

ANNEXURE-1

Procedure for GPF Transfer Outprocess and record maintenance

Requirement Specification: this procedure is made to maintain the data regarding the GPF transfer details employee. Concern DDO need to upload the GPF forward letter sent to CCA and maintained required details.

Program Specification:

- T – code - ZHCM_GPF_TRFOUT_SETL
- User Authorization Role - ZHCM_GPF_FINAL_SETL

Follow the below steps to maintain the record.

Step 1 -Execute the T-Code ZHCM_GPF_TRFOUT_SETL

Following input screen will appear, enter the required Details and click on Execute Button (Blue Outline)



STAFF TRANSFER OUT DETAILS

Circle Name	1100
SSA Name	
Calendar Month	7
Year	2023

Step 2 –list of employee who has been transferred out from the input circle code will be shown for the mentioned month in the first step. (List shown below)

GPF Transfer out process- After Relieving

BSNL Emp transferred out from Corporate Office

Staff Transfer Out Details:07-2023

New Circle Name	New SSA Name	HRMS_NO.	PERNR NO.	Employee Name	New DDO Name	Relieving Date	Old Circle Name	Old SSA Name	Upload status	Date of Dispatch to
Network For Spectrum Circle	NFS-CO NEWDELHI	199405848	99405848	ANUP KUMAR VERMA	RAJ TYAGI	06.07.2023	Corporate Office	CO,New Delhi		
Madhya Pradesh Telecom Circle	CO ,Bhopal	198809747	98809747	Rakesh Kumar Gupta	PRADEEP TIWARI	04.07.2023	Corporate Office	CO,New Delhi	YES	27.01.2023
Rajasthan Telecom Circle	CO , Jaipur	199507022	99507022	KAMAL KUMAR KUMAWAT	SRI KUSH KUMAR SHARM	19.07.2023	Corporate Office	CO,New Delhi	YES	27.01.2023
Core Network(Tx-North), Delhi	JAIPUR	199409809	99409809	RAMESH KUMAR	Kanti Sharma	19.07.2023	Corporate Office	CO,New Delhi		
Corporate Office	CO,New Delhi	199003047	99003047	DEO PRAVIN BALKRISHNA	Rajneesh Narayan	05.07.2023	Corporate Office	CO,New Delhi		

Step 3 – Select the record (as highlighted in above pic) for which you want to maintain the data and click on execute button. You will be redirected to the following screen.

System Help

GPF Transfer out process- After Relieving

Employee Details:

Employee Number	99405848	ANUP KUMAR VERMA	Personnel Subarea	6801	NFS-CO NEWDELHI
Father/Husband Name	DR RAM RATAN VERMA		Employee Group	2	Absorbed
Designation	1040	Asst. General Manager (Regular)	Employee Subgroup	01	Group A
Date of Birth	22.09.1964		Pay Scale Group	IDS-E5	
Date of Joining	25.07.1994		Pay Scale Type	IS IDS	
Relieving Date	06.07.2023		Basic Pay on Date of Relieving	55,150.00	
Personnel Area	6800	Network For Spectrum Circle	DA on Date of Relieving	113,388.40	
Business Area	6601	NFS-Network for Spectrum Circle	Basic + DA on Date of Relieving	168,538.40	
PAO Code	077177		GPF Id.	GMTD-3015	
DDO Code	201540				

LPC Details

LPC Generation date: 28.01.2023
 LPC Generated by PERNR: 1002801

NOTE:- 1. Date of dispatch to CCA and LPC Generation Date should not blank.
 2. Only PDF file of max size 50kb to be uploaded.

GPF Details

GPF Balance without interest: 198,312.00
 GPF Interest till date: 7.00
 Total GPF outstanding balance: Total 198,319.00

Date of Dispatch to CCA: 28.01.2023

Buttons: Upload GPF Frwd Letter, DMS Doc.No., Doc.Type, Download GPF Frwd Letter, Save Data

Step 4 - Please fill all the required details as shown in above pic and upload the GPF Forward letter as shown below-

System Help

GPF Transfer out process- After Relieving

Employee Details:

Employee Number	99405848	ANUP KUMAR VERMA	Personnel Subarea	6801	NFS-CO NEWDELHI
Father/Husband Name	DR RAM RATAN VERMA		Employee Group	2	Absorbed
Designation	1040	Asst. Gen.	Employee Subgroup	01	Group A
Date of Birth	22.09.1964		Pay Scale Group	IDS-E5	
Date of Joining	25.07.1994		Pay Scale Type	IS IDS	
Relieving Date	06.07.2023		Basic Pay on Date of Relieving	55,150.00	
Personnel Area	6800	Network For Spectrum Circle	DA on Date of Relieving	113,388.40	
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LPC Details

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Buttons: Upload GPF Frwd Letter, DMS Doc.No., Doc.Type, Download GPF Frwd Letter, Save Data

Select File For DMS upload

Look in: GPF Test bulk file

Name	Date modified	Type
GPF Letter - Test employee	20-11-2023 14:55	Adobe Acrobat Document
mootan	10:12	Adobe Acrobat Document
pcgprint	09:59	Adobe Acrobat Document
Procedure for Final GPF	20-11-2023 14:55	Adobe Acrobat Document
test9	11-12-2023 13:56	Microsoft Word Document

File name: GPF Letter - Test employee
 Files of type: All Files (*.*)

Buttons: Open, Cancel

To upload file click on Upload button (Blue circle in above picture) and select the file to be uploaded (Only pdf file less than 50kb).

