SOP – NON GOVT. INSTITUTION PROVIDENT FUND (NGIPF)

NGIPF ACCOUNT GENERATION OF TEACHING AND NON TEACHING EMPLOYEE OF SECONDARY SCHOOL

>> For Regular employee

- Information of all permanent employees to be shared to IFMS login from DDO Login of IOSMS for generation of GPF Account Number of Employee

>> If the employee transferred to another School

- Once an NGIPF account number is generated for an employee, his PF account number will remain the same irrespective of the school he / she transferred to.

>> New joining Employee

- For a newly joined employee newly in a school, his / her PF account number should be generated immediately. Even after account number generation, he / she can deduct PF Subscription after one year of date of 1st joining.

>> An employee has PF balance as on 01-04-2023 but PF account number is not yet generated.

- **If IOSMS ID Exists** : If the employee has an IOSMS ID then generate the PF account number in the previous method from the DDO login of IOSMS portal.

- **If IOSMS ID does not exist** : If the employee does not have IOSMS ID then the school will submit Employee information along with supporting documents to DDO in the specified form. DDO will verify all documents and generate IOSMS ID by making profile entry from DDO login of Utsashree portal. Then generate PF account no. in the previous method.

GPF LEGACY FILE TRANSFER

- Salary source wise GPF subscription file of all permanent employees should be sent from DDO Login of IOSMS portal to IFMS portal from April 2023 onwards after the PF account number generation for the month in which the salary bill has been passed from the treasury. In this case bill no and DRN no. will be same.

- After generation of PF account number of all permanent employees, Employee wise GPF subscription file should be sent from IOSMS portal to IFMS portal along with salary bill while making monthly salary bill every month

SELF REGISTRATION (SCHOOL LOGIN ID CREATION)

- Present HOI will send self registration request to PFD Admin from NGIPF option of IFMS portal.
- After approval of self registration of HOIs from PFD Admin login, concerned HOI will get login ID and temporary password on his mobile.

- **If HOI changes in any school due to Retirement, Resignation or any other reason** then profile should be updated from Utsashree portal.
- Then changes or modification data should be sent from IOSMS portal to IFMS portal.
- Previous HOI login should be deactivated from user administration option of PFD admin.
- After the HOI's designation is updated in the IFMS portal, the HOI will have to self-register again.

HOI of Ramakrishna Mission do not have IOSMS ID. How will he do self registration?

- In case of Ramakrishna Mission, login ID of HOI should be created from user administration option of PFD admin.

Who will be the PF sanctioning authority in the school which has only non teaching staff or no employee but the PF balance of a previous employee is pending ?

- SI of schools in case of new setup schools and Administrator in case of other schools will be the PF sanctioning authority. Login ID of PF sanctioning authority will be created from PFD Admin login.

TAGGING OF CHALLAN FROM PFD ADMIN LOGIN

- All withdrawals or deposits of 2023-24 financial year PF amount should be tagged in the employee's PF account. At the time of PF withdrawal, those whose employee ID was given correctly will be automatically tagged with withdrawal or deposit
- The challans of PF withdrawal or deposit which will not be automatically tagged should be tagged by AI of school from PFD Admin Login.
- Those whose PF deduction has been made from arrear salary in 2023-24 financial year should tag the PF amount from PFD Admin.

- If an employee's PF has been deposited in TR 7 form, then that money will be tagged from PFD Admin's login.
- If any PF deposit or withdrawal is wrongly tagged with any PF account then call log should be done in IFMS portal.

OPENING BALANCE CAPTURE

- Opening balance of 01-04-2023 should be captured from HOI login of IFMS portal. Balance as on 01-04-2023 captured should be done for all employees who have PF amount in the school ledger.

For Regular employee

- HOI login contains all existing Employee names. They have to save the opening balance entry as on 01-04-2023.

For Transferred employee

- Those Employee, who has been transferred to another school to capture the balance by selecting Transfer / Retired Option with their Employee ID or PF Account NO.

For Resigned and joined to another school

- If any Employee has joined any other school after resignation, then his/her PF account will not be generating again. The employee's PF amount will be captured at existing PF Account.

For Resigned and joined to college / govt. service / other department

- If any Employee joined in College / Govt. Service or any Other Department, though he/she has PF Balance on 01-04-2023 in his/her earlier school, the school will submit application with supporting documents to PFD Admin for new PF Account Generation.

For Retired / Suspended / Died / Long absentee / Missing Employee

- If PF account have not generated against all these employees then the school will submit application with supporting documents to PFD Admin.