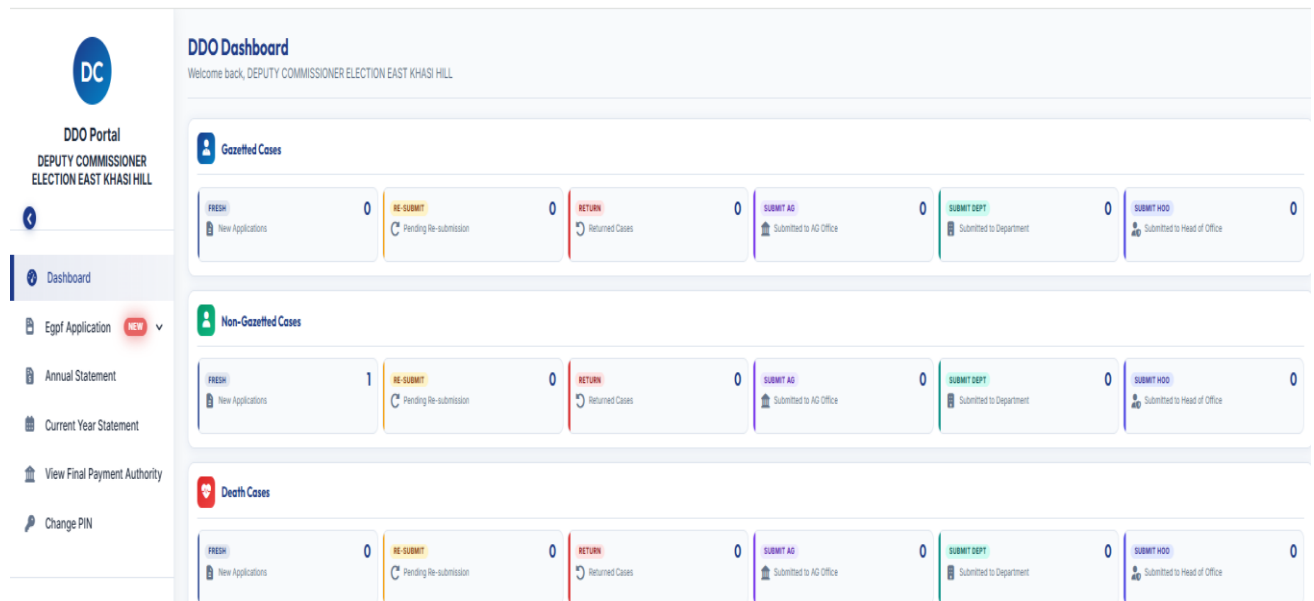


HELP TO DDO FOR VERIFICATION AND SUBMISSION TO APPLICATION TO HOO/HOD/AG

As per the practice being followed for offline submission, the DDO can forward the application directly to A.G Office or through Head of Office/Head of Department

On Login, the DDO will come across the dashboard as shown below:



Dashboard has three important compartment (i) (Gazetted Case), (ii) Non-Gazetted case and (iii) Death case.

Each compartment will show the DDO,

- **Fresh case** (if any application has been submitted by the GPF Subscriber for final withdrawal)
- **Re-submit** (if any application has been returned by the DDO to the Subscriber and the subscriber has re-submitted the same)
- **Return** (if any application is returned by the DDO due to some mistake/error to the subscriber)
- **Submit to AG** (if any application has been submitted to AG Office)
- **Submit Depart** (If any application has been submitted to Head of Department)
- **Submit HOO** (If any application has been submitted to Head of Office)

DDO can click on any of the icon to proceed further.

