



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

eGPF Grade IV

**HoD (Head of Department)
User Manual- v 1.0**

**Prepared by:
IT Cell, DTA**

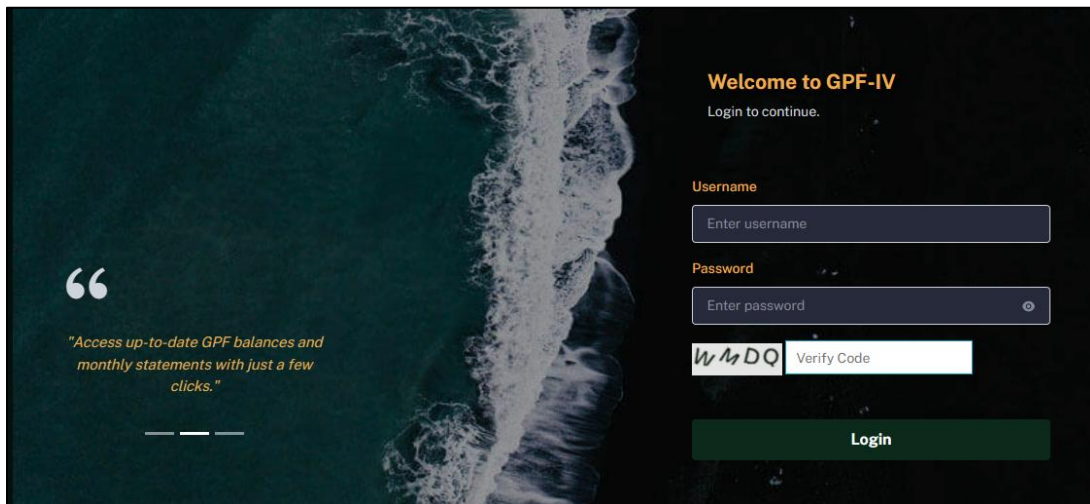
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CHAPTER 1: LOGIN PAGE

The login page consists of:

1. **Username field:** Type in your username in this field.
2. **Password field:** Type in your password in this field.
3. **Captcha:** Type in the Captcha as shown on the left side of the field.



User: HoD Assistant Account

CHAPTER 2: INITIATING A NEW SANCTION

Upon logging in, the user is directed to the Dashboard page. Here, the user is presented with an overview that includes the total number of employees, employees due for retirement, withdrawals in progress, and completed withdrawals. Additionally, a table displays detailed information about employees retiring in the current financial year.

The screenshot shows the Civil Police Dashboard. The top navigation bar includes the Civil Police logo, the user's name (Assistant Operator HOD-ASSISTANT), and a menu icon. The left sidebar contains a menu with 'Dashboard' (highlighted with a red box), 'Employee', 'Transaction' (with a red badge), and 'History'. The main content area displays four summary cards: 'TOTAL EMPLOYEES' (10,092), 'RETIRING EMPLOYEES' (366), 'WITHDRAWAL INPROGRESS' (3), and 'WITHDRAWAL COMPLETED' (192). Below these cards is a table titled 'Retiring employees in FY 2025-2026'.

Sl No.	PIMS Code	GPF PRAN No.	Name	Father's Name	Gender	Mobile	Date of Joining	Date of Retiring
1	POL09370	INAP/2901	PAKHIO KHIAMNIUNGAN	Shilen	Male	N/A	April 19, 1990	April 30, 2025
2	POL09529	1NAP/2898	RANJON MARAK	Lt. Jonsing	Male	N/A	April 6, 1990	April 30, 2025
3	POL03403	SPK/NCE/2053	Zhavinuo Angami	Lt. Kehophelhou	Female	N/A	May 1, 1990	April 30, 2025
4	POL05359	2275	Repatooshi Ao	Shri. Repatooshi Ao	Male	N/A	April 18, 1990	April 30, 2025
5	POL03091	N/A	N. Wokhango Lotha	Nkhumo Lotha	Male	N/A	April 5, 1990	April 30, 2025
6	POL03081	N/A	Temsuyapang Ao	Shri. Temsuyapang Ao	Male	N/A	May 1, 1990	April 30, 2025
7	POL00928	NP/SB/470	Imsukumba Ao	Shri. Imsukumba Ao	Male	N/A	Oct. 30, 1991	April 30, 2025
8	POL03023	N/A	Haopu Singsit	Shri. Haopu Singsit	Male	N/A	April 5, 1990	April 30, 2025
9	POL03075	N/A	Sangyang Khiamniungan	K. Khumong Khiamniungan	Male	N/A	April 15, 1990	April 30, 2025
10	POL09599	1NAP/2897	HEMEN SANGMA	SURESH MOMIN	Male	N/A	April 6, 1990	April 30, 2025

Note: Navigate to the **Transaction** page via the sidebar.

