# GOVERNMENT OF TELANGANA

## ABSTRACT

Telangana General Provident Fund (TGGPF) – Provision of Streamlined Online Services on IFMIS platform (e-GPF)– Operational Guidelines – Orders - Issued.

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## FINANCE (HRM.V) DEPARTMENT

**G.O.Ms.No.101** **Dated:13.08.2026**

**Read the following:**

1. General Provident Fund Rules, 1935.
2. G.O. Ms. No. 63, Fin. (Pen-I), Dt.5-1-1960.
3. G.O. Ms. No. 664, F&P, Dt. 2-3-1974.
4. G.O. Ms. No. 303, Fin. & Plg. Dt. 7-11-1974.
5. G.O. Ms. No. 37, F&P. Dt.19-2-1975.
6. G.O. Ms. No. 161, Fin. & Plg., Dt. 15-4-1977.
7. G.O. Ms. No. 272, Fin. & Plg., Dt. 20-10-1978.
8. G.O. Ms. No. 317, Fin. & Plg. (Pen-I), Dt. 5-11-1980.
9. G.O. Ms. No. 33, Fin, Dt. 19-2-1981.
10. G.O. Ms. No. 289, Fin., Dt.12-10-1981.
11. G.O. Ms. No. 240, F&P, Dt. 2-8-1984.
12. G.O. Ms. No.185, F&P (FW- Pn II) Dept, dtd:08.07.1988 for Class IV GPF.
13. G.O. Ms. No. 98, F&P., Dt. 19-6-1992.
14. G.O. Ms. No. 99, F&P, Dt. 19-6-1992.
15. G.O. Ms. No. 209, Fin. & Plg. Dt. 30-11-1992.
16. G.O. Ms. No. 359, F&P, Dt. 25-10-1993.
17. G.O. Ms. No.89, F&P (FW- Pen. II), Dept, Dt.04.03.1994 for Class IV GPF.
18. Cir. Memo No.29404/100/GPF/Pen.II/89,Dt.04.03.1994 for Class IV GPF.
19. G.O. Ms. No. 246, Fin, & Plg., Dt. 17-6-1994.
20. G.O. Ms. No. 264, Fin, & Plg., Dt. 17-6-1994.
21. Govt. Memo.No.23374/47/GPF/Pen.II/95, Dt.11.08.1995.
22. G.O. Ms. No. 42, F&P (FW.Pen.I) Dept, Dt. 29-01-2003.
23. G.O. Ms. No.69, Finance (TFR) Department, Dt:30.05.2016.

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## ORDER

The Telangana General Provident Fund (TGGPF) is a retirement cum savings scheme that ensures economic security to the subscribers upon their retirement, and to their dependents upon the demise of the subscribers. Additionally, TGGPF subscribers are permitted to withdraw a portion of the amount from their GPF accounts for the

reasons specified in the TGGPF Rules. The GPF accumulations are not liable for attachment under any decree of a Civil Court.

2. The GPF Rules came into force on 1st April, 1935 and the GPF Subscription was made mandatory w.e.f., 01.03.1963. Periodic revisions were made, and instructions were issued on implementation of the said rules vide the references read above.

3. Currently, employees are required to submit manual applications for availing TGGPF services such as changes to their GPF subscriptions, availing Temporary Advances, Part Final Withdrawals and Final Withdrawals. These requests are sanctioned by the competent authority based on the previous year's GPF slip issued by the Accountant General (AG), Telangana, and also the current year's subscriptions, arrears, and recoveries.

4. The Accountant General, Telangana has observed instances of excess payments and negative balances, attributable to errors in manual processing. In addition, PAG has also observed fraudulent/duplicate payments made because of lack of real time information on actual balances with the subscribers, DDOs and sanctioning authorities. This emphasizes the need to integrate payroll system, IFMIS bill processing system and the GPF software of AG, Telangana so as to address the above issues.

5. In this context, a detailed study of the processes revealed that the issues such as process delays, hardships faced by subscribers, scope for manual errors, etc., can be addressed by eliminating redundancies, digitalization of key processes, seamless integration of workflows with IFMIS and resolving the legacy issues. As part of this exercise, the various practices involved in the delivery of GPF services have been analyzed and standardized workflows have been arrived at for efficient and hassle-free service delivery to all subscribers.

