the new upgrade provided by NIC at PAO2000@nic.in

o **Creation of data file from COMPACT**:

(a) Creation of Digitally signed Trial GPF data file from COMPACT at GPF > utility Module > PFMS Data exchange > GPF data for EIS option > Trial

(b) Creation of Digitally signed Final GPF data file from COMPACT at GPF > utility Module > PFMS Data exchange > GPF data for EIS option > Final

*On creation of final file GPF Module will get locked except Reports*

o **Uploading of data file at on line GPF module:**

✓ Upload the Trial file through the option EIS > GPF > Data upload from COMPACT/other system from DH level> current year data upload

✓ After uploading the trial file if system displays the message "*File has no severe errors, final file can be uploaded*" then check the reports mentioned below from (i) to (iv) with COMPACT data. If these reports are correct then prepare the final file data by following the step (b) of creation of data from COMPACT.

✓ Upload the final file if the system gives the message " Final file uploaded successfully, proceed with next activities" then check the following reports for correctness of data:

  i. Consolidated report of uploaded data
  ii. Uploaded data validation reports
  iii. Checklist of uploaded data (Current Fin Year)
  iv. Checklist of approved uploaded data
  v. Take print out of the reports and keep it for record.

*If data is correct in these reports then proceed with further steps on the online module.*

# Activities at DDO

- o Creation of DDO maker
- o Creation of DDO checker

**DDO Maker level:**

**Add offices of employee :** EIS> Establishment -> DDO Profile ->  DDO Offices > Add main Office   /   Sub-ordinate office

**Add employee information**: Establishment -> Employee -> Initial Data Entry -> Regular Employee

- o Select employee from left pane.
- o Complete  all required information in following  tabs and save the tab one by one (some information pre-filled from COMPACT will be available in relevant tabs)

(I) Personal (ii)  Posting (iii)  Pay Details (iv)  PF Details (v)  ID/Contact Details

**Add bank details:** EIS→ Establishment -> Employee -> Bank Details

**DDO Checker level**

Lock/verify Employee information and Bank details.

*New employees (who come on transfer)  can be added from Add employees option and details to be verified as explained above.*

# Activity at PAO

**Verification of employees uploaded from COMPACT/other system:**

Login at AAO level: verify mapped employee

PAO level approve mapped employee

*Employee already exists in EIS  with same PAN number then map the employee at single employee mapping  from DH level and verify and approve at  AAO level and PAO level respectively.*