A badge is displayed beside the **Transaction** tab in the sidebar:

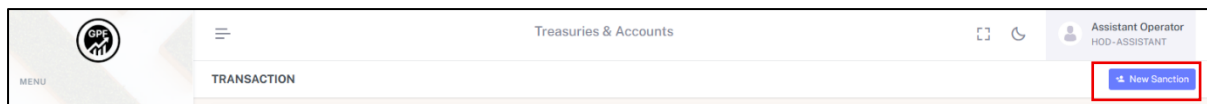
'0' indicates that no entries have been submitted by the DDO.

'1' or more indicates that entries are available for review or action.

The screenshot shows the Transaction page. The top navigation bar includes the Civil Police logo, the user's name (Assistant Operator HOD-ASSISTANT), and a menu icon. The left sidebar contains a menu with 'Dashboard', 'Employee', 'Transaction' (with a red badge), and 'History'. The main content area displays a 'TRANSACTION' section with a 'Show 10 entries' dropdown and a search bar. Below this is a table with columns: 'Sl No.', 'DDO Code', 'Transaction ID', 'Transaction Date', 'Transaction Type', 'Status', and 'Total Amount'. The table is empty, and a message 'No data available in table' is displayed. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

The screenshot shows the Transaction page with one entry. The top navigation bar includes the Civil Police logo, the user's name (Assistant Operator HOD-ASSISTANT), and a menu icon. The left sidebar contains a menu with 'Dashboard', 'Employee', 'Transaction' (with a red badge), and 'History'. The main content area displays a 'TRANSACTION' section with a 'Show 10 entries' dropdown and a search bar. Below this is a table with columns: 'Sl No.', 'DDO Code', 'Transaction ID', 'Transaction Date', 'Transaction Type', 'Status', and 'Total Amount'. The table contains one entry: '1', '0112022', '2025-2026/0112022/1', 'June 20, 2025', 'REFUNDABLE DEBT', 'SUBMITTED', and '30000'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

Step 1: To begin, click the '**New Sanction**' button at the top-right corner.



Step 2: Upon clicking:

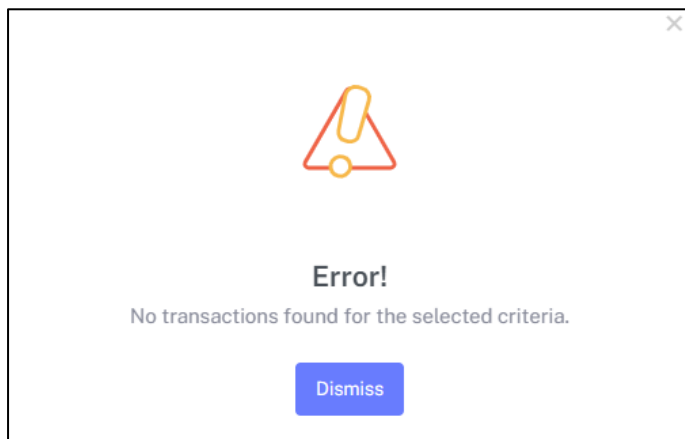
Select **Statement** Type for withdrawal.

Select the type of sanction: **Refundable, Non-Refundable**

Select the **percentage** of sanction if applicable and Click on **Submit**.

The screenshot shows a 'New Sanction' form. It has three sections, each with a green checkmark icon: 'Choose Statement Type for Withdrawal' with radio buttons for 'Normal Statement' and 'Final Statement'; 'Choose GPF Withdrawal Type' with radio buttons for 'Refundable' and 'Non-Refundable'; and 'Choose GPF Withdrawal Percentage' with radio buttons for '75%' and '90%'. Each set of radio buttons is enclosed in a red rectangular box. At the bottom right, there are two buttons: 'x Close' and 'Ok, Submit'.

Note: An error message appears if there are no transactions associated with the selected criteria.



Step 3: The DDO reviews and processes new sanction requests.

A list of **DDO Code** will be shown, enabling the user to select the desired entries.

Note: The Head of Department (HOD) can issue sanctions to one or multiple DDOs.

