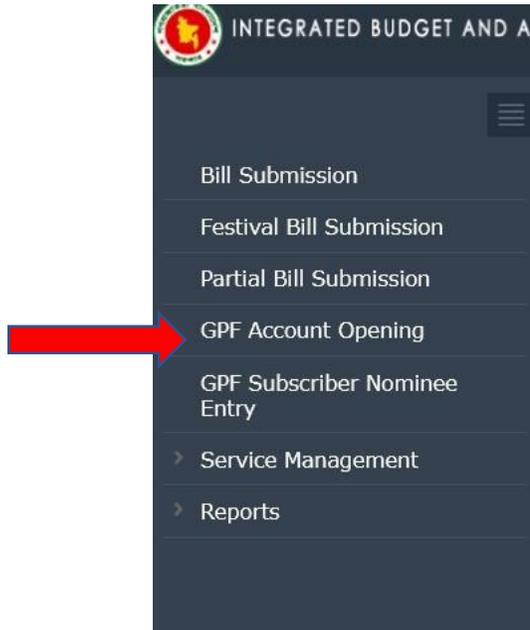


GPF ACCOUNT OPENING

MENU NAME: GPF Account Opening

This menu enables the Self Drawing Officers (Budget Execution Module User with iBAS++ user id) to **open a New GPF Account** through iBAS++ System (online) for an Employee who doesn't have a GPF Account.

GPF ACCOUNT OPENING



Click on "GPF Account Opening" menu.

GPF ACCOUNT OPENING

GPF Account Opening

Pay Point : **CAFO Health & Family Welfare**





Click on the **Go** button

EMPLOYEE BASIC INFO, SUBSCRIPTION INFO ENTRY and NOMINEE INFO ENTRY will be displayed automatically.

GPF ACCOUNT OPENING

SUBSCRIPTION INFO ENTRY

Subscription Starting Fiscal Year (Salary) :

Subscription Starting Fiscal Period (Salary) :

Subscription Amount :

Profit Applicable : Yes No



Insert **Subscription Amount** and Click **Profit Applicable**.

- Subscription amount must be between 5% and 25% of the basic pay.
- If profit is applicable (the subscriber wants to get profit), then click Yes. If profit is not applicable (the subscriber doesn't want to get profit), then click No.

GPF ACCOUNT OPENING

NOMINEE INFO ENTRY ←

Nominee Type	NID	Birth Registration No	Date of Birth	Nominee Name	Guardian Name	Relation	Address	Share(%)	
Select Type ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Relationship ▼	<input type="text"/>	<input type="text"/>	Add

Save Print

↑



Insert information in the NOMINEE INFO ENTRY and then click on the **Save** button.

- Click “Add” if want to add more than one Nominee.
- If Nominee Type is “Adult”, insert NID and Date of Birth of Nominee. Nominee Name will appear automatically. Then, insert Relation, Address and Share.
- If Nominee Type is “Minor”, insert Birth Registration No, Date of Birth, Nominee Name, Guardian Name, Relation, Address and Share.
- Click **Save** button for saving information.

GPF ACCOUNT OPENING

NOMINEE INFO ENTRY

Nominee Type	NID	Birth Registration No	Date of Birth	Nominee Name	Guardian Name	Relation	Address	Share(%)	
Select Type ▼						Select Relationship ▼			Add

Save Print 



Click on the **Print** button.

GPF ACCOUNT OPENING FORM

SUBSCRIBER INFORMATION

Subscriber's Name:
Subscriber's NID:
Father's Name:
Designation:
Basic:
Office:
Religion:
Marital Status:

SUBSCRIPTION INFORMATION

Subscription Starting Fiscal Period (Salary):
Subscription Starting Fiscal Year (Salary):
Subscription Amount:
Profit Applicable:

NOMINEE INFORMATION

Nominee Type*	Nominee Name	Guardian Name	NID	Birth Reg No.	Date Of Birth	Relation	Address	Share (%)

