



**Dte. of Treasuries & Accounts
Govt. of Nagaland**

eGPF Grade IV

**DDO(Drawing and Disbursing Officer)
User Manual- v 1.0**

**Prepared by:
IT Cell, DTA**

TABLE OF CONTENTS

Sl. No.	CHAPTER	TOPIC	PAGE
1	CHAPTER-1	LOG IN	3
2	CHAPTER-2	WITHDRAWAL PROCEDURE	4-13
3	CHAPTER-3	SIDEBAR OVERVIEW	14-17

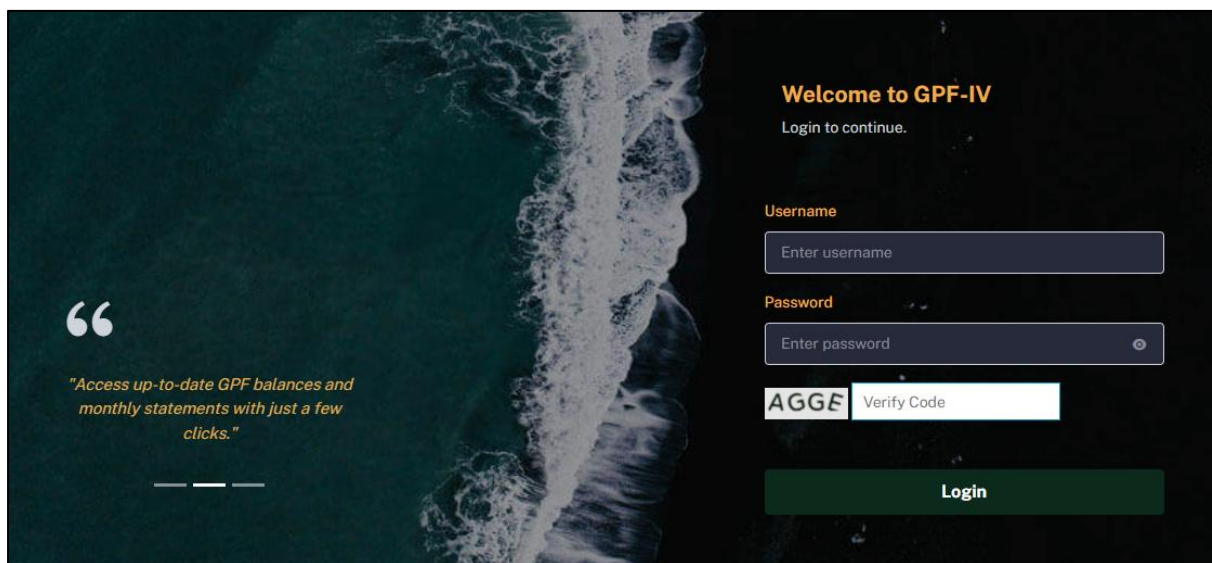
CHAPTER-1: LOG IN

User name: Enter your username.

Password: Enter your password.

Captcha: Enter the alphabets that as shown on the screen.

Login: Click the **Login** button to proceed.

The image shows a login interface for 'GPF-IV'. On the left, there is a dark background with a white quote: "Access up-to-date GPF balances and monthly statements with just a few clicks." Below the quote are three horizontal lines. On the right, there is a dark blue sidebar with the text 'Welcome to GPF-IV' and 'Login to continue.' Below this are three input fields: 'Username' (with placeholder 'Enter username'), 'Password' (with placeholder 'Enter password' and an eye icon), and a captcha field showing 'AGGE' followed by 'Verify Code'. At the bottom of the sidebar is a green 'Login' button.

Welcome to GPF-IV
Login to continue.

Username
Enter username

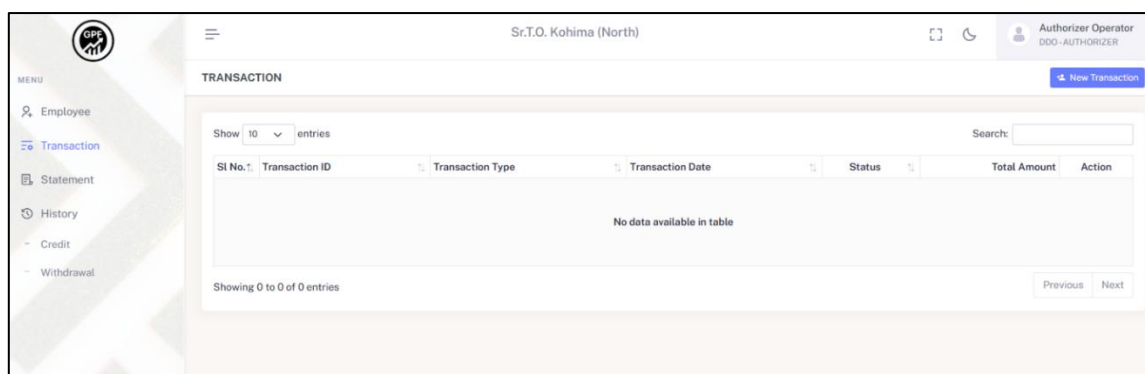
Password
Enter password

AGGE Verify Code

Login

CHAPTER-2: WITHDRAWAL PROCEDURE

STEP-1: If no transaction data is displayed under the '**Transaction**' section, please navigate to the '**Statement**' section from the sidebar. Otherwise, continue from **Step-3**.