0112022

Search:

<input type="checkbox"/>	SL No.	DDO Code	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount	No. of Inst.	Avg. EMI	Remarks
<input type="checkbox"/>	1	0112022	TRY00244	NL/DTA-24	Lobeni	Children Education	211876	20000	20	1000	
<input type="checkbox"/>	2	0112022	TRY00309	NL/DTA-26	Limawatila	Home Repair	926766	10000	20	500	
Total								30000			

Note: The DDO may approve or reject individual employee entries.

If no selection is made, the sanction is considered rejected by default.

A **'Reject All'** button is also available for bulk rejection.

0112022

Search:

<input checked="" type="checkbox"/>	1	0112022	TRY00244	NL/DTA-24	Lobeni	Children Education	211876	20000	20	1000	
<input type="checkbox"/>	2	0112022	TRY00309	NL/DTA-26	Limawatila	Home Repair	926766	10000	20	500	Rejected
Total								30000			

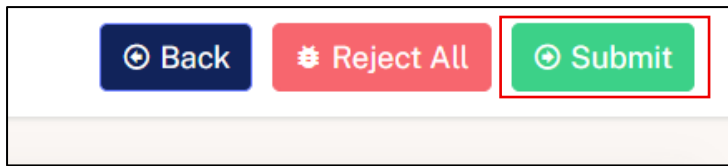
Note: Remarks are mandatory for all rejected entries.

Enter the reason for rejection:

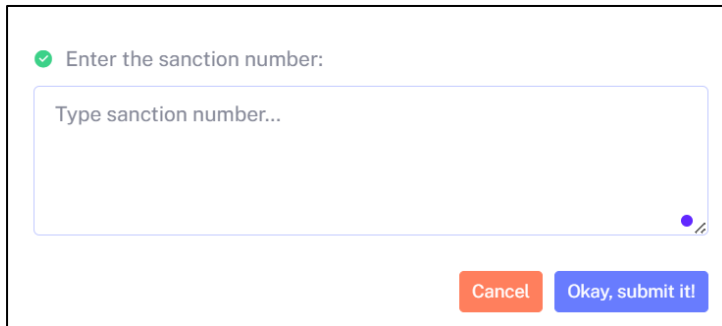
Type the reason...

CancelOkay, reject it!

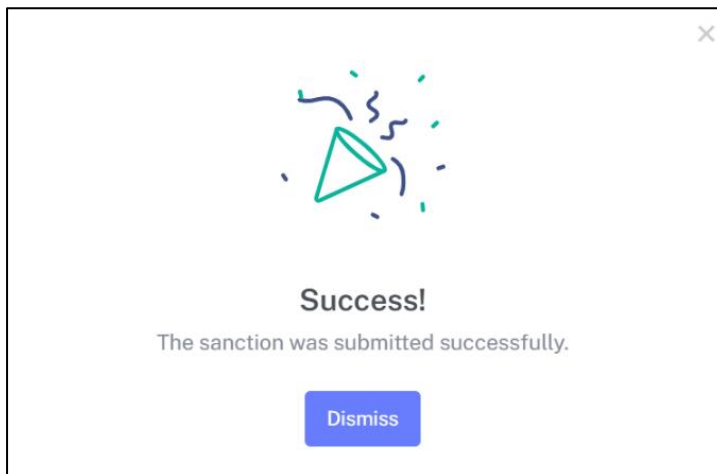
Step 4: Once the review is completed, click '**Submit**' button.



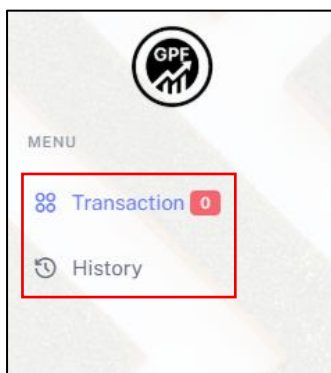
Step 5: A pop-up will appear prompting the user to enter the **Sanction Number** (provided by the HOD).



Note: Upon successful submission a confirmation pop-up appears.