6. Accordingly, the Government has decided to digitalize Telangana General Provident Fund (TGGPF) services through an online GPF application (e-GPF), fully integrated with IFMIS and the Accountant General (AG), Telangana. The application has been designed, developed, and deployed on the IFMIS portal, in consultation with key stakeholders including the Accountant General, Telangana, to facilitate end-to-end digital processing of GPF services for all Government employees whose final withdrawal cases are subject to scrutiny and subsequent authorization by the Accountant General. The module for processing Temporary Advances/Part Final Withdrawals of working employees shall be implemented in due course.

7. Therefore, upon careful examination, the Government hereby orders the implementation of digitalized TGGPF services (e-GPF) through the IFMIS portal, as Annexed to this order. It is further ordered that the instructions issued vide the references 2nd to 22nd read above shall stand superseded to the extent where such instructions are contrary to those provided herein in these orders.

8. The process and procedure pertaining to the online GPF services of All India Services that are governed by the All India Services (Provident Fund) Rules, 1955

shall be communicated through separate orders.

9. The Director of Treasuries and Accounts (DTA), Director of Works and Accounts (DWA), Pay and Accounts Officer, All Secretaries to Government, All Heads of Departments, Heads of all PSEs under Government of Telangana shall take the required action to ensure a seamless transition from the current manual system to the online processing system. The Accountant General, Telangana, Hyderabad may take suitable action for processing of Final Withdrawal cases received from the departments through online mode.

10. The user manual & online resources are available in the Tutorial Module in the respective IFMIS logins of the Stakeholders.

11. A copy of this order is available at **https://goir.telangana.gov.in//**

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**SIKTA PATNAIK**
**SPECIAL SECRETARY TO GOVERNMENT**

To
The Principal Accountant General (A&E), Telangana,
Hyderabad.
The Director of Treasuries & Accounts, Telangana,
Hyderabad.
The Director of Works & Accounts, Telangana,
Hyderabad.
The Pay & Accounts Officer, Telangana, Hyderabad.
The Director of State Audit, Telangana, Hyderabad.
The Director of Insurance, Telangana, Hyderabad.
All Special Chief Secretaries/Principal Secretaries/Secretaries to Government. All the Departments of Secretariat.
The Registrar General, High Court of Telangana, Hyderabad.
The Resident Commissioner of Telangana Bhawan,
New Delhi.
All the Heads of Departments.
All District Collectors.
All District Judges of Telangana.
Copy to:
The Chief Secretary to the Government of Telangana.
The Principal Secretary to Governor, Telangana, Hyderabad.
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.
The Secretary, Telangana Public Service Commission, Hyderabad.
All the District Treasury Officers (with copies for Sub-Treasury Officers).
The Chairman and Managing Director of Telangana GENCO/TRANSCO All District Educational Officers.
All the District Development Officer, Zilla Praja
Parishads. All District Panchayat Officers.

All Principals of Junior and Degree Colleges of Telangana.
All Mandal Development Officers.
All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries.
All Secretaries of Agricultural Market Committees through the Commissioner and Director of Marketing, Telangana.
All Commissioners/ Special Officers of Municipal Corporations & Municipalities.
The Commissioner Printing, Stationery and Stores Purchase,
Telangana (with a request to notify in the Telangana Gazette)
The General Administration (Cabinet) Department.
The General Administration (SW) Department
The Finance (BG) Department.
The Registrars of all the Universities in Telangana.

**//FORWARDED::BY ORDER//**



**SECTION OFFICER**

## ANNEXURE

*(Referred to in Para 7 of G.O.Ms.No.101, Finance (HRM.V) Department, Dt:13.08.2026)*

### A) OBJECTIVE\

The objective of this initiative is to simplify, streamline and digitalize the process of General Provident Fund (GPF) Final Withdrawal for employees through the IFMIS platform. It aims to ensure timely, accurate, secure, and transparent processing of final withdrawal applications from submission to authorization, while reducing delays, avoiding manual errors, eliminating excess or incorrect payments, and improving accountability through defined processing timelines.

### B) APPLICABILITY

1. These orders shall apply to all subscribers of General Provident Fund (GPF), governed by the applicable GPF Rules, who are eligible for Final Withdrawal and whose GPF accounts are maintained by the Accountant General.

