I.INTRODUCTION

This document describes GPF interest credit and procedure to be followed.

II. ROLES REQUIRED

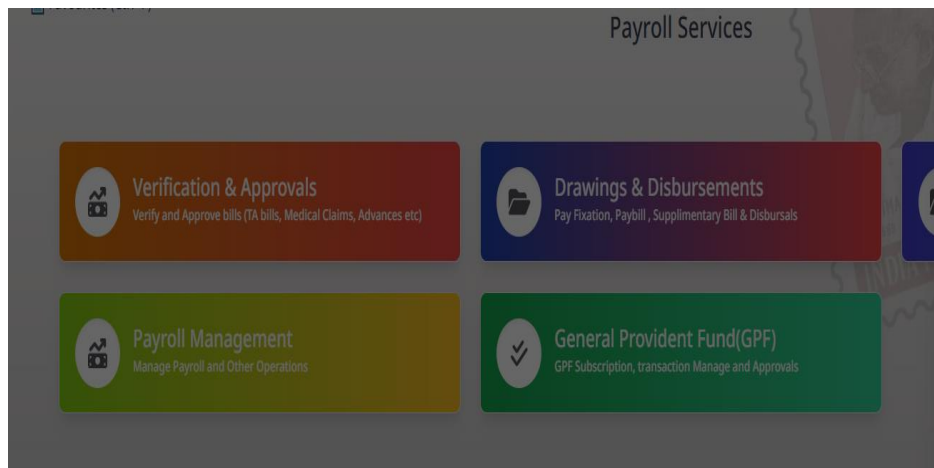Roles required for GPF interest credit

- GPF Operations (PAY-PGO-CRU)

- GPF Approvals (PAY-PGA-CR)

III. PROCEDURE FOR GPF INTEREST CREDIT

Payroll system -> General Provident Fund

GPF operations has two sub cards namely Forward GPF Transactions and GPF Interest Calculation.

GPF Approvals also has two sub cards namely other GPF Approvals and Approve GPF Transactions.

a. Select the GPF interest calculation option proceed with selecting the fiscal year and then click on GPF subscribers under PAO. This will list out all the GPF subscribers under the PAO as shown below.
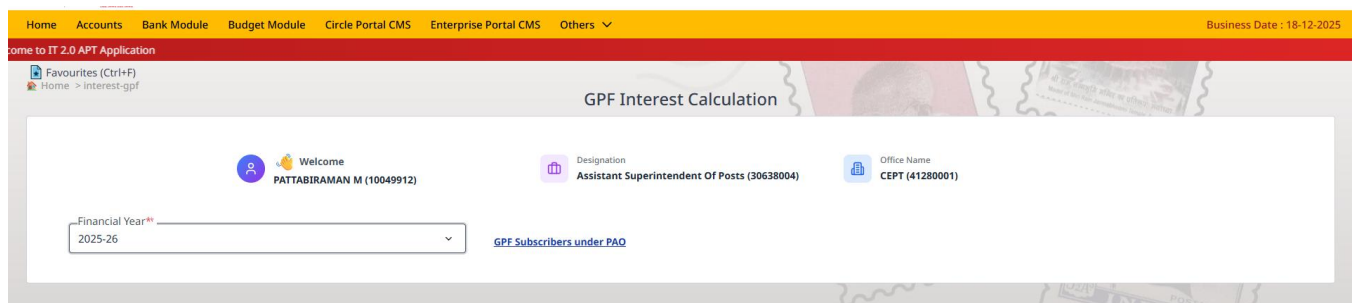
Department of Posts

List of Employees

Search by Name   Download Excel   Submit

Selected Employees - 0

	Employee ID	Name	GPF ID	Designation	Office	Post ID	Upload Balance	Monthly Sub Amou...
☐	10043520	ASHOKA C HACHADAD	PBG011142	Assistant Manager	POSTAL STORES DEPOT HUBBALLI	30208498	1	0
☐	10015951	UMESHA S	PBG013543	Sub Post Master	GCEC Ramanagara S.O	30137608	64290	0
☐	10040126	SOMASHEKARAIAH	PBG017715	Postal Assistant (LSG)	Chikkamagaluru H.O	30081022	24681	0
☐	10062274	M RAGHAVENDRA REDDY RAMREDDY M	PBG017096	Sub Post Master	Andola S.O	30179301	611982	0
☐	10036574	ANITHA C S	PBG017801	Sub Post Master	Udaypura S.O	30080391	618972	0
☐	10063500	VEENA KL	PBG-013565	Sub Post Master	Eastern Extn S.O	30150825	101027	0
☐	10035242	ASHWATHNARAYANA E	PBG-017999	Post Man	Rajajinagar H.O	30099670	57488	0
☐	10063671	RAMESH T R	PBG - 018008	Sub Post Master	Kanakatte S.O	30150921	2620345	0
☐	10045454	IMAMSAB JEEVANASAB UMACHIGI	PBG014546	Sub Post Master	Mulgund S.O	30045250	50813	0

b. Select the employees and click on submit the next screen will show the interest amount and then once again click on submit button.

