

USERGUIDE

PSPCL – Employee GPF Package

Author:

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Approvals:

<Approver 1>

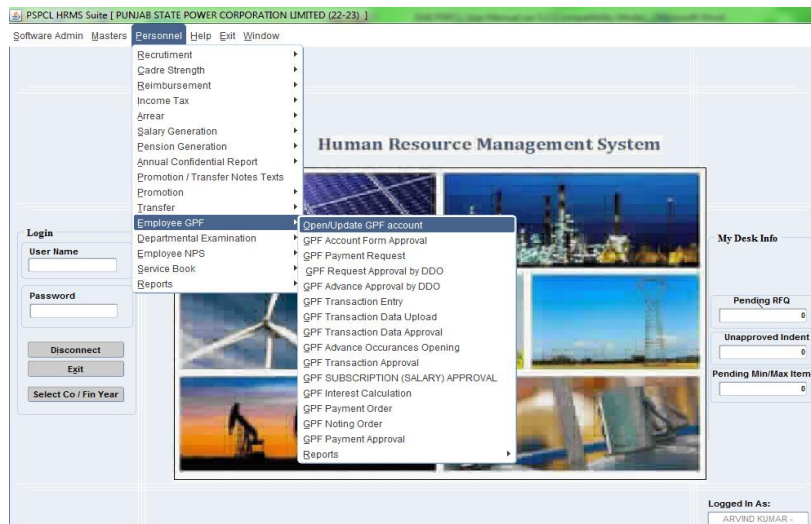
<Approver 2>

User Manual for GPF Package

1. Open/Update GPF Account(Request) :-

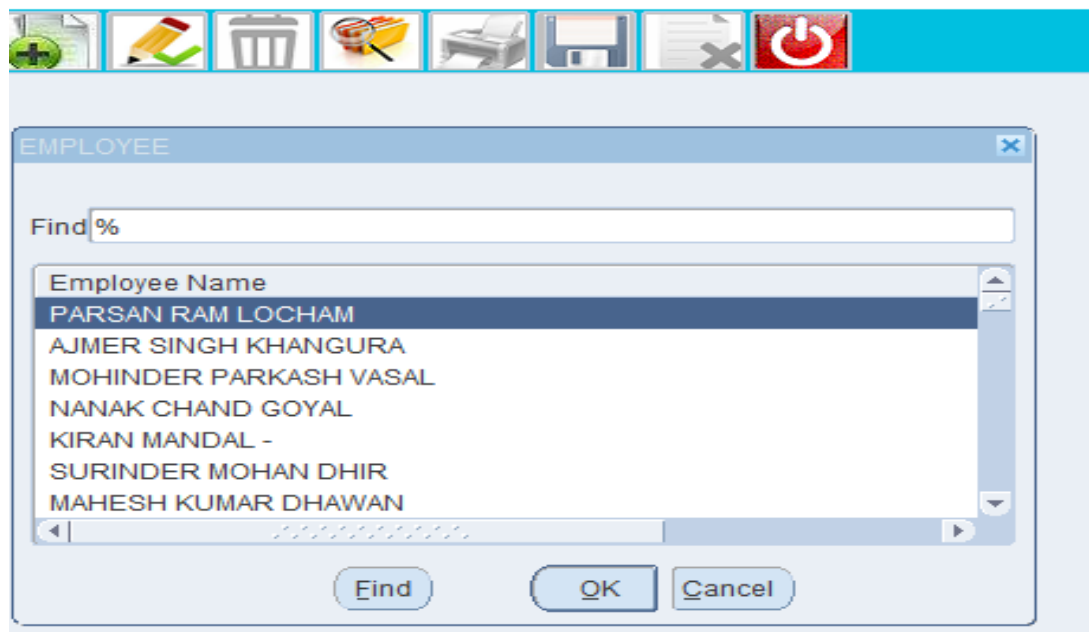
Menu Path:

Personal -> Employee GPF -> Open/Update GPF Account



Step 1 : Click on Employee GPF and Open/Update GPF account.

Step 2: After clicking on Open/Update GPF Approval following window will open.



- Click on Plus Button and Employee List Window will open and select Employee and click on ok button, following window will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Arvind Kumar -

Employee Information

☐ FINAL FORWA...

Employee: 227048 BALDEV RAJ - CHARAN DAS

Designation: LM Office: SUB DIVISION TECHNICAL THUNDA TALAB, AMRITSAR

GPF No: B00010 GPF JOINING DATE: 15/03/1989 DOB: 28/04/1968 DOJ: 15/03/1989

Upload File: View File:

GPF_ACC22704807202205.pdf

Family **Nominee**

Name	Relation
CHARAN DAS	FATHER

(* Mandatory Fields)

- After selecting Employee Name all details will Populate .
- We need to Upload file and can view uploaded file.
- You have to fill Family details using next Button.
- After filling family details click on Nominee Tab and you will see following screen.

Family **Nominee**

Name	Relation	Nominee	Share %
CHARAN DAS	FATHER	Yes	100.

(* Mandatory Fields)

- In Nominee Details you will see family details filled by you.
- Where you can select you want to make him/her Nominee, Select yes/No.
- If yes then how much Percent you want to share with Nominee.

2. GPF Account Form Approval :-



- Select Employee GPF and click on GPF Account Form Approval.
- After clicking on GPF Account Form following screen will open.

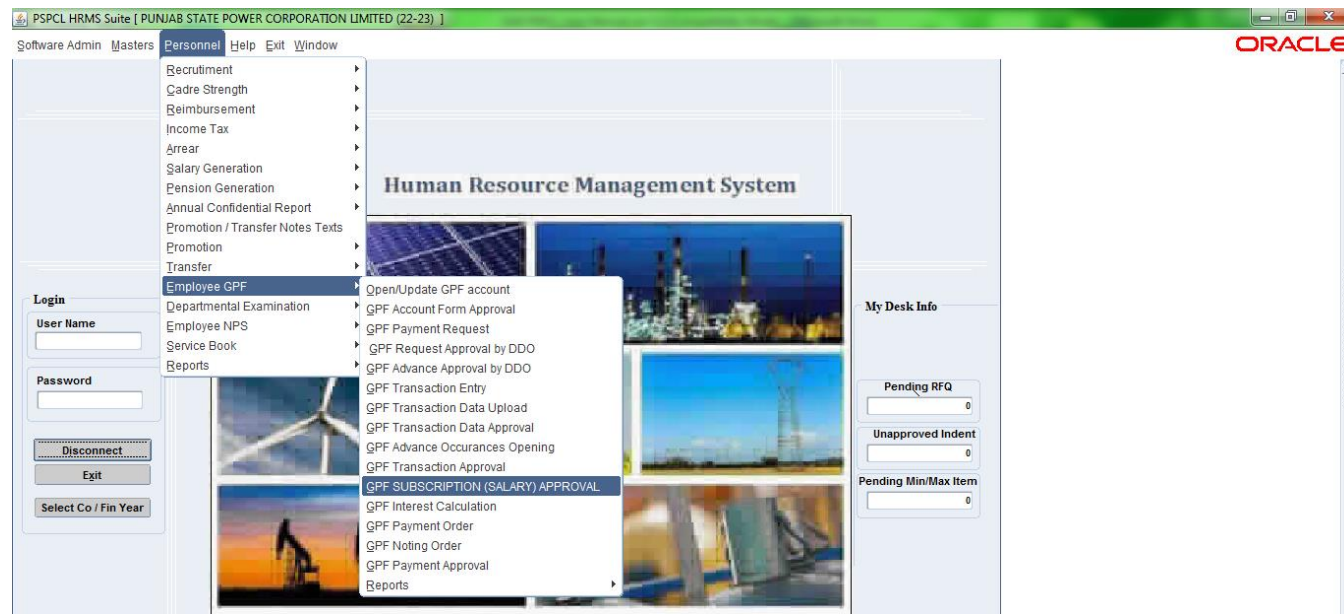
The screenshot shows the 'Pending Purchase Order' screen. At the top, there is a header bar with icons, the text 'PUNJAB STATE POWER CORPORATION LIMITED(22-23)', and the user 'USER :Arvind Kumar -'. Below the header, there is a 'Select Level' section with a 'Level' dropdown menu set to 'LEVEL-1' and a 'Refresh' button. The main section is titled 'Pending Purchase Order' and contains a table with the following data:

GPF NO	DOJ GPF	Emp Code	Name
S00005	01-04-1984	101218	SURJIT SINGH SOHAL

To the right of the table, there is an 'Approval Status' section. It shows 'Level 1' with a status dropdown set to 'Approved' and a user dropdown set to 'ARVIND KUMAR -'. Below this, there is a 'Remark's' field with the text 'okay' and a 'PRINT APPROVAL MOVEMENT' button.









- After opening this screen click on Modify button and you will see Status of Level.
- Select Level using LOV from Level button and click on Refresh Button.
- After refreshing data will populate with GPF No, DOJ GPF,EMP Code and Name .
- Select check Box from GPF no and can view uploaded data ,if okay then go to Approval Status.
- In Approval Status Select status Approved/Review and write own Remarks and click on save button for Level 2.

3. GPF SUBSCRIPTION (SALARY) DETAILS :-



Click on Employee GPF and Select GPF SUBSCRIPTION SALARY APPROVAL,

Click on Add Mode and following screen will open.











PUNJAB STATE POWER CORPORATION LIMITED(22-23)

Employee Information

Date Upto

Search Employee

Employee


Select Date Up to and click on Select Location after following screen will open.

DDO ID	DDO NAME	LOC. ID	LOCATION	ROLE	Type
109061	KULDEEP SINGH	892	1 AO / P&A PATIALA		A

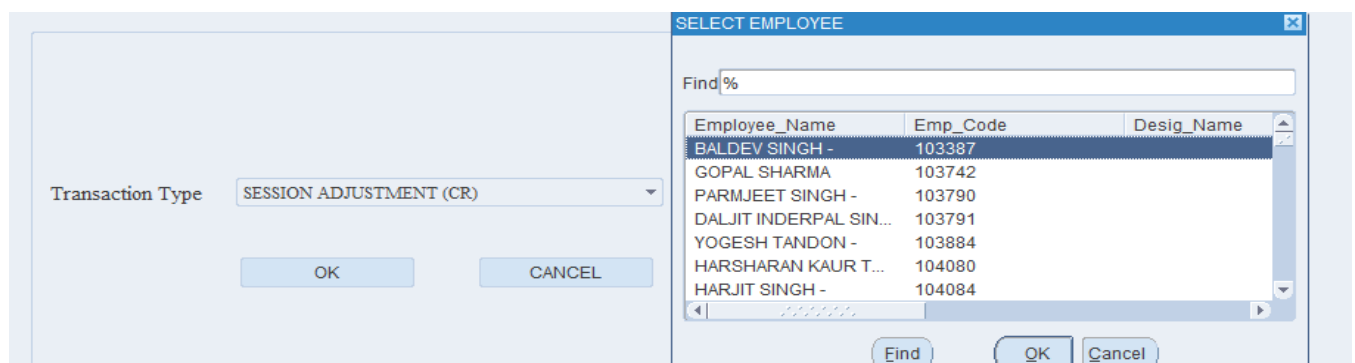
- After opening above screen Name and Location wise data will populate, there are three button View Data, Select All and Deselect ALL.
- Click on Tick Box near Type and click on View Data after that following window will open.



- Select Employee GPF and click on GPF Transaction Entry following screen will open.



- In this screen select transaction Type using LOV and click OK button and also you can see data using LOV as per below screen.
- When you click okay another Employee data window will open, select Employee and click OK



PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Arvind Kumar -

Employee Information

GPF No Session

Employee SON Of

Designation Office

DOB DOJ DOJ GPF

Upload File View File File Name

GPF TRANSACTION

Unapproved Bal. DR CR

Current Bal CR

Amount * CR

Effect Date *

Remarks

*
(Mandatory Fields)

- After clicking above window will open and Employee Information will Display.
- Select Effect Date, Amount and write remarks and click on save Button.

5. GPF Transaction Approval :-

PSPCL HRMS Suite [PUNJAB STATE POWER CORPORATION LIMITED (22-23)] ORACLE

Software Admin Masters Personnel Help Exit Window

Human Resource Management System

Login

User Name

Password

Personnel

- Recruitment
- Gadre Strength
- Reimbursement
- Income Tax
- Arrear
- Salary Generation
- Pension Generation
- Annual Confidential Report
- Promotion / Transfer Notes Texts
- Promotion
- Transfer
- Employee GPF**
 - Open/Update GPF account
 - GPF Account Form Approval
 - GPF Payment Request
 - GPF Request Approval by DDO
 - GPF Advance Approval by DDO
 - GPF Transaction Entry
 - GPF Transaction Data Upload
 - GPF Transaction Data Approval
 - GPF Advance Occurances Opening
 - GPF Transaction Approval**
 - GPF SUBSCRIPTION (SALARY) APPROVAL
 - GPF Interest Calculation
 - GPF Payment Order
 - GPF Noting Order
 - GPF Payment Approval
 - Reports
- Departmental Examination
- Employee NPS
- Service Book
- Reports

My Desk Info

Pending RFQ

Unapproved Indent

Pending Min/Max Item

Logged In As:

- Select Employee GPF and click on GPF Transactional Approval, following screen will open.
- Select Transaction Type using LOV and click OK.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23)

Transaction Type: SUBSCRIPTION/RECOVERY ETC

OK CANCEL

- After clicking OK on above screen. Following screen will open.
- Click on Modify Button Select Level from Level LOV and click on Refresh button
- After refreshing data will populate check Tick box and click on Approval status and write
- Remarks and click on save button data will move for Next Level Approval.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Arvind Kumar -

Select Level
Level: LEVEL-1 Refresh

Pending Transaction Approval

GPF NO	Emp Code	Name	Previous Occurances	Amount
<input checked="" type="checkbox"/>	B00016	206041	BHUPINDER KAUR -	0 5000
<input checked="" type="checkbox"/>	S00003	109991	SUNNY SANDHIR	0 25000
<input type="checkbox"/>	S00006	107804	SUNNY BHAGRA -	0 40000
<input type="checkbox"/>	S00007	308595	SUNNY KUMAR	0 3000

Approval Status
Level 1
Status: Approved ARVIND KUMAR -
Remarks:
PRINT APPROVAL MOVEMENT