STEP-2: Click on the **Statement** section in the sidebar, one can generate the eGPF Account statement against the employee.

- 2.1 Select the Statement Type.
- 2.2 Click on the **drop-down menu** which consist of a list of employees and select the employee whose statement you wish to generate.
- 2.3 Select the financial Year.
- 2.4 Click on the **Generate and Download Statement** button.
- 2.5 The downloaded statement can be given to the employee.

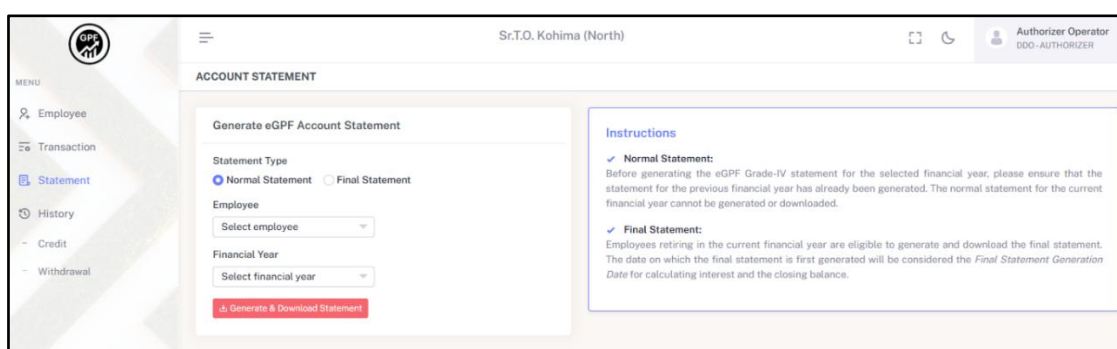


Fig.1. Statement Section to generate eGPF Account Statement.

Government of Nagaland
Directorate of Treasuries & Accounts

eGPF Grade-IV Account Statement for the financial year: 2023-2024

Subscriber Name	Thinusto Weo	PIMS No	POL00100
Date of Birth	30/11/1970	Date of Retirement	31/10/2026
GPF Account No	NLI/G/161	DDO Code	0228001
Interest Rate	@7.1% w.e.f 1st Jan 2023		

Month	Credit Details				Debit Details	
	Subscription	Refunds	Others	Category	Total	Type
Apr, 2023	500	0	0		500	0
May, 2023	500	0	0		500	0
Jun, 2023	500	0	0		500	0
Jul, 2023	500	0	0		500	0
Aug, 2023	500	0	0		500	25,000 NRA
Sep, 2023	500	0	0		500	0
Oct, 2023	500	0	8,712	DA ARREAR	9,212	0
Nov, 2023	500	0	0		500	0
Dec, 2023	500	0	5,808	DA ARREAR	6,308	0
Jan, 2024	500	0	0		500	0
Feb, 2024	500	0	0		500	0
Mar, 2024	1,000	0	0		1,000	0

Summary		
Opening Balance	DIRECTORATE OF TREASURIES & ACCOUNTS	47,120
Deposits		21,100
Withdrawals		25,100
Interest		2,100
Closing Balance		46,320

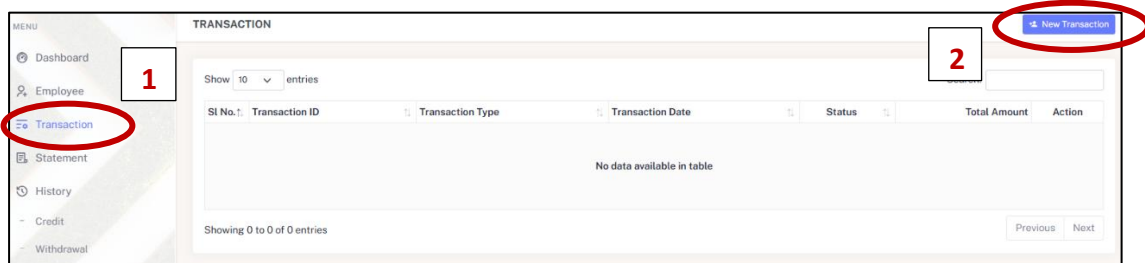
Forty-six thousand three hundred and seventy-two only

- Please note that the closing balance is subject to change due to recoveries, withdrawals, or remittances that may not yet be reflected in this statement.
- Any missing credits or debits will be reviewed, and interest will be adjusted in accordance with the General Provident Fund (GPF) rules.
- The figures shown include interest accrued during the financial year, along with any adjustments carried forward from previous years.
- In case of any discrepancies, kindly contact the Principal Director, Department of Treasuries & Accounts, Nagaland, for clarification.
- This is a system-generated Statement from the eGPF Gr-IV platform and does not require a signature.

