User Manual
for
Online GPF Information System

Document No : NIC-MNSC-GPF-002
Version 1.0

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Manipur State Centre
Department of Electronics & Information Technology
Ministry of Communications & Information Technology
Government of India
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<table>
<thead>
<tr>
<th></th>
<th>Group/ Individual</th>
<th>Name &amp; Description</th>
<th>Signature</th>
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<tr>
<td>Prepared by :</td>
<td>O. Tombi Singh, SA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewed by :</td>
<td>Project Leader</td>
<td>L. Dhaneshwar Singh, PSA</td>
<td></td>
</tr>
<tr>
<td>Approved by:</td>
<td>SIO, NIC, Manipur</td>
<td>Kh. Rajen Singh, STD</td>
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Amendment Log

<table>
<thead>
<tr>
<th>Version No</th>
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</tr>
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<tbody>
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<td>23/07/2014</td>
<td></td>
<td>First Release</td>
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</tr>
</tbody>
</table>

## Contents

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Role</th>
<th>Task</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Subscribers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Login</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>OTP Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Statement of GPF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>GPF Credit Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Missing Credit Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>Change PIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Forgot PIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Drawing &amp; Disbursing Officer (DDO)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Login</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>OTP Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Get Subscribers Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Change PIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Forgot PIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Treasury Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Login</td>
<td></td>
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</tr>
<tr>
<td>3.2</td>
<td>OTP Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Get Subscribers Details</td>
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<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Change PIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Forgot PIN</td>
<td></td>
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PART – I

GPF Subscribers
1.1 Login

Step 1: Go to [http://agmpr.cag.gov.in](http://agmpr.cag.gov.in)
Step 2: Click on the link “Online GPF Information System”
Step 3: Click **Subscriber Login** button

![User Manual Fig 1.1: Online GPF Information System](image)

**Fig 1.1: Online GPF Information System**

Step 4: Select GPF Series Name
Enter Account No and Enter PIN (received from AG Manipur)
Enter CAPTCHA (not case sensitive) and click **Submit** button

![User Manual Fig. 1.2: Login page](image)

**Fig. 1.2: Login page**
1.2 OTP (One Time Password) Verification

Step 1: Login as Subscriber
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant
Step 3: Click Submit button

![OTP Verification](image1)

Fig. 1.3: OTP Verification

1.3 Statement of GPF

Step 1: Login as Subscriber
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant
Step 3: Click Statement of GPF button

![Subscriber’s Main Page](image2)

Fig. 1.4: Subscriber’s Main Page

Step 4: Select Financial Year
Step 5: Click Download Statement button

![GPF Download Statement](image3)

Fig. 1.5: GPF Download Statement
OFFICE OF THE ACCOUNTANT GENERAL (A & E) MANIPUR, IMPHAL
Statement of G.P.F Accounts for the year ended March 2014

<table>
<thead>
<tr>
<th>Subscriber’s Name</th>
<th>N. SUNITA DEVI</th>
<th>Series ID: M/MED</th>
<th>Account No. 3819</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>01/03/1969</td>
<td>Treasury: Thoubal Treasury</td>
<td>Interest Rate: 8.70</td>
</tr>
<tr>
<td>DDO:</td>
<td>CHIEF MEDICAL OFFICER, THOUBAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Subscription</th>
<th>Refund</th>
<th>Others</th>
<th>Category</th>
<th>Total</th>
<th>Debit</th>
<th>Type</th>
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<tbody>
<tr>
<td>SEP/2013</td>
<td>6000</td>
<td>0</td>
<td>0</td>
<td></td>
<td>6000</td>
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</tr>
<tr>
<td>OCT/2013</td>
<td>3000</td>
<td>0</td>
<td>0</td>
<td></td>
<td>3000</td>
<td>0</td>
<td></td>
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<tr>
<td>NOV/2013</td>
<td>3000</td>
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<td>0</td>
<td></td>
<td>3000</td>
<td>0</td>
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<tr>
<td>DEC/2013</td>
<td>3000</td>
<td>0</td>
<td>0</td>
<td></td>
<td>3000</td>
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<tr>
<td>MAR/2014</td>
<td>9000</td>
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<td>0</td>
<td></td>
<td>9000</td>
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**SUMMARY**

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<th>Balance 1</th>
<th>Balance 2</th>
<th>Total</th>
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<tr>
<td>Opening Balance</td>
<td>3,16,927</td>
<td></td>
<td>3,16,927</td>
</tr>
<tr>
<td>Deposits</td>
<td>24,000</td>
<td></td>
<td>24,000</td>
</tr>
<tr>
<td>Withdrawals</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest</td>
<td>28,269</td>
<td></td>
<td>28,269</td>
</tr>
<tr>
<td>*Closing Balance</td>
<td>3,69,196</td>
<td></td>
<td>3,69,196</td>
</tr>
</tbody>
</table>

(Rupees Three Lakh Sixty-Nine Thousand One Hundred Ninety-Six) Only

The closing balance shown in this statement is liable to variation due to incorporation of recoveries/withdrawals/remitances, if any, not reflected in the accounts so far due to various reasons. Further, interest on missing credits/debits would be allowed/charged as per GPF rules.