- Select Employee GPF and click on GPF Transactional Approval, following screen will open.
- Select Transaction Type using LOV and click OK.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23)

Transaction Type: SUBSCRIPTION/RECOVERY ETC

OK CANCEL

- After clicking OK on above screen. Following screen will open.
- Click on Modify Button Select Level from Level LOV and click on Refresh button
- After refreshing data will populate check Tick box and click on Approval status and write
- Remarks and click on save button data will move for Next Level Approval.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Pardeep Kumar Sharma

Select Level
Level: LEVEL-2 Refresh

Pending Transaction Approval

GPF NO	Emp Code	Name	Previous Occurances	Amount
<input checked="" type="checkbox"/>	B00016	206041	BHUPINDER KAUR -	0 5000
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Approval Status

Level 1
Status: Approved LITESH SAMOLIA
Remarks: OKAY
PRINT APPROVAL MOVEMENT

Level 2
Status: Approved PARDEEP KUMAR SHARMA
Remarks: Okay

- Select Employee GPF and click on GPF Transactional Approval, following screen will open.
- Select Transaction Type using LOV and click OK.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23)

Transaction Type: SUBSCRIPTION/RECOVERY ETC

OK CANCEL

- After clicking OK on above screen. Following screen will open.
- Click on Modify Button Select Level from Level LOV and click on Refresh button
- After refreshing data will populate check Tick box and click on Approval status and write
- Remarks and click on save button data will move for Next Level Approval.
- In Level 3 Approval Level 1 and Level 2 will be disabled

SELECT EMPLOYEE

Find %

Employee_Name	Employee_Code	Office
ARVIND KUMAR -	110498	Punjab State Pow
KRISHAN SINGH BAHRA	101151	CHIEF ENGINEER
AMARJIT SINGH WALIA	101469	CHIEF ENGINEER
TEJ PAUL SINGH BAWA	101511	DIRECTOR/BILLI
NARINDER MOHAN -	101311	SO&C ORGANISA
SURINDER KUMAR M...	101908	BHAKRA BEAS M
BALDEV RAJ ARORA	101918	SE/ HQ, DS SOUT

Find OK Cancel

- **For Refundable Transaction :-**

- Click on Add Button and Find Employee using Name or Employee Code and click on OK button.
- After Selecting Employee name another screen will open with Employee Information.
- You can upload and View file and File name will display, In GPF Transaction Select Transaction Type Refundable using LOV.
- You can fill the Coolum as per your requirement:-Amount ,Requirement Date,ADV Type and Remarks and click on save button.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Arvind Kumar -

Session 22-23

Employee Information

GPF No R00004

Employee 104254 RAVI KUMAR WADHWA

Designation CHIEF ENGINEER

DOB 08-OCT-64 DOJ 20-JAN-88

FATHER MADAN GOPAL WADHWA

Office CHIEF ENGINEER/ OPERATION & MAINTENANCE, GURU GOB

DOJ GPF 20/01/1988

Upload File View File File Name GPF_TRN104254260820221210.JPG

GPF TRANSACTION

Transaction Type REFUNDABLE

Amount 40,000.00 DR

Date 21/06/2022

ADV. TYPE ONE MONTH PAY FOR ANY GENUINE PURP

Unapproved Bal. 90000 DR CR

Current Bal. 40000 CR

Requirement Date 31/08/2022

Remarks we need it on Urgent basis

(*) Mandatory Fields

- **For Non Refundable Transaction :-**

- Click on Add Button and Find Employee using Name or Employee Code and click on OK button.

- After Selecting Employee name another screen will open with Employee Information.
- You can upload and View file and File name will display, In GPF Transaction Select Transaction Type Non Refundable using LOV.
- You can fill the Column as per your requirement:-Amount, Requirement Date, ADV Type and Remarks and click on save button.

Employee_Name	Employee_Code	Office
ARVIND KUMAR -	110498	Punjab State Pow
KRISHAN SINGH BAHRA	101151	CHIEF ENGINEER
AMARJIT SINGH WALIA	101469	CHIEF ENGINEER
TEJ PAUL SINGH BAWA	101511	DIRECTOR/BILLI
NARINDER MOHAN -	101311	SO&C ORGANISA
SURINDER KUMAR M...	101908	BHAKRA BEAS M
BALDEV RAJ ARORA	101918	SE/ HQ, DS SOUT

Employee Information

GPF No: S00006 Session: 22-23

Employee: 107804 SUNNY BHAGRA - FATHER: TARSEM LAL

Designation: SR. XEN Office: DS DIVISION WEST, JALANDHAR

DOB: 23-JUN-84 DOJ: 17-SEP-07 DOJ GPF: 17/09/2007

Upload File View File File Name: GPF_TRN107804080820221146.pdf

GPF TRANSACTION

Transaction Type: NON REFUNDABLE

Amount: 50,000.00 DR

Date: 08/08/2022

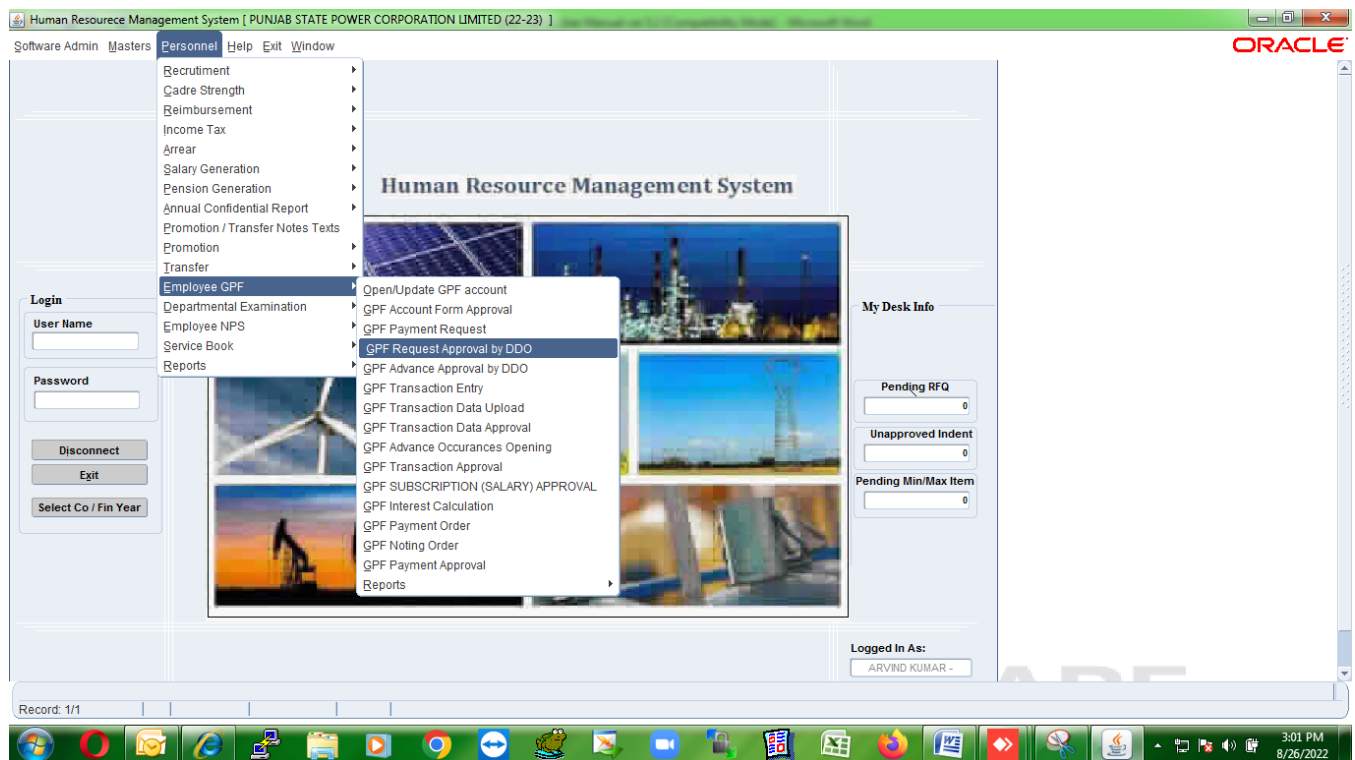
ADV. TYPE: FOR ANY ONE OF THE FOLLOWING PURPOSES