Print Date: 23-06-2025

Fig.2. The Downloaded Generated Statement format

STEP-3: Click on the **Transaction** section (1) on the sidebar and click on the **New Transaction** button (2) present on the top right of the screen.



STEP-4: Select the type of Transaction that you wish to withdraw.

- 4.1 Select the type of Statement.
- 4.2 Select the type of GPF Withdrawal.
- 4.3 Select the GPF Withdrawal Percentage.
- 4.4 Click on **Ok, Submit** button to proceed or **Close** to go back.

STEP-5: A list of all employee under the transaction type will be listed on the table.

Select all or specific employees that you wish to proceed with by clicking on the **checkbox**. Clicking on the **Checkbox** will enable the input fields to enter, otherwise it will be disabled by default.

S.No.	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount	No. of Inst.	Avg. EMI
1	TRY00246	NL/DTA-20	Solengol Pucho	Select 1	506234			0
2	TRY00244	NL/DTA-24	Lobeni	Select 1	378002			0
Total						0		

NOTE:

Preview: Click on the **Preview** button to view the list of already selected employees whose details have been added and saved before final submission.

Save: Click on the **Save** button to save the details entered in the session before final submission.

Submit: Press the **Submit** button to confirm and complete the transaction submission.

STEP-6:

FOR REFUNDABLE GPF WITHDRAWAL

Select the reason under the **drop-down menu** and enter the Amount and No. of Inst. in their own respective fields.

NOTE:

1. The Amount must be greater than 999 and must be a multiple of 1000.
2. The max value for no. of Instalment is 24.
3. The Amount must be divisible by the no. of Instalment.

SL No.	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount	No. of Inst.
<input checked="" type="checkbox"/>	1	TRY00246	NL/DTA-20	Solengol Picho	506234		
<input type="checkbox"/>	2	TRY00244	NL/DTA-24	Loheni	378002		

Select Reason

Select Reason

Children Education

Home Repair

Car Purchase

ERROR:

- a) If Amount is lesser than 999, the input field will be red.

Amount	No. of Inst.	Avg. EMI
100		100
100		

Fig. a.1: if the value is lesser than 999

Amount	No. of Inst.	
1000		
1000		

Fig.a.2 if the value is greater than 999

- b) If the Amount is not divisible by No. of Inst., the field will turn red indicating an error.

Amount	No. of Inst.	Avg. EMI
1000	11	91
1000		

Fig.b.1. If the value of No. of EMIs is not divisible by 10s.

Amount	No. of Inst.	Avg. EMI
1000	10	100
1000		

Fig.b.2. If the value of No. of EMIs is divisible by 10s.

FOR NON-REFUNDABLE GPF WITHDRAWAL

Select the reason under the **drop-down menu** and enter the Amount.

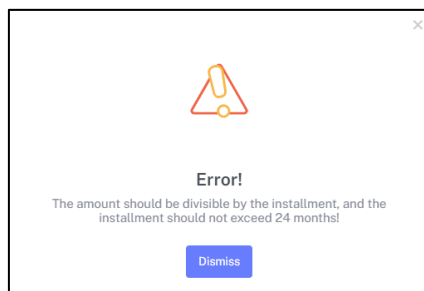
NOTE:

- The Amount must not be more than the GPF Withdrawal percentage of the Closing Balance.

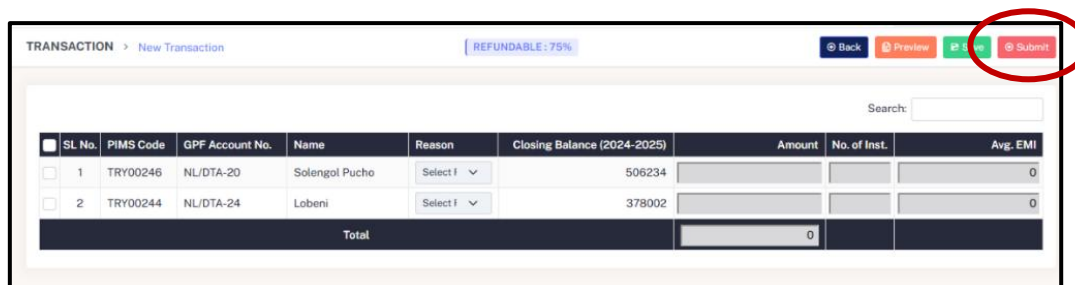
						Search: <input type="text"/>
<input type="checkbox"/> SL No.	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount
<input type="checkbox"/> 1	POL00254	NL/IG/233	Sunil Chaturvedi	Select Reason ▼	153167	
Total						0

ERROR:

If the Amount entered is greater than the Withdrawal Percentage, an error prompt will appear.

