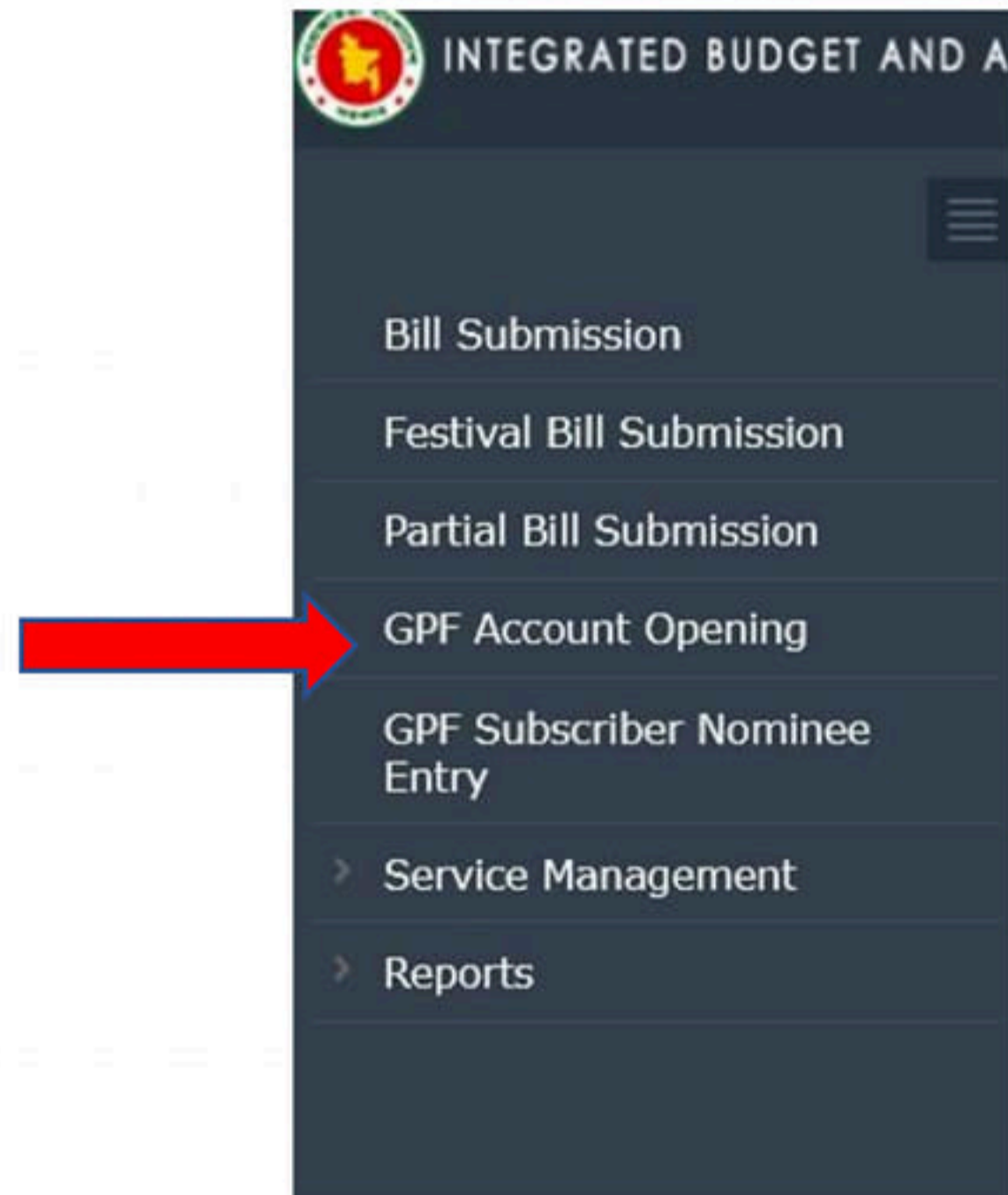


## GPF ACCOUNT OPENING

**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 ▼						Select Relationship ▼			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

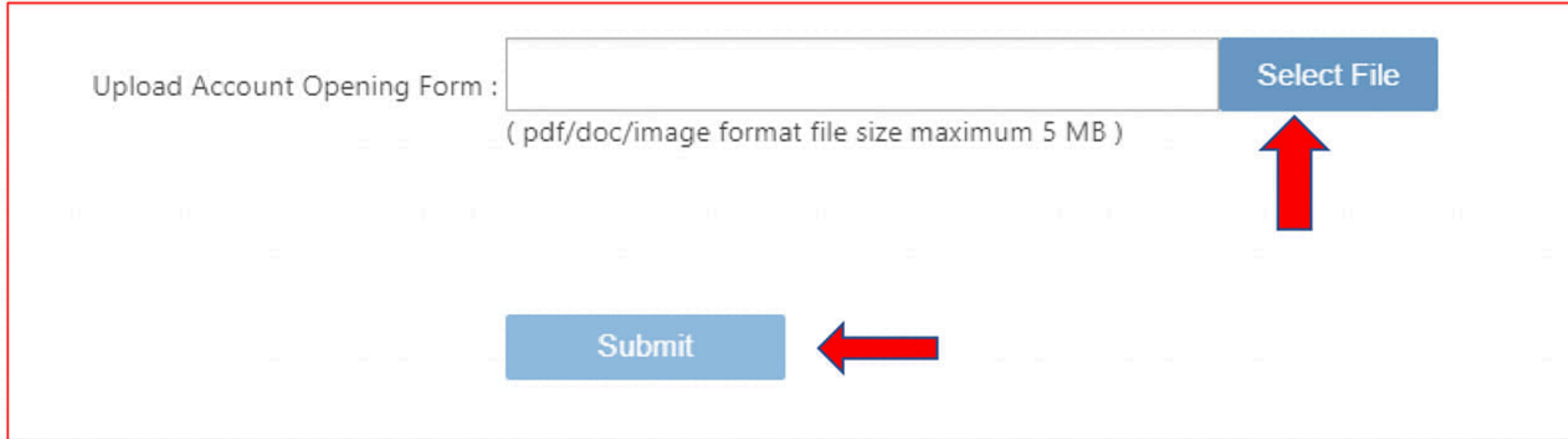
Signature (with Date & Seal) of Office Head

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]

**Go** **Cancel**

Application Status : **Approved**

GPF Account No : **1000048223**

- 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.



## 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.