Unapproved Bal.	40000	DR	40000	CR
Current Bal	650000	CR		
Requirement Date	20/08/2022			
Remarks	Approve			

(*) Mandatory Fields

- For Final Payment Transaction :-

7. GPF Payment Approval by DDO :-



- After clicking on GPF Request following page will open .
- Click on Modify button and select Pending/Approved/Rejected and upload the file.
- File can be upload by DDO only ,for Employee Upload file you need to login from Employee.
- Select ADV Type using LOV and write Remarks and Advance occurrence.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Arvind Kumar -

Employee Information

GPF No: G00004 **PENDING** **APPROVED** **REJECTED** Session: 22-23

Employee: 306184 GAURAV GARG - SON Of: VIPAN KUMAR GARG

Designation: RA Office: DS SUB-DIVISION CITY, SANGRUR

DOB: 24-JAN-91 DOJ: 11-DEC-12 DOJ GPF: 11/12/2012

Upload File **View File** **File Uploaded by Employee** File Name:

Upload File **View File** **File Uploading by DDO** File Name: GPF_DDO30618411357604.JPG

GPF TRANSACTION

Transaction Type: NON REFUNDABLE Unapproved Bal: 12000 DR 11000 CR

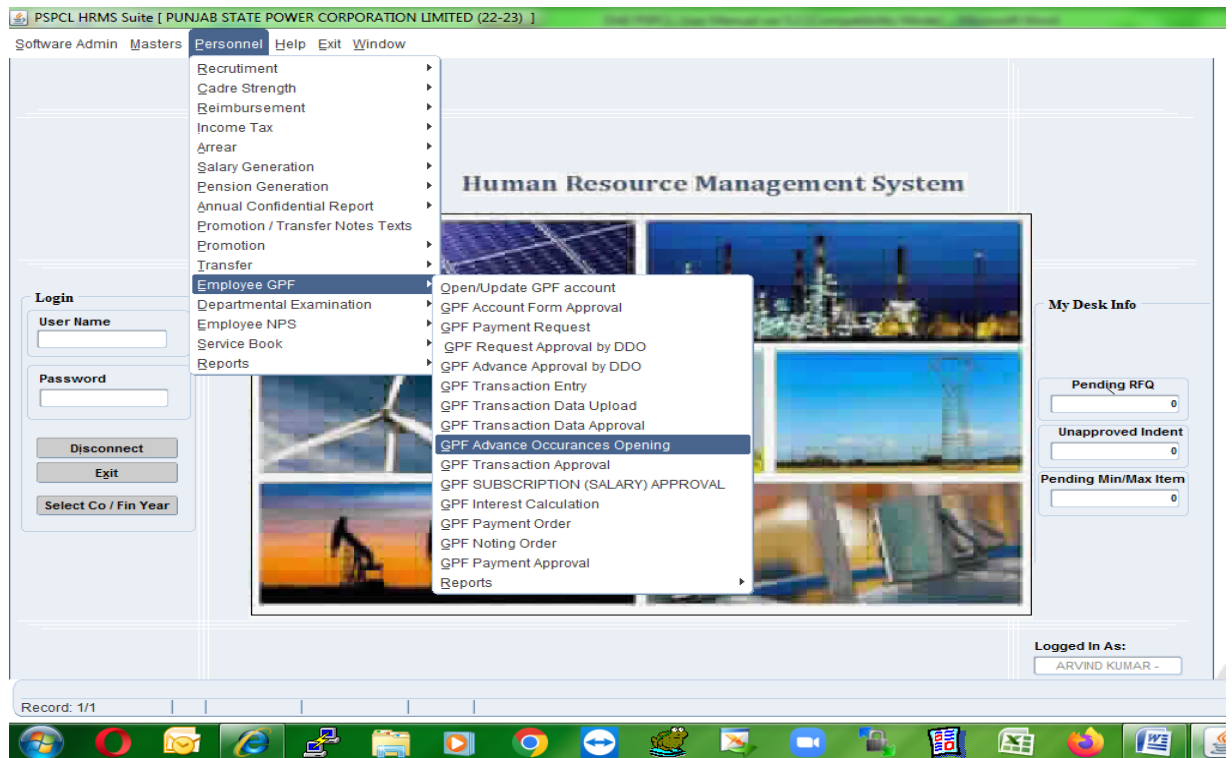
Amount: 5,000.00 DR Current Bal: CR

Date: 27/06/2022 Remarks: approved

ADV. TYPE: 90% ADVANCE WITHIN 12 MONTHS BEFORE Advance Occurances: OKAY

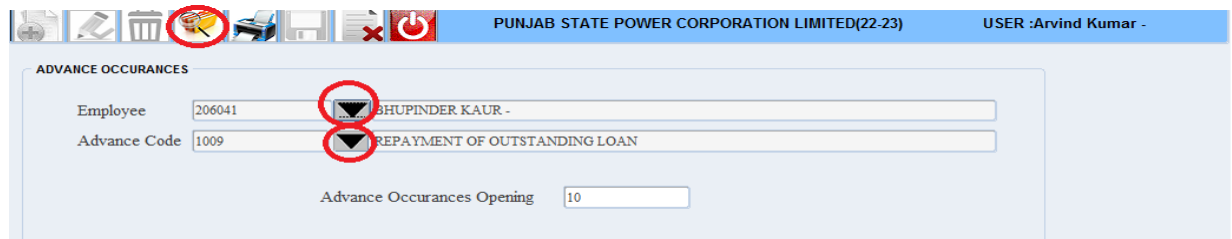
(* Mandatory Fields)

8. GPF Advance occurrences Opening :-



Select GPF Advance occurrences Openings and click below screen will open.

Select Query mode and Select for Next Tab.

