

CIRCULAR

Subject:- Regarding Development of 'Nomination' Module (2nd Phase) for online submission of Nomination in Form PF-2 by Haryana Government Employees in the existing Online Diary Management System(ODMS).

After successful implementation of 1st phase of online submission of GPF cases of retiring Haryana Government servants through (PF-9) and 2nd phase of online submission of Final Payment cases (PF-10) involving claim by family members/nominees, now online application of nomination of GPF has been developed. For using this newly developed module, the detailed methodology is explained below.

Nomination module will be opened using URL https://odms.aghry.gov.in/gpf_new_development/ . Nomination tabs are available on this page (screen shot attached as Annexure). Haryana Government employees can avail the facility to submit their nomination for GPF after registering themselves through 'To apply for nomination' tab and send their nomination form in PF-2 through their Drawing and Disbursing Officer/Head of Office as the case may be to the Principal Accountant General (A&E) Haryana. Users are already familiar with the tab 'To apply for GPF final payment (for retiree/by nominee) for sending GPF Final Payment case through PF-09 and PF-10 and DDO/Head of Office/Treasury Login through main pages of O.D.M.S.

Procedure for sending Nomination Form PF-2 through Online mode is as under:-

- a. Subscribers will fill basic details of himself/herself like GPF series, GPF number, Date of Birth, Date of Joining, UCP Code and Captcha Code, Subscribers will receive an OTP on Registered Mobile Number and after verification can register themselves to send their GPF Nomination form. If the above mentioned basic details of the employee do not match with the data available in H.R.M.S., then the employee has to update/rectify his/her basic details from D.D.O. on H.R.M.S. before registration.

b. Three tabs namely 'Family Registration', 'Nominee Declaration' and 'Application Status' are available in GPF Nomination Module.

- The subscriber shall add his/her Family Members detail through tab 'Family Registration' after filling Member Name, Member D.O.B., Member Aadhaar, Relation with subscriber, Member Address, Member Status and then save the detail for particular member before adding another member detail. A blue colour button will appear at the bottom of the screen showing 'If Family members registration has completed. Click for Nominee Declaration.'
- In 'Nominee Declaration' tab the subscriber shall select Nominee/Nominees and declare their share for GPF Final Payment Case. Before proceeding further, the subscriber has to clearly mention the name, address and relationship of the person, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber and mention the contingencies on the happening of which the nomination shall become invalid and fill rest of the columns and then save the information. A red colour button shall appear at the bottom of the screen showing 'If nominee declaration has completed, Click here to submit Form of Nomination. (Form PF No. 2).'
- On clicking on above mentioned red colour button, tab 'Application Status' will show form PF No. 2. Subscriber will take a print. On signing by him/her and by two witnesses (along with their name and address) subscriber will upload that file for submitting Nomination form to D.D.O. After submission of Application form, Application No. and Date will appear on screen and after noting their Application number and Application date for future reference, subscriber will forward his/her application to D.D.O.

c DDO will download received Nomination form of subscriber from tab 'Form PF-02 Application' and after due verification, if found correct, will upload digitally signed

PDF of Nomination form. D.D.O. can forward this application to AG Office/Head of Office or return to subscriber, in case of any discrepancy, and will enter their remarks in 'Remarks column' as per case.

d Office of the Principal Accountant General (A & E) Haryana will download the digitally signed Nomination form i.e. Form PF-2 and after due acceptance will upload Nomination document on O.D.M.S. or return to Drawing & Disbursing Officer/Head of Department in case of any discrepancy/objection as the case may be.

e Subscriber can track the status and shall be able to download his/her copy of approved Nomination through their login on O.D.M.S.

f D.D.O./Head of Office shall download their copy of approved Nomination through their login on O.D.M.S.

This facility will commence from 30.11.2022.

sd/-

उप महालेखाकार (निधि)

Deputy Accountant General (Funds)

**No. Fund-1/Fund debit Section/online Nomination Form/22-23/ 926-31 Dated:- 15 .11.22
Copy forwarded to following for information and necessary action:-**

1. The Chief Secretary to Government of Haryana, Haryana Civil Secretariat, Sector-1, Chandigarh-160001 Chandigarh for information.
2. The Additional Chief Secretary to Government of Haryana (Finance Department), Haryana, Sector -1, Chandigarh-160001 with the request that this circular may please be forwarded to all the Additional Chief Secretaries, Principal Secretaries, Secretaries of various departments as well as Head of Departments for circulating the same among all the DDOs under his control.
3. Director General (Treasury and Accounts), Government of Haryana, 1st Floor, 30- Bays Building, Sector 17-C, Chandigah-160017 for necessary action.

4. State Information Officer, NIC, Haryana, Haryana Civil Secretariat, Sector-1, 9th Floor, Chandigarh-160001
5. Joint Director (Treasury and Accounts) Government of Haryana, 1st Floor, 30-Bays Building, Sector 17-C, Chandigarh-160017 with the request to circulate this among all the Treasury Officers in the State.
6. Sh. Sunil Bahl, Programmer, o/o Treasury and Accounts Department, 30 Bays Building, Sector 17-C, Chandigarh for communication to all DDOs and other stakeholders.

sd/-
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Deputy Accountant General (Funds)