Fresh Case

On click in the fresh case, the DDO will be shown the detailed of the GPF

Subscriber who has submitted the application as shown below:

Fresh Non-Gazetted Applications

<input type="text" value="Search by GPF, EGPF No..."/>	Show 5 entries	Showing all 1 records					
SL No	GPF Number	E-GPF Application No	Subscriber Name	Subscriber Mobile	Submitted Date	Progress Status	View Details
1	GA/4486	2026_EGPF_GA4486_1009	L CHYNE	9856033640	30-03-2026	Pending Verifying Subscriber Details	View Details

On click of view Detailed the DDO will be shown the detailed of the GPF

Subscriber as shown below:

Subscriber Details (Non-Gazetted)

Subscriber Name	L CHYNE	Date of Birth	08/04/1968
Employee Code	1992100047Q	Date of joining	10/08/1992
Gender	Female	Date of retirement	08/31/2026
GPF Number	GA/4486	Designation	Assistant System Engineer
Phone Number	9856033640	Email (Optional)	Email ID not Provided
Religion	Christianity	Nationality	Indian

Office Details

Disbursing Authority for Final Payment:	Shillong (North) Treasury	Department Name:	Election
Office Name:	DEPUTY COMMISSIONER ELECTION EAST KHASI HILL	Service Under:	State



Option selected by Subscriber

<input checked="" type="radio"/> I am due to retire on	08/31/2026
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Subscriber Address

Full Address	Barapathar		
District	East Khasi Hills	State	Meghalaya
Police Station	barapathar	Post Office	barapathar
PIN Code	793002		

Documents Uploaded ^

Passport Photo		Signature	
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The DDO must verify the details furnished by the GPF Subscriber and Verify the same. In case the DDO finds any of the information incorrect must return the application to the GPF Subscriber for correction and re-submission.

The DDO must answer the following questions

- Have Subscriber drawn any Temporary Advances in the last 12 months ?
- Have subscriber done Final Withdrawals in the last 12 months ?
- Have subscriber withdrawn from GPF for Life Insurance Policy ?

If any of the above question is 'YES' then the DDO must enter the additional detail as shown below:

Have Subscriber drawn any Temporary Advances in the last 12 months ?

Yes No

Sl. No.	Advance Amount (₹)	Month	Action
1	<input type="text"/>	<input type="text" value="....."/>	

[+ Add Advance](#)

Have subscriber done Final Withdrawals in the last 12 months ?

Yes No

Sl. No.	Type of Withdrawal	Month	Amount (₹)	Action
1	<input type="text"/>	<input type="text" value="....."/>	<input type="text"/>	

[+ Add Withdrawal](#)

Have subscriber withdrawn from GPF for Life Insurance Policy ?

Yes No

Sl. No.	Policy Number	Name of Company	Sum Assured (₹)	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add Policy](#)

Form Upload,

The DDO must Digitally signed or download the form as highlighted on the screen as shown below:

The screenshot shows a web interface for uploading signed PDFs. At the top, there is a toggle for 'DSC Sign' which is currently set to 'Ink Signature Mode Active'. Below this is a section titled 'Upload Signed PDF' containing a table with the following columns: SL.No, Enclosures (* mandatory), DSC Sign, Download for Ink Sign, File Upload, and Action.

SL.No	Enclosures (* mandatory)	DSC Sign	Download for Ink Sign	File Upload	Action
1	Form-B Part-I (APPLICATION FORMS FOR FINAL PAYMENT OF BALANCES IN THE PROVIDENT FUND (FOR NON-GAZETTED OFFICERS)).			Preview PDF Uploaded	
2	Latest Annual statement of the Subscriber.			Preview PDF Uploaded	
3	Form-B Part-I (FOR USE BY HEAD OF OFFICE).*		Download PDF	<input type="text" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>

At the bottom of the interface, there are two buttons: a grey 'Back' button on the left and a green 'Submit Application' button on the right.

In case the form/document where no option for DSC or Download is available, the DDO can pre-view the same. These documents are pre-uploaded and will be submitted to A.G.Office on submission of application.

Finally the DDO will be provided with the option to submit the application to Head of Office/Head of Department/AG Office as shown below:

The screenshot shows a dialog box titled 'Application Forwarded to?' with a close button (X) in the top right corner. It contains three radio button options, each with an icon and text:

- Submit to AG Office
- Submit to Department
- Submit to Head of Office

At the bottom of the dialog, there are two buttons: a grey 'Cancel' button and a green 'Confirm & Submit' button.