*This includes, inter alia, Class I, II, and III employees, All India Service Officers, High Court Judges, TGSPSC/Lok Ayukta members, Panchayat Secretaries, and certain work-charged employees.*

2. These orders shall not apply to:

i. Class IV employees of the State;
ii. Employees of Local Bodies, Municipalities, Panchayat Raj Institutions, Zilla Parishads;
iii. Employees of Corporations, Societies, Aided Institutions, and Autonomous Bodies;
iv. Employees appointed on or after 01.09.2004 and covered under the New Contributory Pension Scheme; and
v. Any other category whose GPF accounts are not maintained by the Accountant General.

### C) SCOPE

The online e-GPF application enables processing of applications for:

1. Final Withdrawal of GPF on retirement.
2. Final Withdrawal of GPF in cases of voluntary retirement/medical invalidation.
3. Final Withdrawal of GPF in cases of resignation.
4. Final Withdrawal of GPF in cases of death.
5. Final Withdrawal of GPF in all other eligible cases as per applicable rules and executive instructions in force.

## D) ONLINE DELIVERY OF SERVICES

1. The services mentioned at Para C above shall be provided only in the online mode on IFMIS portal.
2. There shall be no manual processes and physical documents.
3. Online services on IFMIS portal shall be end to end i.e., from application to authorization and disbursal.
4. Intimations and digitalized documents shall be provided to all stakeholders on IFMIS portal.
5. Approved GPF Final Withdrawal proposals shall be integrated with the bills system to ensure automatic population of sanctioned amounts during payment processing, thereby eliminating manual entry errors.

## E) SERVICE DELIVERY PROCESSES

### 1) Availing GPF Final Withdrawal

#### a) Employee Login

i. The employee who is due for retirement or is eligible for final withdrawal shall access the e-GPF application in the IFMIS portal by logging in using employee code.
ii. The employee shall verify the basic details such as name, mobile number, email ID, employee ID, date of birth, designation, office details, GPF account number, and address which are all auto populated through existing data.
iii. The employee shall enter the required details such as account slip attachment, reason for stoppage of subscription, date of stoppage, and any other required particulars.
iv. The employee shall verify the GPF monthly deductions for the relevant year based on the opening balance as provided by the Accountant General and the deductions reflected in the system.
v. The employee shall verify the details of the offices they've worked in the last three years.
vi. The employee shall upload signature or thumb impression and may upload additional supporting documents, if required.
vii. The employee shall enter the place, declare that the information furnished is correct, and submit the application.
viii. The application form shall be auto-generated and made available for preview, submission, and print.
ix. Upon submission, the application shall be forwarded to the Drawing and Disbursing Officer (DDO).

x. The status of the proposal shall be visible to the employee in the IFMIS portal.

**b) DDO Login**

i. The DDO shall log into the IFMIS portal and access the list of e-GPF Final Withdrawal proposals.
ii. The DDO shall verify the employee basic details, family details, GPF account details, monthly deductions, and pending/paid/rejected advances, if any. If pending advances are present, the DDO must ensure that the bills are rejected through the respective DTOs/PAOs separately, before forwarding the application to the competent authority.
iii. The DDO shall verify the documents uploaded by the employee including account slip and supporting documents.
iv. The DDO shall upload digital signature, covering letter (mandatory), and any additional required documents such as Non-Drawl Certificate, Non-Payment Certificate, or other supporting records. In cases pertaining to death, both death certificate as well as family member certificate are mandatory.
v. The DDO shall select the Sanctioning Authority (SA), wherever applicable. In cases where the DDO himself/herself is the SA, the proposal may be forwarded directly to the employee for confirmation.
vi. The DDO shall complete Aadhaar-based eSign authentication and forward the proposal to the Competent Authority or directly to the employee, as applicable.
vii. The DDO shall check and certify for column 14(details of last fund deduction) and Column 17 (details of TA/PFW drawn during the last 12 months).

**c) SA/Competent authority Login**

A. The Sanctioning Authority (SA) shall log into the IFMIS portal and verify the employee details, family details, GPF details, deductions, advances, and all documents uploaded by the employee and DDO.
B. The Sanctioning Authority (SA) shall review the proposal and complete Aadhaar-based eSign authentication.
C. Upon verification, the Sanctioning Authority (SA) shall forward the proposal to the employee for final confirmation.