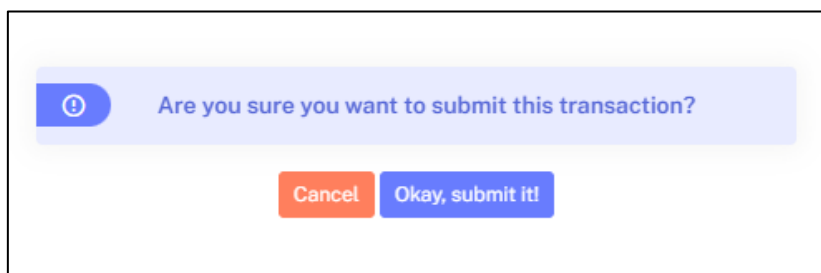


STEP-7: Click on Submit Button on the top right of the screen.

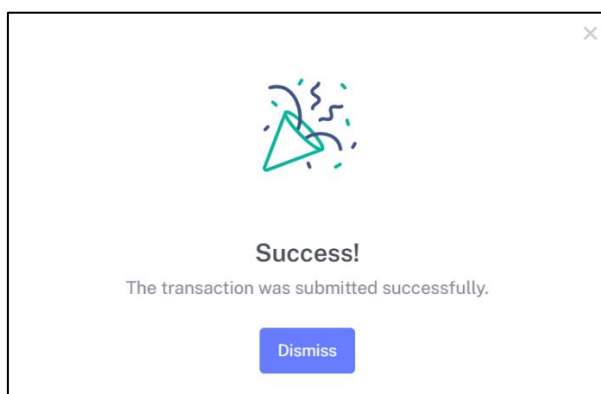
A screenshot of a "TRANSACTION > New Transaction" form. At the top right, there are buttons for "Back", "Preview", "Save", and "Submit". The "Submit" button is circled in red. Below the buttons is a search bar and a table with columns: SL No., PIMS Code, GPF Account No., Name, Reason, Closing Balance (2024-2025), Amount, No. of Inst., and Avg. EMI. The table has two rows of data and a "Total" row at the bottom. The "Amount" column has input fields for each row and the total row.

STEP-8: A pop up notification will appear.

Click on **Okay, Submit it!** Button to submit the changes or **Cancel** to go back.



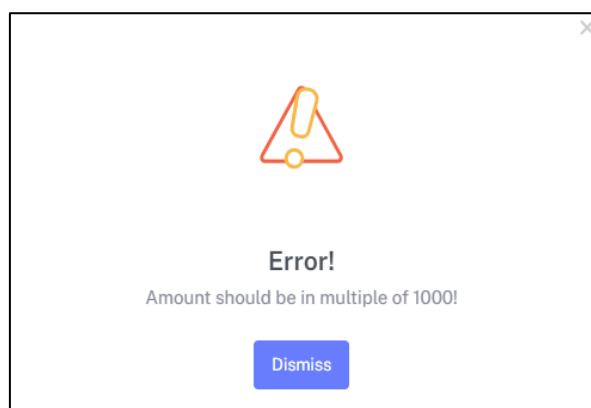
SUCCESS: A success message prompt will appear.



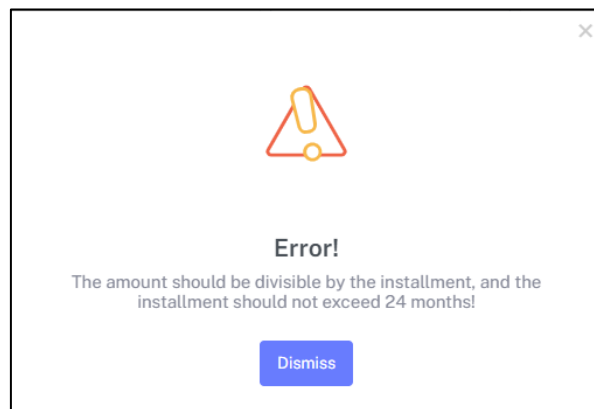
ERROR:

FOR REFUNDABLE GPF WITHDRAWAL

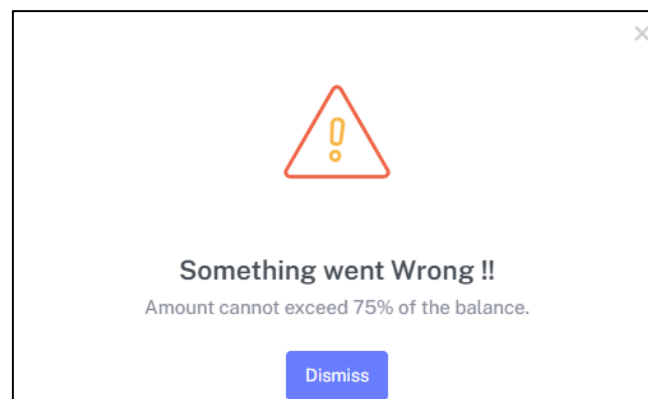
1. If the user tries to submit when the Amount value is not a multiple of 1000, an error pop up will appear.