Signature (with Date) of Subscriber

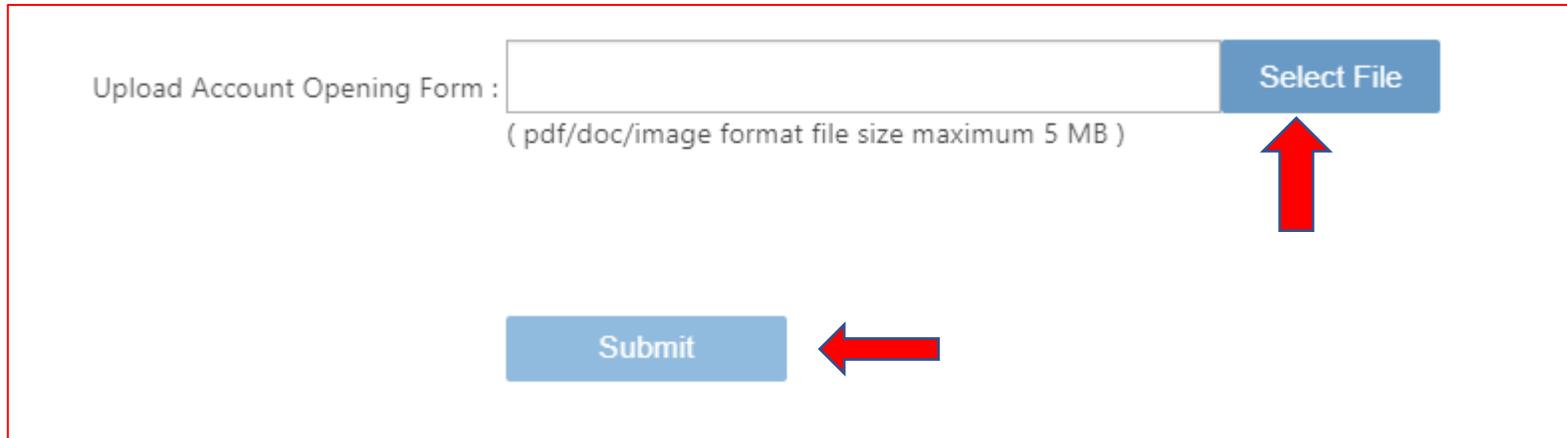
Signature (with Date & Seal) of Office Head

After clicking the **Print** button, this doc will be downloaded in another Tab. Print it and put Signature of the Subscriber and Signature of the Office Head. Scan the document.

GPF ACCOUNT OPENING

Upload Account Opening Form :

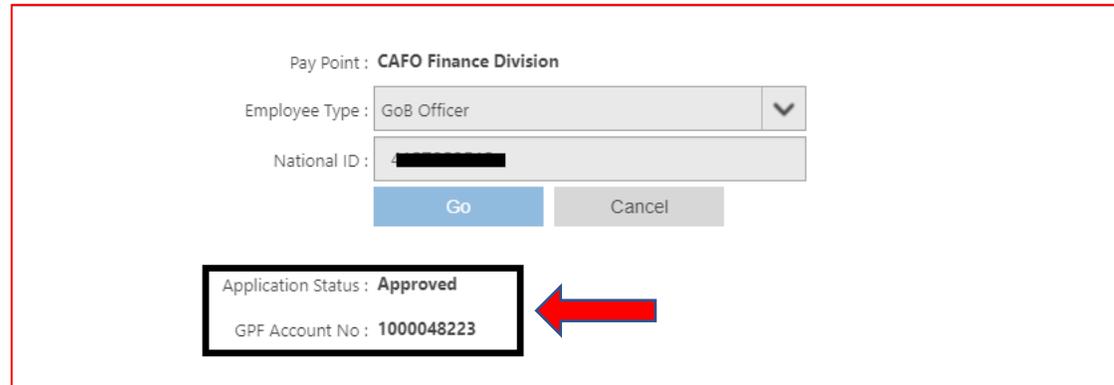
(pdf/doc/image format file size maximum 5 MB)



Upload the previously scanned doc by clicking “Select File” button. Then click on the “Submit” button.

- After clicking on the Submit button, an OTP will be sent to the user’s registered mobile phone number. Type the OTP and then click Ok.
- This is the end of New GPF Account Opening process by Self Drawing Officers (Budget Execution Module User with iBAS++ user id).

GPF ACCOUNT OPENING



Pay Point : **CAFO Finance Division**

Employee Type : GoB Officer

National ID : [REDACTED]

Application Status : **Approved**

GPF Account No : **1000048223**

A red arrow points to the Application Status and GPF Account No fields.

- When Accounts Office will Approve the Application, the Applicant will get a unique GPF Account Number and GPF Subscription will be deducted from his salary bill automatically.
- The unique GPF Account Number will be displayed in the same menu and Application Status will be shown as “Approved”.
- The Applicant will also get an SMS in his registered Mobile.