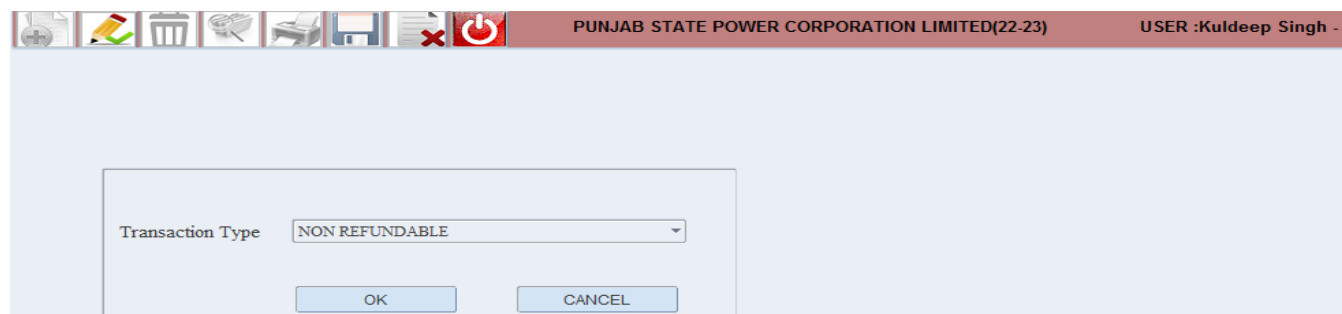


9. GPF Payment Approval :-



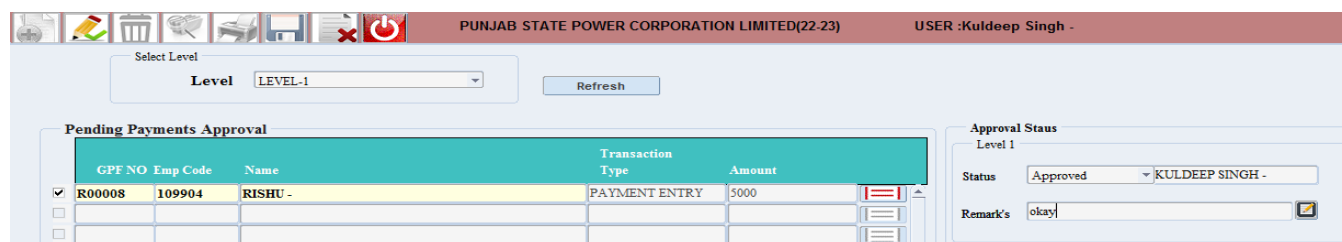
For Non Refundable case:-

- For GPF Payment Approval Select Transaction Type as a Non Refundable and click Okay .



For DDO Level Approval :-

- After clicking Okay following Page will open.
- Select Level using LOV as a DDO (Level 1) and click on Refresh button and select Tick box and Approved from Status Bar and click on save button.



For CPC Level Approval:-

- Select Level using LOV as a CPC (Level 2) and click on Refresh button and select Tick box and Approved from Status Bar and click on save button.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Kuldeep Singh -

Select Level
Level: LEVEL-2 Refresh

Pending Payments Approval

GPF NO	Emp Code	Name	Transaction Type	Amount
<input checked="" type="checkbox"/> R00008	109904	RISHU -	PAYMENT ENTRY	5000
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Approval Status

Level 1
Status: Approved KULDEEP SINGH -
Remark's: okay

Level 2
Status: Approved KULDEEP SINGH -
Remark's: Okay

For Refundable Case :-

SELECT EMPLOYEE

Find: BHUPINDER KAUR -%

Employee_Name	Employee_Code	Office
BHUPINDER KAUR -	206041	L.I.C. SECTION

Find OK Cancel

- Select Employee and click on OK and following Screen will Open
- Select Transaction Type Refundable :-
- After Selecting Refundable fill the Amount, Requirement Date and Remarks and click on save button.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Bhupinder Kaur -

Employee Information

GPF No B00016 Session 22-23

Employee 206041 BHUPINDER KAUR - FATHER PARTAP SINGH

Designation SR.ASSTT.(HO) Office L.I.C. SECTION

DOB 24-SEP-76 DOJ 20-MAY-97 DOJ GPF 20/05/1997

Upload File View File File Name

GPF TRANSACTION

Transaction Type **REFUNDABLE** Unapproved Bal. DR CR

Amount 6,00,000.00 DR Current Bal 1097052 CR

Date 29/08/2022 Requirement Date 31/08/2022

ADV. TYPE Remarks pfa

(*) Mandatory Fields

- After saving it will go for DDO Level Approval, Login from DDO ID and click on Request Approved by DDO, Following page will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Kuldeep Singh -

Employee Information

GPF No B00016 **PENDING** **APPROVED** REJECTED Session 22-23

Employee 206041 BHUPINDER KAUR - SON Of PARTAP SINGH

Designation SR.ASSTT.(HO) Office L.I.C. SECTION

DOB 24-SEP-76 DOJ 20-MAY-97 DOJ GPF 20/05/1997

Upload File View File File Uploaded by Employee File Name

Upload File View File File Uploading by DDO File Name

GPF TRANSACTION

Transaction Type **REFUNDABLE** Unapproved Bal. 60000 DR CR

Amount 60,000.00 DR Current Bal 1697052 CR

Date 29/08/2022 Remarks PFA

ADV. TYPE Advance Occurances

(*) Mandatory Fields

- Click on Pending /Approved/Rejected and click on save button.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23)

Transaction Type **REFUNDABLE**

OK CANCEL

- Go to GPF Payment Approval and select Transaction Type and click on OK.
- After clicking on OK button following screen will open for Level wise Approval.

For Level 1 :-

Login with Respective ID for Level 1 .

- Select Level using LOV (Level 1) and click on Refresh button and select Tick box and Approved from Status Bar and click on save button.

Select Level
Level: LEVEL-1
Refresh

Pending Payments Approval

	GPF NO	Emp Code	Name	Transaction Type	Amount
<input checked="" type="checkbox"/>	R00008	109904	RISHU -	PAYMENT ENTRY	5000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Approval Staus
Level 1
Status: Approved KULDEEP SINGH -
Remark's: okay

For Level 2 :-

- Select Level using LOV (Level 2) and click on Refresh button and select Tick box and Approved from Status Bar and click on save button.

Select Level
Level: LEVEL-2
Refresh

Pending Payments Approval

	GPF NO	Emp Code	Name	Transaction Type	Amount
<input checked="" type="checkbox"/>	R00008	109904	RISHU -	PAYMENT ENTRY	5000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Approval Staus
Level 1
Status: Approved KULDEEP SINGH -
Remark's: okay

Level 2
Status: Approved KULDEEP SINGH -
Remark's: Okay

For Final Payment :-

- Go to GPF Payment Select Employee and click on OK and following Screen will Open

SELECT EMPLOYEE

Find: BHUPINDER KAUR -%

Employee_Name	Employee_Code	Office
BHUPINDER KAUR -	206041	L.I.C. SECTION

Find OK Cancel

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Kuldeep Singh -

Employee Information

GPF No: B00016 PENDING **APPROVED** REJECTED Session: 22-23

Employee: 206041 BHUPINDER KAUR - SON Of PARTAP SINGH

Designation: SR.ASSTT.(HO) Office: L.I.C. SECTION

DOB: 24-SEP-76 DOJ: 20-MAY-97 DOJ GPF: 20/05/1997

Upload File View File File Uploaded by Employee File Name:

Upload File View File File Uploading by DDO File Name:

GPF TRANSACTION

Transaction Type: FINAL PAYMENT Unapproved Bal. DR CR

Amount: 50,000.00 DR Current Bal: 1757052 CR

Date: 29/08/2022 Remarks: PFA

ADV. TYPE FULL AND FINAL Advance Occurances:

(★ Mandatory Fields)

- Select modify Button and Select Approve/Pending/Rejected
- Select ADV TYPE and write own remarks and click on save button.
- To see report Go to Report and select Final Payment Report as per below screen.