2. If the user tries to submit when the Amount is not divisible by the No. of Installment and the No. of Inst. value exceeds 24.

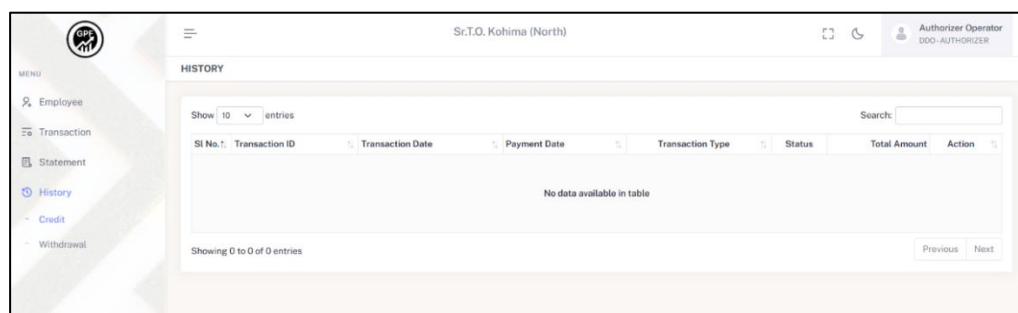


FOR NON-REFUNDABLE GPF WITHDRAWAL

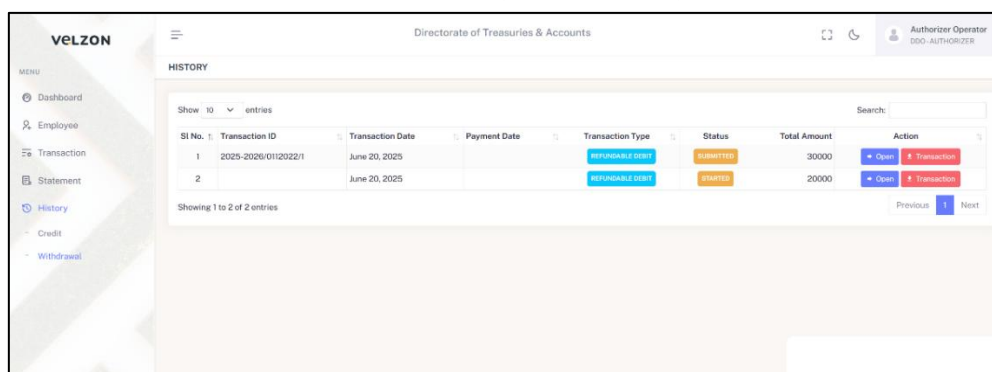


STEP-9: After successful transaction, user can view the details under history.

- In case of Credit, user can go to History> Credit.



- In case of Withdrawal, users can go to History> Withdrawal.



STEP-10: Click on the **Open** button against the Transaction you wish to see the details of.

The details of the the employees against the transaction will be shown along with the Status of their transaction.

NOTE: The status will be automatically updated in real-time based on the approval or rejection of the submitted document.

Upon Approval, the status will change to 'Approved'.

Upon Rejection, the status will change to 'Rejected'. The rejected file of the employee can be resubmitted by following the same procedure as before.

HISTORY > Transaction ID: 2025-2026/0112022/1 REFUNDABLE: 75% Back

Show 10 entries Search:

SL No.:	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount	No. of Inst.	Avg. EMI	Status	Remarks
1	TRY00244	NL/DTA-24	Lobeni	Children Education	211876	20000	20	1000	SUBMITTED	
2	TRY00309	NL/DTA-26	Limawatila	Home Repair	926766	10000	20	500	SUBMITTED	
Total						30000				

Showing 1 to 2 of 2 entries Previous 1 Next

Users can click on the **Download Transaction button** to download the transaction and have the physical copy to sign and then submitted to their Respective HoD.

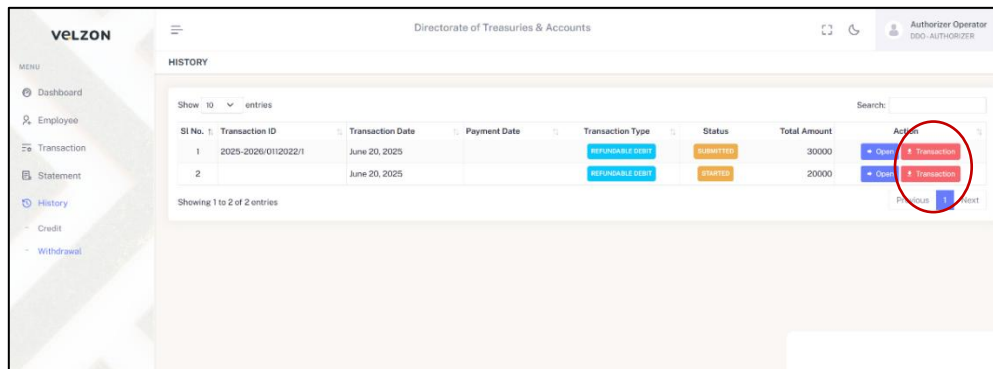



Fig.1 User can click on the **Download Transaction button**.