**d) Employee Confirmation**

i. The employee shall log in again and review the final proposal forwarded by the Competent Authority along with all attached documents.
ii. The employee shall either confirm the proposal or seek correction.

iii. If correction is required, the remarks shall be made visible to the DDO for necessary action.

iv. If the employee does not provide confirmation within six days from the date of receipt, the proposal shall be auto-forwarded to the Accountant General (AG).

**e) Accountant General (AG)**

i. The Accountant General shall process the proposal and communicate the response through IFMIS portal.

ii. After finalisation of the FW application, the e-authorisations are generated and pushed to DDO, DTO/PAO and the subscriber through IFMIS portal.

**2) Return of Application**

The application shall be diligently verified at all levels, and if any discrepancies requiring correction are identified, the same shall be communicated appropriately so as to avoid delays and ensure timely processing.

**3) Accountability**

a) All officers concerned such as DDO/DTO/PAO/SA shall be accountable for timely and accurate processing of the application without leaving any scope for improper verification and/or unwarranted delay.

b) In case of any lapses in this regard, appropriate action under the applicable CCA Rules shall be initiated against the concerned.

**4) Roles & Responsibilities**

The responsibilities of the key stakeholders shall be as follows.

**- Employee**

a) Furnishing accurate and updated details of self, family members, bank details, service particulars, GPF details, office details, and other required information.

b) Uploading account slip, signature mandate/thumb impression, and additional supporting documents, if any.

c) Reviewing and confirming the final proposal forwarded by Competent Authority within the stipulated timeline.

d) Reporting grievances, if any, to the DDO.

**- Drawing and Disbursing Officer (DDO)**

a. Receiving and verifying the Final Withdrawal application submitted by the employee.
b. Verifying employee details, family details, GPF deductions, pending advances, and uploaded documents.
c. Uploading mandatory covering letter and other required supporting documents.
d. Selecting the Competent Authority wherever applicable.
e. Completing Aadhaar-based eSign and forwarding the proposal to Competent Authority employee, as applicable.
f. Promptly addressing and reporting grievances, if any.

**- GPF Sanctioning Authority (GPFSA)/Competent Authority**

a) Verifying the application and supporting documents forwarded by the DDO.

b) Completing Aadhaar-based eSign authentication.

c) Forwarding the verified proposal to the employee for final confirmation.

d) Addressing reported grievances in a timely manner.

**- DTA/PAO/DWA**

a) Ensuring correctness of GPF related records and coordination wherever required.

b) Configuration and maintenance of SA login access wherever applicable.

c) Addressing reported grievances in a timely manner.

**- IFMIS**

a) Design, development, deployment, and maintenance of e-GPF Final Withdrawal Application.

b) Provision of required dashboards, analytics, storage, and bandwidth.

c) API integration with Accountant General and Bills module for seamless processing.

d) Timely response to change requests and technical issue resolution.

**5) Timelines**

The stakeholders shall strictly adhere to the timelines as detailed below:

| Sl. No. | Activity / Process Step | Timelines |
|---|---|---|
| 1 | Submission of Final Withdrawal application by the employee | Any time within one year prior to the retirement date or as per eligibility |
| 2 | Verification of application by DDO and forwarding to SA/Employee | Within 7 working days from the date of receipt of application/resubmitted application |
| 3 | Verification of application by SA/ Competent authority and forwarding to Employee | Within 7 working days from the date of receipt of application |
| 4 | Employee confirmation of final proposal | Within 6 days from the date of receipt of proposal |
| 5 | Auto-forwarding to AG if employee does not confirm | On completion of 6 days |
| 6 | AG response through IFMIS portal | As per timelines in citizen's charter. |

**6) Onset**

From the date of issue of these orders, all applications for GPF Final Withdrawal shall only be processed through the e-GPF application made available in IFMIS. No manual application shall be accepted in this regard.

**7) Compliance**

All stakeholders shall adhere to the timelines mentioned in this order. Failure in this regard shall invite appropriate disciplinary action.

**8) Security**

In order to ensure data security and process integrity, all forwarding actions by the Competent Authority under the e-GPF application shall be made only through mandatory Aadhaar-based eSign authentication.

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