

AS-CFMS

(A Registered Society under Finance Department)
Assam Society for Comprehensive Financial Management System
F-228, F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

No. ASPIRe 05/2021/102

Dated Dispur the 7th November, 2022

From: Jayant Narlikar, IAS
Commissioner & Secretary to the Government of Assam
Finance Department & Project Director, ASPIRe

To: The Addl Chief Secretary / Principal Secretary/Commissioner &
Secretary / Commissioner and Special Secretary / Secretary to the
Government of Assam,
_____ Department

Sub: Roll Out of GPF Module under FMIS(FinAssam)

Sir/Madam,

With reference to the subject cited above, I am to inform you that in order to streamline the GPF Temporary and Non Refundable withdrawal process, Finance Department in consultation with AG Office has developed a module within FMIS(FinAssam) to expedite the process of GPF drawals.

The GPF module has been developed with following features :

1. Employees can view GPF Balance at credit.
2. Employees can request for GPF Temporary Advance Withdrawal or Non-Refundable Advance Withdrawal.
3. Employees can submit the Advance request form to attached DDO for both the types through Employee login(ESS) or DDO user can initiate a form on behalf of the employees.
4. DDO user can view history of previous withdrawals(History is available if GPF withdrawal Bill is submitted through FinAssam).
5. System will not allow to submit multiple withdrawal request unless it satisfy GPF Rule.
6. The authorised user can change the employee requested amount and the concerned employee will get notified.
7. The authorised user can sanction the Withdrawal request, sanction copy will be available to employee, DDO, HOD, Admin Dept., Treasury, AG office.
8. Also, the concern will get SMS/System alert for various stages of the application.

9. Non-Refundable Advance Withdrawal will be processed by AG user for AG authorisation.
10. AG User can update GPF balance against employees.
11. Authorised user can view all the approved withdrawal application.
12. System will maintain GPF balance based on withdrawal made by the employee.
13. Online sanction will be linked with GPF withdrawal bills and an user can submit a GPF withdrawal bill if it is sanctioned online only.
14. System will not allow to draw bills more than the sanctioned amount.
15. Temporary advanced amount will get auto deducted through monthly salary bills as per GPF rule.
16. Also, a system generated Repayment schedule will be available at employee login for their easy reference.

The GPF Module will extend following benefits to the employees :

- To apply for GPF withdrawal request from anywhere
- Track the application status
- Avail the copy of the Sanction Online
- Faster Service Delivery

In this regard, the offices under your jurisdiction may be intimated to sensitize the employees to avail the GPF benefits accordingly, this is to further instruct all the underlying offices that any request for GPF as well as the sanction henceforth should only be generated from FMIS(FinAssam).

In this regard, detailed user manual, self learning videos has been uploaded in the FinAssam for ready reference. Further, the helpdesk and the toll free number of FMIS ie 1800-120-6388 will be active during the roll out phase for extending support to the stakeholders

Yours faithfully

Sd/-

Commissioner & Secretary to the Government of Assam,
Finance Department & Project Director, ASPIRe

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Copy to:

1. PS to the Principal Secretary to the Govt of Assam, Finance Department for kind appraisal of Principal Secretary.
2. PS to the Commissioner & Secretary(MT) to the Government of Assam, Finance Department.
3. To Secretary(LM/DB/IR) to the Government of Assam, Finance Department.
4. All Directorates under Finance Department
5. All Heads of the Department _____
6. All Sr FA/FA/Sr FAO/FAO for information
7. All Treasury Officer to ensure GPF sanction generated online from FMIS only and no manual GPF Sanction to be accepted and also physical GPF withdrawal bill should not be entertained.
8. System Integrator, FMIS, KRAN to ensure compliance of the directions given.



Secretary to the Government of Assam,
Finance Department & Addl. Project Director,
ASPIRe