After filling all the details click on the save button.

After saving the record "Upload Status" and "Date of Dispatch to CCA" will be updated in the list as shown below.

BSNL Emp transferred out from Corporate Office

Staff Transfer Out Details:07-2023

ES	New Circle Name	New SSA Name	HRMS_NO.	PERNR NO.	Employee Name	New DDO Name	Relieving Date	Old Circle Name	Old SSA Name	Upload status	Date of Dispatch to
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	Core Network(Tx-North), Delhi	JAJPUR	199409809	99409809	RAHESH KUMAR	Kanti Shama	19.07.2023	Corporate Office	CO,New Del		
	Corporate Office	CO,New Delhi	199003047	99003047	DEO PRAVIN BALKRISHNA	Rajneesh Narayan	05.07.2023	Corporate Office	CO,New Delhi		

Step 5 – on executing the prefilled record, you will be redirected to the display mode as shown below-

GPF Transfer out process- After Relieving

Employee Details:

Employee Number	99405848	ANUP KUMAR VERMA	Personnel Subarea	6801	NFS-CO NEWDELHI
Father/Husband Name	DR RAM RATAN VERMA		Employee Group	2	Absorbed
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PAO Code	077177		GPF Id.	GMTD-3015	
DDO Code	201540				

LPC Details

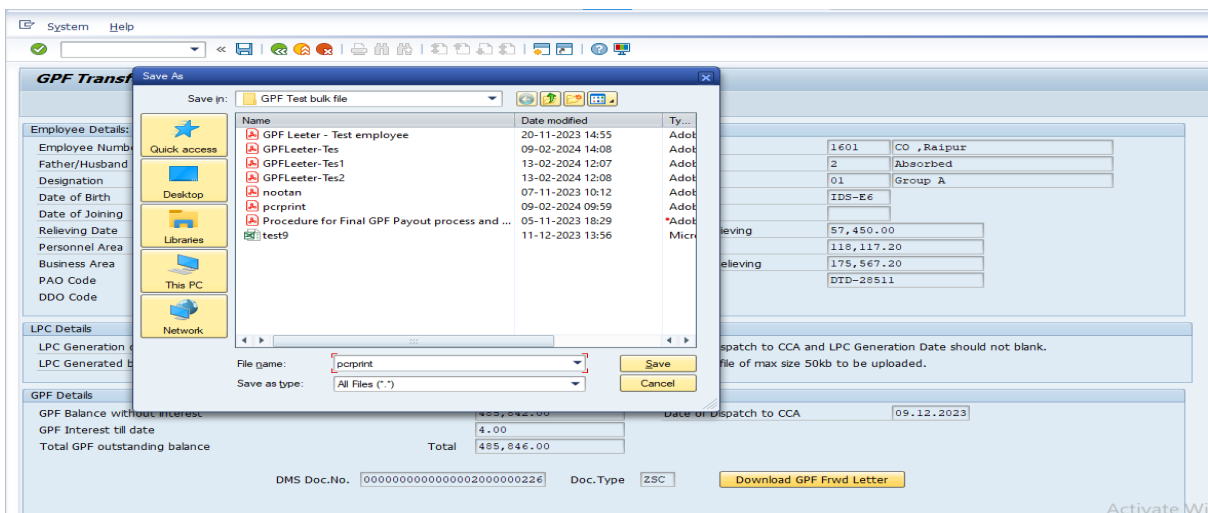
LPC Generation date	28.01.2023	NOTE:- 1. Date of dispatch to CCA and LPC Generation Date should not blank.
LPC Generated by PERNR	1002801	2. Only PDF file of max size 50kb to be uploaded.

GPF Details

GPF Balance without interest	198,312.00	Date of Dispatch to CCA	28.01.2023
GPF Interest till date	7.00		
Total GPF outstanding balance	Total 198,319.00		

DMS Doc.No. 000000000000005000000040 Doc.Type ZPY [Download GPF Frwd Letter](#)

You can download the uploaded document by clicking on the “Download GPF FRWD Letter” Button. You will be asked to save the document as shown in below pic.



Please Name the file and save at desired location.