**Office of the
Directorate of Treasuries & Accounts
Nagaland, Kohima**

REFUNDABLE DEBIT - 75%

Transaction ID: 2025-2026/0112022/1
Demand No: 12 - Treasuries & Accounts
DDO Code: 0112022 - Directorate of Treasuries & Accounts

Annexure A

SI No	Name of Subscriber	PIMS Code	GPF Acc No	Reason	Closing Balance 2024-2025	Amount	Total Installments
1	Lobenli	TRY00244	NL/DTA-24	Children Education	2,11,876	20,000	20
2	Limawatila	TRY00309	NL/DTA-26	Home Repair	9,26,766	10,000	20
Total					11,38,642/-	30,000/-	

Total Amount Applied: Thirty thousand only

This is a eGPF Gr-IV system generated document.

Authorized Signatory

Page 1 of 1

Fig.2 The generated Transaction Format Report.

CHAPTER-3 SIDEBAR SUMMARY

1. Dashboard Section

Upon Logging in, the user is directed to the Dashboard Section. This section consists of a kanban view consisting of details for Total Employees, Retiring employees, withdrawals in progress and total number of withdrawals completed. A table consisting of all retiring employees for the current financial year is shown as well.

The screenshot displays the 'Police Headquarter' dashboard. It features a sidebar menu with options: Dashboard, Employee, Transaction, Statement, History, Credit, and Withdrawal. The main content area shows four summary cards: 'TOTAL EMPLOYEES' (117), 'RETIRING EMPLOYEES' (4), 'WITHDRAWAL IN PROGRESS' (1), and 'WITHDRAWAL COMPLETED' (10). Below these cards is a table titled 'Retiring employees in FY 2025-2026' with columns: SI No., PIMS Code, GPF PRAN No., Name, Father's Name, Gender, Mobile, Date of Joining, and Date of Retiring. The table lists 4 employees. At the bottom, it says 'Showing 1 to 4 of 4 entries' and '2025 © eGPF Grade-IV, Directorate of Treasuries & Accounts, Govt. of Nagaland'.

SI No.	PIMS Code	GPF PRAN No.	Name	Father's Name	Gender	Mobile	Date of Joining	Date of Retiring
1	POL00188	NL/G/143	Ayuba	Tenjenchiba	Male	N/A	May 12, 1990	May 31, 2025
2	POL00099	NL/G/147	Sise Livi	Lelietso Livi	Male	N/A	Aug. 10, 1990	Aug. 31, 2025
3	POL00174	7NAP/1062	C. Tiakaba Ao	Shri. C. Tiakaba Ao	Male	N/A	Feb. 1, 1991	Jan. 31, 2026
4	POL00256	7NAP/1057	Temjentoshi Ao	Shri. Temjentoshi Ao	Male	N/A	Jan. 3, 1991	Jan. 31, 2026

2. Employee Section

List of all employee listed against the DDO will be shown here.

The screenshot displays the 'List Of Employees' section. It features a sidebar menu with options: Dashboard, Employee, Transaction, Statement, History, Credit, and Withdrawal. The main content area shows a table with columns: SI No., PIMS Code, GPF PRAN No., Name, Father's Name, Gender, Mobile, Date of Joining, and Date of Retiring. The table lists 10 employees. At the bottom, it says 'Showing 1 to 10 of 117 entries' and '2025 © eGPF Grade-IV, Directorate of Treasuries & Accounts, Govt. of Nagaland'.

SI No.	PIMS Code	GPF PRAN No.	Name	Father's Name	Gender	Mobile	Date of Joining	Date of Retiring
1	POL00099	NL/G/147	Sise Livi	Lelietso Livi	Male	N/A	10-08-1990	31-08-2025
2	POL00100	NL/G/161	Thimseto Weo	Vikhosa	Male	N/A	07-10-1991	31-10-2026
3	POL00102	NL/G/155	Petenelle	Thepurielle	Male	N/A	26-08-1994	31-08-2029
4	POL00103	NL/G/168	Kozhasethoutuo Vizo	Li To-u	Male	N/A	22-04-1999	30-04-1934
5	POL00107	NL/G/162	Azuole Rio	Theichu Rio	Male	N/A	02-02-1996	28-02-1931
6	POL00108	NL/G/163	Dzesenieu	Zapuihou	Female	N/A	02-01-1998	31-01-1933
7	POL00109	NL/G/169	Cutatsolu	Kuelou	Female	N/A	03-12-1999	31-03-1933
8	POL00110	NL/G/19	Rokoseto	THEFFULIE	Male	N/A	09-03-2003	31-03-1938
9	POL00111	NL/G/205	R.Tongpangmenba Ao	Shri. R.Tongpangmenba Ao	Male	N/A	05-02-2004	28-02-1939
10	POL00112	NL/G/253	Bakrid Ali	Islam Mizan	Male	N/A	03-01-2009	31-01-1944