- After clicking on Final Payment Report another window will open as per below screen.
- Select Employee code and report type and click on OK button.

The screenshot shows a web browser window displaying a 'Print Salary Sheet' dialog box on the left and a report on the right. The dialog box contains the following fields:

- Employee Code: 206041
- Destination Type: Cache
- Desformat: PDF
- File Name/E-mail ID: /u03/pspc_source/12c/Excel_Files/GPF_SHCEDU
- Sender:
- CC:
- REPORT: YEARLY DETAIL
- Date From: To:

The report on the right is titled 'GPF INTEREST YEARLY DETAIL PRINTED ON: 29-AUG-22 04:08 PM' and 'PAGE: 1 OF 1'. It contains the following information:

EMPNO: 206041 NAME: BHUPINDER KAUR -
OFFICE: 800 CAO PSEB PTA DESIGNATION:

Year	Opening	Credit	Interest	Total	Withdrawl	Net bal	Diff
2022-2023	510920	0	35108	546028	35000	511028	

10. GPF INTEREST CALCULATION :-

The screenshot shows the PSPCL HRMS Suite (PUNJAB STATE POWER CORPORATION LIMITED (22-23)) interface. The 'Personnel' menu is open, and the 'Employee GPF' option is selected. The 'GPF Interest Calculation' option is highlighted in the sub-menu.

The interface also displays a 'Login' section with fields for 'User Name' and 'Password', and a 'My Desk Info' section with fields for 'Pending RFQ', 'Unapproved Indent', and 'Pending Min/Max Item'. The 'Logged In As' field shows 'ARVIND KUMAR -'.

Select GPF Interest calculation and click on following page will open, Select Employee Data from LOV and CLICK ON View Data below screen will populate

Select Date of interest and calculation Month and go to Next Tab following screen will open.

Employee Information

Financial Year: 01/04/2022 to 31-MAR-2023 Employee: 206041 BHUPINDER KAUR -

Designation: SR.ASSTT.(HO) GPF No: B00016 Father's Name: PARTAP SINGH

Applicant Name: BHUPINDER KAUR - Nominee: PARTAP SINGH Date of interest: 31/03/2023 DOB: 24/09/1976

2022-2023 Relation: SON Calculation Months: 12 Date of joining: 20/05/1997

Is it Final Paym. YES 11362339 **VIEW DATA** Date of exit: 31/12/9999

MONTHLY INTEREST DETAILS

YEARLY INTEREST DETAILS

MONTH	SUBS. TAXABLE	SUBS. NON TAX.	REFUND. AMOUNT		PRODUCT	ADVANCE	NON REF. ADVANCE	REFUND. ADVANCE	MONTH	PRODUCT
PREVIOUS YEAR BALANCE	0	510920	0	12	6131040	0			0	0
APR	5000	5000	0	11	55000	0	0	0	12	0
MAY			0	10	0	0			11	0
JUN			0	9	0	0			10	0
JUL			0	8	0	0			9	0
AUG	0	0	0	7	0	695000	20000	675000	8	5560000
SEP			0	6	0	0			7	0
OCT			0	5	0	0			6	0
NOV			0	4	0	0			5	0
DEC			0	3	0	0			4	0
JAN			0	2	0	0			3	0
FEB			0	1	0	0			2	0
MAR			0	0	0	0			1	0
TOTAL	5000	515920	0		6186040	695000			5560000	3756.24

	Taxable	NON TAXABLE	LETTER NO
Previous Year Balance	510920		
Annual Deposit	5000	0	DATE
Interest	3756	3726	
Total Amount	519676		
Withdrawl	695000		
Balance	-175324		

Employee Information

Financial Year: 01/04/2022 to 31-MAR-2023 Employee: 206041 BHUPINDER KAUR -

Designation: SR.ASSTT.(HO) GPF No: B00016 Father's Name: PARTAP SINGH

Applicant Name: BHUPINDER KAUR - Nominee: PARTAP SINGH Date of interest: 31/03/2023 DOB: 24/09/1976

2022-2023 Relation: SON Calculation Months: 12 Date of joining: 20/05/1997

Is it Final Paym. YES 11362339 **VIEW DATA** Date of exit: 31/12/9999

MONTHLY

Year	Opening	Credit	Interest	Withdrawl	Withdrawl	Net Bal	Difference
2015-2016							
2016-2017							
2017-2018							
2018-2019							
2019-2020							
2020-2021							
2021-2022	50000	5000	500	55500	11000	44500	
2022-2023	510920	5000	3756	519676	695000	-175324	

RETURN

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Arvind Kumar -

Employee Information

Financial Year: 01/04/2022 to 31-MAR-2023 Employee: 206041 BHUPINDER KAUR -

Designation: SR.ASST.(HO) GPF No: B00016 Father's Name: PARTAP SINGH

Applicant Name: BHUPINDER KAUR - Nominee: PARTAP SINGH Date of interest: 31/03/2023 DOB: 24/09/1976

2022-2023 Relation: SON Calculation Months: 12 Date of joining: 20/05/1997

Is it Final Paym. YES 11362339 Date of exit: 31/12/9999

VIEW DATA

MONTHLY INTEREST DETAILS YEARLY INTEREST DETAILS

Year	Opening	Credit	Interest	Total	Withdrawl	Net Bal	Difference
2015-2016							
2016-2017							
2017-2018							
2018-2019							
2019-2020							
2020-2021							
2021-2022	50000	5000	500	55500	11000	44500	
2022-2023	510920	5000	3756	519676	695000	-175324	

- Click on Pencil button in Yearly Interest Details a pop up return window will open .
- Fill the Opening/credit/Interest/Withdrawal and click on Return Button.
- After click on return button above screen will open.
- Click on save button for Next Level Approval.

11. GPF Noting Order :-

Human Resource Management System [PUNJAB STATE POWER CORPORATION LIMITED (22-23)]

Software Admin Masters Personnel Help Exit Window

Recruitment
Cadre Strength
Reimbursement
Income Tax
Arrear
Salary Generation
Pension Generation
Annual Confidential Report
Promotion / Transfer Notes Texts
Promotion
Transfer
Employee GPF
Departmental Examination
Employee NPS
Service Book
Reports

Open/Update GPF account
GPF Account Form Approval
GPF Payment Request
GPF Request Approval by DDO
GPF Advance Approval by DDO
GPF Transaction Entry
GPF Transaction Data Upload
GPF Transaction Data Approval
GPF Advance Occurances Opening
GPF Transaction Approval
GPF SUBSCRIPTION (SALARY) APPROVAL
GPF Interest Calculation
GPF Payment Order
GPF Noting Order
GPF Payment Approval
Reports

Human Resource Management System

My Desk Info

Pending RFQ: 0
Unapproved Indent: 0
Pending Min/Max Item: 0

Logged In As: ARVIND KUMAR -

Record: 1/1

- Click on Employee GPF and go to GPF Noting Order and click on following screen will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Litesh Samolia

Select Level
Level: LEVEL-1 Refresh

Pending Purchase Order

GPF NO	DOJ GPF	Emp Code	Name	Amount
<input checked="" type="checkbox"/> B00016		206041	BHUPINDER KAUR -	-175324
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Approval Status
Level 1
Status: Approved LITESH SAMOLIA
Remark's: okay
PRINT APPROVAL MOVEMENT

- Click on Query on Mode and select Level from Level LOV and click on Refresh Button.
- After refreshing data will populate click on Tick Box and click on save button for next Level.
- Before Approving you can take print out on both step.
- There are five Level in Noting Order so you need to login from Respective Officer who can approve .