GPF Interest Calculation

Welcome
PATTABIRAMAN M (10049912)

Designation
Assistant Superintendent Of Posts (30638004)

Office Name
CEPT (41280001)

Financial Year*
2025-26   GPF Subscribers under PAO

Download Employee Summary   Download Ledger Data

	Employee ID	Name	GPF ID	Status	Office	Opening Balance	Closing Balance	Interest Amount	Download
☑	10035679	L RAVICHANDRA	PBG014173	Valid	Assistant Head Record Office	0	209000	4935	Download
☑	10044034	SHANKARAGOUDA DODDANAGOUDA A ADAPUR	PBG-019281	Valid	Muddebihal S.O	0	35000	828	Download

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Submit (2)

Rules/Guidelines

c. Once submitted, transaction id and status will be shown in the next screen.

GPF Interest Calculation

Final Transaction Result of GPF interest Posting

Employee ID	Transaction ID	Status
10035679	GINT1004991220251224142824	Success
10044034	GINT1004991220251224142824	Success

Close

d. When a employee is already credited with GPF interest selected again for GPF interest calculation error message will be shown under status

GPF Interest Calculation

Final Transaction Result of GPF interest Posting

Employee ID	Transaction ID	Status
10035679	GINT1004991220251224145729	Error: Interest already Credited

Close

e. The submitted transaction will be available under Payroll system -> General Provident Fund -> Forward GPF transaction. The transaction may be forwarded or rejected.

FORWARD PAY TRANSACTION

👋 Welcome
PATTABIRAMAN M (10049912)

Designation
Assistant Superintendent Of Posts (30638004)

Office Name
CEPT (41280001)

Search Transaction ID

Download Excel

Transaction Date	Transaction ID	Desc	Employee Count	Total Amount Payable	Remarks	Forward	Reject	Created by	Upload Remarks
24-12-2025	GINT1004991220251224142824	GPF Interest	2	0	Remark	Forward	Reject	10049912	NA
24-12-2025	GINT1004991220251224110459	GPF Interest	1	0	Remark	Forward	Reject	10049912	NA
24-12-2025	GINT1004991220251224104413	GPF Interest	1	0	Remark	Forward	Reject	10049912	NA
23-12-2025	GINT1004991220251223171726	GPF Interest	1	0	Remark	Forward	Reject	10049912	NA
23-12-2025	GINT1004991220251223143844	GPF Interest	1	0	Remark	Forward	Reject	10049912	NA
17-12-2025	GINT1004991220251217152336	GPF Interest	1	0	Remark	Forward	Reject	10049912	NA

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Transaction Data Details ✕

Tran ID: GINT10049912202251224142824   Download Excel

Q Search...

Desc	Employee ID	Name	Post Desc	Amount	Office
GPF Interest	10044034	SHANKARAGOUDA DODDANAGOUDA ADAPUR	Postal Assistant (LSG)	828	Muddebihal S.O
GPF Interest	10035679	L RAVICHANDRA	Assistant Head Record Officer	4935	Assistant Head Record Office

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f.   The forwarded transaction will be available under Payroll system -> General Provident Fund -> Approve GPF transaction. The transaction may be approved or rejected.

🏠 Home > confirm-pay-transactions

CONFIRM PAY TRANSACTION

👤 👋 **Welcome**
PATTABIRAMAN M (10049912)

💼 Designation
Assistant Superintendent Of Posts (30638004)

🏢 Office Name
CEPT (41280001)

Any Request Placed will be avaialble in forward-pay-transaction page, Only forwarded request will be available here

Search Transaction ID   Download Excel

Created Date	Transaction ID	Desc	Employee Count	Total Amount Payable	Remarks	Approve	Reject	Created by	Upload Remarks	Forwarded Remarks
24-12-2025	GINT10049912202251224142824	GPF Interest	2	0	Remark	Approve	Reject	10049912	NA	NA

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Note : GPF balance can be checked through DDO card -> Other Reports -> GPF subscribers -> GPF balance