3. Transaction Section

A comprehensive list of all employees whose GPF transactions are scheduled to be processed or have undergone processing is displayed here for easy reference and tracking.

The screenshot shows the 'TRANSACTION' section of the 'Police Headquarter' system. The user is logged in as 'DDO Operator DDO-AUTHORIZER'. The interface includes a sidebar menu with options like Dashboard, Employee, Transaction, Statement, History, Credit, and Withdrawal. The main area displays a table with columns: Sl No., Transaction ID, Transaction Type, Transaction Date, Status, Total Amount, and Action. A message states 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons.

4. Statement Section

User can generate a detailed e-GPF account statement for any selected employee.

The screenshot shows the 'ACCOUNT STATEMENT' section. The user is logged in as 'Sr.T.O. Kohima (North)' and 'Authorizer Operator DDO-AUTHORIZER'. The interface includes a sidebar menu with options like Employee, Transaction, Statement, History, Credit, and Withdrawal. The main area has a 'Generate eGPF Account Statement' form with fields for 'Statement Type' (Normal Statement selected, Final Statement), 'Employee' (Select employee), and 'Financial Year' (Select financial year). A red button 'Generate & Download Statement' is present. To the right, there are 'Instructions' for Normal and Final Statements.

5. History

CREDIT: DDO can check the contributions details from Credit History.

NOTE: The Monthly Subscription, Refund and Other Credit (DA Arrear, ROP Arrear) will credit automatically from ePayBill after the payment is made in treasury.

a. Select the Financial Year from the drop-down menu.

The screenshot shows the 'CREDIT HISTORY' section. The user is logged in as 'Sr.T.O. Kohima (North)' and 'Authorizer Operator DDO-AUTHORIZER'. The interface includes a sidebar menu with options like Employee, Transaction, Statement, History, Credit, and Withdrawal. The main area displays a table with columns: Sl No., Transaction ID, Transaction Date, Payment Date, Transaction Type, Status, and Total Amount. A message states 'Showing 1 to 1 of 1 entries'. The table shows one entry for the financial year 2025-2026. A red circle highlights the '2025-2026' dropdown menu in the top right corner.

Sl No.	Transaction ID	Transaction Date	Payment Date	Transaction Type	Status	Total Amount
1	2025-2026/0228001/SC/1	June 21, 2025	April 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	547000

- b. The list of all credit details will be shown in the table.

Show	10	entries	Search:				
Sl No.:	Transaction ID	Transaction Date	Payment Date	Transaction Type	Status	Total Amount	Action
1	2024-2025/0228001/SC/12	June 21, 2025	March 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	547000	+ Open
2	2024-2025/0228001/SC/11	June 21, 2025	Feb. 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	513500	+ Open
3	2024-2025/0228001/SC/10	June 21, 2025	Jan. 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	513500	+ Open
4	2024-2025/0228001/SC/9	June 21, 2025	Sept. 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	484500	+ Open
5	2024-2025/0228001/SC/8	June 21, 2025	Aug. 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	489500	+ Open
6	2024-2025/0228001/SC/7	June 21, 2025	July 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	482500	+ Open
7	2024-2025/0228001/SC/6	June 21, 2025	June 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	482500	+ Open
8	2024-2025/0228001/SC/5	June 21, 2025	May 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	474000	+ Open
9	2024-2025/0228001/SC/4	June 21, 2025	April 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	478500	+ Open
10	2024-2025/0228001/SC/3	June 21, 2025	Dec. 1, 2024	SUBSCRIPTION CREDIT	COMPLETED	511500	+ Open
Showing 1 to 10 of 13 entries							Previous 1 2 Next

- c. Click on the **Open** button to view the list of employees against the specific transaction ID.