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Pardeep Kumar Sharma

Select Level
Level: LEVEL-2 Refresh

Pending Purchase Order

GPF NO	DOJ GPF	Emp Code	Name	Amount
<input type="checkbox"/> B00016		206041	BHUPINDER KAUR -	-175324
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

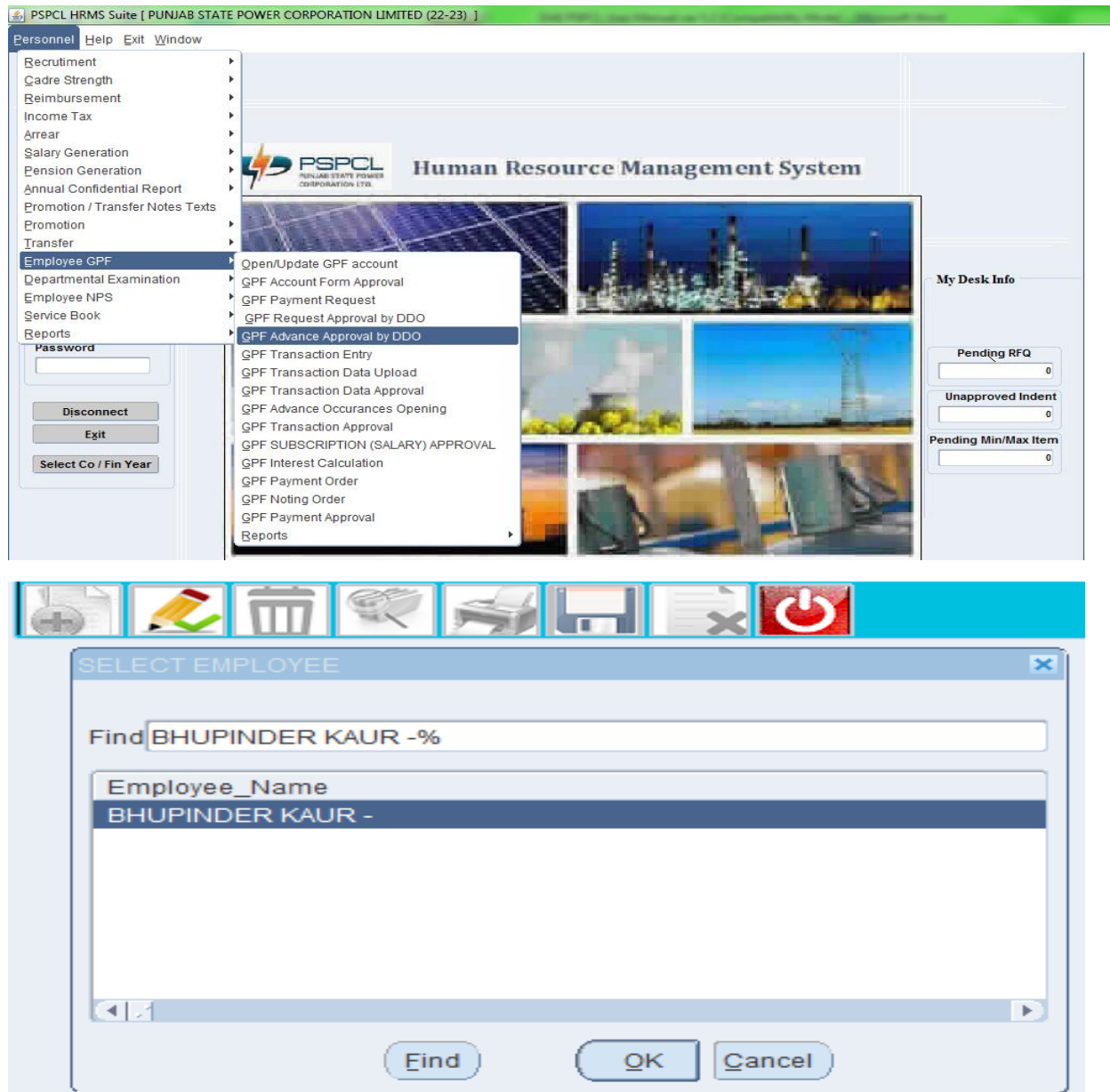
Approval Status
Level 1
Status: Approved LITESH SAMOLIA
Remark's: okay
PRINT APPROVAL MOVEMENT

Level 2
Status: Approved PARDEEP KUMAR SHARMA
Remark's: okay

- Click on Query on Mode and select Level from Level LOV and click on Refresh Button.
- After refreshing data will populate click on Tick Box and click on save button for next Level.
- In Level 2, Level 1 will be disabled you cannot edit or Modify.
- There are five Level in Noting Order so you need to login from Respective Officer who can approve.

- There are five Level in Noting Order so you need to login from Respective Officer who can approve.
- Below 5 Lakhs you need to approve 4 Level and More than 5 Lakhs you need to approve 5 Level.

12. GPF Advance Approval By DDO:-



- Click on Employee GPF and Go to GPF Advance Approval by DDO and click on and above screen will open.
- Click on Query Button and select Employee and click on OK and following window will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Kuldeep Singh -

Employee Information

GPF No: B00016 PENDING **APPROVED** REJECTED Session: 22-23

Employee: 206041 BHUPINDER KAUR - SON Of: PARTAP SINGH

Designation: SR.ASSTT.(HO) Office: L.I.C. SECTION

DOB: 24-SEP-76 DOJ: 20-MAY-97 DOJ GPF: 20/05/1997

Nominee: PARTAP SINGH Relation: FATHER

Upload File View File File Name:

GPF TRANSACTION

Transaction Type: FULL AND FINAL Unapproved Bal: DR CR

Amount: -1,75,324.00 DR Current Bal: 1210920 CR

Date: 29/08/2022 Remarks: PFA

ADV. TYPE: FULL AND FINAL Advance Occurances:

(*) Mandatory Fields

- In Above screen select Approved/Pending/Rejected as per Employee Information.
- Select Nominee Name from LOV relation will show and click on save button.

13. GPF Transaction Approval :-



For Level 1 Approval:-

Click on Employee GPF and Go to GPF Transaction Approval and click on it following screen will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Litesh Samolia

Transaction Type: NON REFUNDABLE

OK CANCEL

Select Query Mode and select Transaction type and click okay and following screen will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Litesh Samolia

Select Level: Level: LEVEL-1 Refresh

Pending Transaction Approval

GPF NO	Emp Code	Name	Previous Occurances	Amount
B00016	206041	BHUPINDER KAUR -	0	-175324

Approval Status Level 1

Status: Approved LITESH SAMOLIA

Remark's: Okay

PRINT APPROVAL MOVEMENT

- Select Level from Level LOV and click on refresh button and data will populate .
- Select Tick Box and you can View data and select Approval status and write Remarks and click on save button for Level 2 Approval.