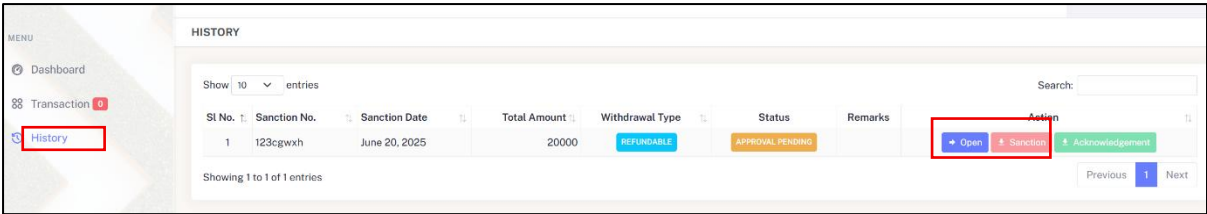
Note: The Transaction badge in the sidebar updates to '0'.



Note: The sanction entry moves to the **History** section with the status ‘Approval Pending’

Step 6: Go to the **History** page in the side bar menu and click ‘**open**’ to view the sanction details.

The ‘**Download Sanction**’ option will only be enabled after approval by the **Authorizer**.



Note: View **Sanction** details.

Search:								
SL No.	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount	No. of Inst.	Avg. EMI
1	TRY00244	NL/DTA-24	Lobeni	Children Education	211876	20000	20	1000
Total						20000		

User: Hod Authorizer Account

CHAPTER 3: REVIEW SANCTION

After logging in, the user is taken to the Dashboard page, which provides an overview of the total number of employees, upcoming retirements, withdrawals in progress, and completed withdrawals. It also includes a table with detailed information on employees retiring in the specified financial year.

The screenshot shows the Civil Police Dashboard for the Head of Department. It features a sidebar menu with options: Dashboard, Employee, Sanction (highlighted with a red badge), and History. The main content area displays four summary cards: TOTAL EMPLOYEES (10,092), RETIRING EMPLOYEES (366), WITHDRAWAL IN PROGRESS (3), and WITHDRAWAL COMPLETED (192). Below these is a table titled 'Retiring employees in FY 2025-2026'.

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Step 1: The Authorizer can access sanctions details under the Sanction tab in the side bar by clicking the 'Open' button.

Actions available:

Approve – To approve an individual sanction, click the 'Approve' button and confirm through the pop-up. Alternatively, use the 'Approve All' button located at the top-right corner to approve all sanctions at once.

Reject – Requires mandatory remarks stating the reason.

The screenshot shows the Sanction details page. It features a sidebar menu with options: Dashboard, Sanction (highlighted with a red badge), and History. The main content area displays a table of sanctions. At the top right, there is a red button labeled 'Approve All'. Below the table, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and buttons for 'Previous', 'Next', and '1'.

Sl No.	Sanction No.	Sanction Date	Total Amount	Withdrawal Type	Status	Action
1	123cgvwxh	June 20, 2025	20000	REFUNDABLE	APPROVAL PENDING	Open Approve Reject

Note: Open button to view sanction details.

Dashboard

Sanction

History

Search:

Sl. No.	PIMS Code	GPF Account No.	Name	Reason	Closing Balance (2024-2025)	Amount	No. of Inst.	Avg. EMI
1	TRY00244	NL/DTA-24	Lobenli	Children Education	211876	20000	20	1000
Total						20000		

Step 2: After reviewing the sanction letter, click ‘OK, approve’ to submit.

Are you sure you want to approve this sanction no., i.e 123cgwxh?

Cancel Okay, approve it!

Note: Upon successful submission: A pop-up appears.

Success!
The sanction was approved successfully.

Dismiss

Post Approval Actions:

Note: Once approved, the sanction:

- Is visible under the **History** page.
- Status is updated to ‘Approved’.
- The ‘**Download Sanction**’ option becomes active.

Dashboard

Sanction

History


Show 10 entries

Search:

Sl No.	Sanction No.	Sanction Date	Total Amount	Withdrawal Type	Status	Remarks	Action
1	123cgwxh	June 20, 2025	20000	REFUNDABLE	APPROVED		<div><div>Copy</div><div>Sanction</div><div>Acknowledgement</div></div>

Showing 1 to 1 of 1 entries

Step 3: After downloading, a hard copy with the **Authorizer's signature** must be submitted to the **Directorate of Treasuries and Accounts**.



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

REFUNDABLE - 75%

Sanction No: 123cgwxh
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	Lobeni	TRY00244	NL/DTA-24	Children Education	2,11,876	20,000	20
Total					2,11,876/-	20,000/-	

Total Amount Applied: Twenty thousand only

Authorized Signatory

This is a eGPF Gr-IV system generated document.

Note: The Acknowledgment File can be downloaded only after it is authenticated by the Directorate. Once downloaded, the sanction letter must be submitted to the respective treasury office for further processing and payment.