Sl No.:	Transaction ID	Transaction Date	Payment Date	Transaction Type	Status	Total Amount	Action
1	2024-2025/0228001/SC/12	June 21, 2025	March 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	547000	+ Open
2	2024-2025/0228001/SC/11	June 21, 2025	Feb. 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	513500	+ Open
3	2024-2025/0228001/SC/10	June 21, 2025	Jan. 1, 2025	SUBSCRIPTION CREDIT	COMPLETED	513500	+ Open

Fig.1. List of Transactions

Show 10 entries

Search:

SL No. #	PIMS Code	GPF Account No.	Name	Amount	Remarks
1	POL00100	NL/IG/161	Thinusetto Weo	1000	
2	POL00102	NL/IG/155	Petenellie	1000	
3	POL00103	NL/IG/168	Kezhaselhoutuo Vizo	2000	
4	POL00107	NL/IG/162	Atuolie Rio	3000	
5	POL00108	NL/IG/163	Dziesenieu	1000	
6	POL00109	NL/IG/169	Cutatsolu	500	
7	POL00110	NL/IG/19	Rokosieto	500	
8	POL00112	NL/IG/253	Bakrid Ali	5000	
9	POL00113	NL/IG/247	Keneingulie Shunyu	5000	
10	POL00114	NL/IG/249	Khriezophrenuo	3000	
Total				547000	

Showing 1 to 10 of 110 entries

Previous

1

2

3

4

5

...

11

Next

Fig.2. List of Employee against the transaction ID.

WITHDRAWAL: List of Employee's withdrawal history will be shown here.

- a) Select the Financial Year from the drop-down menu.

WITHDRAWAL HISTORY

2025-2026

Show10entries

Search:

2025-2026

2025-2026

2024-2025

2023-2024

Sl No.:	Transaction ID	Transaction Date	Payment Date	Transaction Type	Statement Type	Status	Total Amount	Action
1	2025-2026/0228001/4	June 23, 2025		NON REFUNDABLE DEBIT	NORMAL STATEMENT	SUBMITTED	100	+ Open
2	2025-2026/0228001/3	June 23, 2025		NON REFUNDABLE DEBIT	NORMAL STATEMENT	APPROVED	25012	+ Open
3	2025-2026/0228001/2	June 22, 2025		REFUNDABLE DEBIT	NORMAL STATEMENT	AUTHENTICATED	60000	+ Open

Showing 1 to 3 of 3 entries

Previous1Next

b) The list of all withdrawal details will be shown in the table.

Show 10 entries							Search:	
Sl No.	Transaction ID	Transaction Date	Payment Date	Transaction Type	Statement Type	Status	Total Amount	Action
1	2024-2025/0228001/NRA/3	June 21, 2025	Feb. 1, 2025	NON REFUNDABLE DEBIT	NONE	COMPLETED	295000	Open Transaction
2	2024-2025/0228001/NRA/2	June 21, 2025	Nov. 1, 2024	NON REFUNDABLE DEBIT	NONE	COMPLETED	3512000	Open Transaction
3	2024-2025/0228001/NRA/1	June 21, 2025	Dec. 1, 2024	NON REFUNDABLE DEBIT	NONE	COMPLETED	2179000	Open Transaction
Showing 1 to 3 of 3 entries								
							Previous	Next

c) Click on Open button to view the list of employee against the transaction ID.

Show 10 entries

Search:

SL No.	PIMS Code	GPF Account No.	Name	Reason
1	POL00245	NP/SB/1191	Suresh K Yadav	Pursuing of Higher Education (Rules 15 'A')
2	POL00309	SPK/AB/3755	Bendanglemba	Renovation, Reconstruction , Extension of the ancestral house inherited by the subscriber (Rules 15 'B')

Showing 1 to 2 of 2 entries

Previous

1

Next

d) Click on the Download Transaction button to download the Withdrawal report.

Show 10 entries							Search: <input type="text"/>	
Sl No.1	Transaction ID	Transaction Date	Payment Date	Transaction Type	Statement Type	Status	Total Amount	Action
1	2024-2025/0228001/NRA/3	June 21, 2025	Feb. 1, 2025	NON REFUNDABLE DEBIT	NONE	COMPLETED	295000	Open Transaction
2	2024-2025/0228001/NRA/2	June 21, 2025	Nov. 1, 2024	NON REFUNDABLE DEBIT	NONE	COMPLETED	3512000	Open Transaction
3	2024-2025/0228001/NRA/1	June 21, 2025	Dec. 1, 2024	NON REFUNDABLE DEBIT	NONE	COMPLETED	2179000	Open Transaction
Showing 1 to 3 of 3 entries								
							Previous	Next

Fig. 1. List of Transaction IDs

Office of the
Police Headquarter
Nagaland, Kohima

NON REFUNDABLE DEBIT - 75% (NORMAL STATEMENT)

Annexure A

Transaction ID: 2025-2026/0228001/4

Demand No: 28 - Civil Police

DDO Code: 0228001 - Police Headquarter

Sl No	Name of Subscriber	PIMS Code	GPF Acc No	Reason	Closing Balance 2024-2025	Amount
1	Sunil Chaturvedi	POL00254	NL/JG/233	Children Education	1,53,167	100
Total					1,53,167/-	100/-

Total Amount Applied: One hundred only

This is a eGPF Gr-IV system generated document.

Page 1 of 1

Authorized Signatory

Fig.2. The Downloaded Transaction Report