For Level 2 Approval:-

- Login from Level 2 Officer .
- Click on Employee GPF and Go to GPF Transaction Approval and click on it following screen will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Litesh Samolia

Transaction Type: NON REFUNDABLE

OK CANCEL

Select Query Mode and select Transaction type and click okay and following screen will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Pardeep Kumar Sharma

Select Level: Level: LEVEL-2 Refresh

Pending Transaction Approval

GPF NO	Emp Code	Name	Previous Occurances	Amount
B00016	206041	BHUPINDER KAUR -	0	-175324

Approval Status Level 1

Status: Approved LITESH SAMOLIA

Remark's: Okay

PRINT APPROVAL MOVEMENT

Level 2

Status: Approved PARDEEP KUMAR SHARMA

Remark's: Okay

- Select Level from Level LOV and click on refresh button and data will populate.
- Select Tick Box and you can View data and select Approval status and write Remarks and click on save button for Level 2 Approval.

For Level 3 Approval:-

- Login from Level 3 Officer .
- Click on Employee GPF and Go to GPF Transaction Approval and click on it following screen will open.

- Select Query Mode and select Transaction type and click okay and following screen will open.

GPF NO	Emp Code	Name	Previous Occurances	Amount
B00016	206041	BHUPINDER KAUR -	0	-175324

- Select Level from Level LOV and click on refresh button and data will populate.
- Select Tick Box and you can View data and select Approval status and write Remarks and click on save button for Level 3 Approval.

14. GPF Payment Approval :-



- Click on Employee GPF and Go to GPF Payment Approval and click on it following screen will open.
- Login from DDO ID
- Click on Employee GPF and Go to GPF Payment Approval and click on it following screen will open.

Transaction Type: NON REFUNDABLE

OK CANCEL

Select Level: Level LEVEL-1 Refresh

GPF NO	Emp Code	Name	Transaction Type	Amount
B00016	206041	BHUPINDER KAUR -	PAYMENT ENTRY	-175324

Approval Status: Level 1 Status: Approved KULDEEP SINGH - Remarks: Okay

- Select Level from Level LOV and click on refresh button and data will populate.
- Select Tick Box and you can View data and select Approval status and write Remarks and click on save button for CPC Level Approval.

For CPC Level Approval:-

- Login from CPC ID

- Click on Employee GPF and Go to GPF Payment Approval and click on it following screen will open.

Transaction Type: NON REFUNDABLE

OK CANCEL

- Select Level from Level LOV and click on refresh button and data will populate.
- Select Tick Box and you can View data and select Approval status and write Remarks and click on save button for final Level Approval.

Select Level: Level CPC Refresh

GPF NO	Emp Code	Name	Transaction Type	Amount
<input checked="" type="checkbox"/> B00016	206041	BHUPINDER KAUR -	PAYMENT ENTRY	-175324
<input type="checkbox"/> R00008	109904	RISHU -	PAYMENT ENTRY	5000

Approval Status

Level 1

Status: Approved KULDEEP SINGH -

Remark's: Okay

Level 2

Status: Approved KULDEEP SINGH -

Remark's: okay

15. GPF Transition Data Upload :-

PSPCL HRMS Suite [PUNJAB STATE POWER CORPORATION LIMITED (22-23)]

Personnel Help Exit Window

- Recruitment
- Cadre Strength
- Overtime
- Leave Management
- Leave Encashment
- Reimbursement
- Loan Transaction
- Insurance
- Income Tax
- Arrear
- Salary Generation
- Pension Generation
- Annual Confidential Report
- Canteen Coupon System
- Training
- Vehicle Requisition
- Appraisal
- Promotion / Transfer Notes Texts
- Promotion
- Transfer
- Employee GPF
- Departmental Examination
- Employee NPS
- Service Book
- Miscellaneous
- Employee Gate Pass
- Reports

Open/Update GPF account

GPF Account Form Approval

GPF Payment Request

GPF Request Approval by DDO

GPF Advance Approval by DDO

GPF Transaction Entry

GPF Transition Data Upload

GPF Transition Data Approval

GPF Advance Occurrences Opening

GPF Transaction Approval

GPF SUBSCRIPTION (SALARY) APPROVAL

GPF Interest Calculation

GPF Payment Order

GPF Noting Order

GPF Payment Approval

Reports

Record: 1/1

Human Resource Management System

My Desk Info

Pending RFQ: 0

Unapproved Indent: 0

Pending Min/Max Item: 0

Logged In As: CHARISH LAKHANPAL

- Click on Employee GPF and Go to GPF Transition Data Upload and following page will open.

- Select Year and Month from LOV and click on Find File and Upload file from local Machine.
- After Uploading file you will receive a popup window that file has been uploaded.

- After uploading You can see File Uploaded in Uploaded Data and click on it and you can see File name and location.

16. GPF Transaction Data Approval :-

Click on Employee GPF and Go to GPF Transaction Data Approval and click on it following page will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Charish Lakhnarpal

Select Level
Level: LEVEL-1 Refresh

Pending Purchase Order

E. Code	GPF No	Name	Mnth	Year	Subs	Recov	Ref	Non Ref
<input checked="" type="checkbox"/> 206041		BHUPINDER KAUR -	03	2017	5100	900	800	700
<input type="checkbox"/> 206041		BHUPINDER KAUR -	08	2022	5100	900	800	700
<input type="checkbox"/>								
<input type="checkbox"/>								

Approval Status
Level 1
Status: Approved CHARISH LAKHANPAL
Remark's: okay
PRINT APPROVAL MOVEMENT

- Select Level from Level LOV and click on refresh button and data will populate.
- Select Tick Box and select Approval status and write Remarks and click on save button for Level 2 Approval.

For Level 2 Approval :-

Click on Employee GPF and Go to GPF Transaction Data Approval and click on it following page will open.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Veena Rani -

Select Level
Level: LEVEL-2 Refresh

Pending Purchase Order

E. Code	GPF No	Name	Mnth	Year	Subs	Recov	Ref	Non Ref
<input checked="" type="checkbox"/> 206041		BHUPINDER KAUR -	03	2017	5100	900	800	700
<input type="checkbox"/> 206041		BHUPINDER KAUR -	07	2022	5100	900	800	700
<input type="checkbox"/> 206041		BHUPINDER KAUR -	08	2022	5100	900	800	700
<input type="checkbox"/> 206041		BHUPINDER KAUR -	08	2022	5100	900	800	700
<input type="checkbox"/>								
<input type="checkbox"/>								

Approval Status
Level 1
Status: Approved CHARISH LAKHANPAL
Remark's: okay
PRINT APPROVAL MOVEMENT

Level 2
Status: Approved VEENA RANI -
Remark's: okay

- Select Level from Level LOV and click on refresh button and data will populate.
- Select Tick Box and select Approval status and write Remarks and click on save button for Final Level Approval.