Missing credit(s) if shown in this statement may be ignored if the same is incorporated/adjusted in subsequent months.

* This also includes interest accrued on: (1) deposits during the year and (2) adjustment of Missing Credits/Debits as well as excess/less credits/debits for the earlier years and brought to the accounts of the subscriber during the year.

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Fig. 1.7: GPF Statement

NIC-MNSC-GPF-002  | Version 1.0  | Release: 23/07/2014  | Page No.: 8
1.4 GPF Credit Details

Step 1: Login as Subscriber
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant
Step 3: Click **GPF Credit Details** button to get Credit details for the current financial year

1.5 Missing Credit Details

Step 1: Login as Subscriber
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant
Step 3: Click **Missing Credit Details** button

1.6 Change PIN

Step 1: Login as Subscriber
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant
Step 3: Click **Change PIN** button

![Change PIN](image)

**Fig. 1.6: Change PIN**
Step 4: Enter Series Name, Account Number, Date of Birth (dd/mm/yyyy format), Registered Mobile No, CAPTCHA, Old PIN and the New PIN

Step 5: Click **Change PIN** button

### 1.7 Forgot PIN

Step 1: Go to [http://agmpr.cag.gov.in](http://agmpr.cag.gov.in)
Step 2: Click on the link **Online GPF Information System**
Step 3: Click **Subscriber Login**
Step 4: Click **Forgot Password**

![Subscriber Login](image)

*Fig. 1.7: Forgot PIN*
PART – II

Drawing & Disbursing Officer (DDO)
2.1 Login

Step 1: Go to http://agmpr.cag.gov.in
Step 2: Click on the link Online GPF Information System
Step 3: Click DDO Login

![DDO Login](image)

**Fig 2.1**: Online GPF Information System

Step 4: Enter 7 digit DDO code
Enter PIN (received from AG Manipur)
Enter CAPTCHA (not case sensitive) and click Submit button

![DDO Login](image)

**Fig. 2.2**: Login page
2.2 OTP (One Time Password) Verification

Step 1: Login as DDO  
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant  
Step 3: Click **Submit** button

![Fig. 2.3: OTP Verification](image)

2.3 GPF Credit of Subscribers

Step 1: Login as DDO  
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant  
Step 3: Select Series Code  
Step 4: Enter Account No and Click **Show GPF Credit** button

![Fig. 2.4: Show GPF Credit of Subscribers](image)
2.4 Change PIN

Step 1: Login as DDO
Step 2: Click Change PIN button

![Change PIN Form]

Fig. 2.6: Change PIN

Step 3: DDO Code, Registered Mobile No, Email, CAPTCHA, Old PIN and the New PIN
Step 4: Click Change PIN button
2.5  **Forgot PIN**

Step 1: Go to [http://agmpr.cag.gov.in](http://agmpr.cag.gov.in)
Step 2: Click on the link **Online GPF Information System**
Step 3: Click **DDO Login** button
Step 4: Click **Forgot Password** button

![Fig. 1.7: Forgot PIN](fig.png)
PART – III

Treasury Officer
3.1 Login

Step 1: Go to http://agmpr.cag.gov.in
Step 2: Click on the link Online GPF Information System
Step 3: Click Treasury Login

Fig 3.1: Online GPF Information System

Step 4: Select Treasury
Enter PIN (received from AG Manipur)
Enter CAPTCHA (not case sensitive) and click Submit button

Fig. 3.2: Login page
3.2 OTP (One Time Password) Verification

Step 1: Login as Treasury
Step 2: Enter OTP sent through registered mobile no as SMS at the particular instant
Step 3: Click Submit button

![Fig. 3.3: OTP Verification](image)

3.3 GPF Credit of Subscribers

Step 1: Login as Treasury
Step 2: Enter OTP sent through registered mobile no. as SMS at the particular instant
Step 3: Select Series Code
Step 4: Enter Account No
Step 5: Click on Show GPF Credit button

![Fig. 3.4: Show GPF Credit](image)

![Fig. 3.5: GPF Credit of Subscriber](image)

3.4 Change PIN
Step 1: Login as Treasury Officer

Step 2: Click **Change PIN** button

![Change PIN](image)

**Fig. 3.6: Change PIN**

Step 3: DDO Code, Registered Mobile No, Email, CAPTCHA, Old PIN and the New PIN

Step 4: Click **Change PIN** button

### 3.5 Forgot PIN

Step 1: Go to [http://agmpr.cag.gov.in](http://agmpr.cag.gov.in)

Step 2: Click on the link “Online GPF Information System”

Step 3: Click **Treasury Officer Login** and then Click on **Forgot Password** button

![Forgot PIN](image)

**Fig. 3.7: Forgot PIN**