

**Principal Accounts Office
Government of NCT of Delhi**

A Block, VikasBhawan, I. P. Estate, New Delhi-110002

No.F.6(100)/GPF/P.Cell/2022-23/ **3695**

Dated: **21**/12/2023

To,

All the Addl. Chief Secretaries/Pr. Secretaries/
Secretaries/Heads of the Departments,
Government of NCT of Delhi

Subject: Development of an online utility for applying of New GPF Account Number.

Sir/Madam,

Kindly refer to this office letter of even number dated 16.10.2023 (copy enclosed) vide which it was informed that Pr. Accounts Office, Government of NCT of Delhi through NIC Delhi State Unit has developed an online utility for applying of New GPF Account Number in respect of the employees of GNCTD, in the Login-id of Head of Office (HoO), in IFMS Portal.

2. In the above-referred letter it was further informed that no manual/physical requests for allotment of GPF Account Number will be accepted by the Pr. Accounts Office, whereas the departments are still submitting the request for allotment of GPF Account Number in physical form.

3. In view of the above, you are again requested to direct all the Head of Office(s) under your administrative control to submit the requests for allotment of GPF Account Number through online mode only as this office will not be in a position to allot GPF Account Number on the requests submitted in physical mode w.e.f. 01.01.2024 onwards.

4. This issues with the prior approval of Controller of Accounts, Pr.AO.

Yours faithfully,

Encl: **As above**


(Sanjeev Sharma)

Dy. Controller of Accounts

Copy forwarded for information and necessary action to:

- i. OSD to Chief Secretary, GNCTD.
- ii. PPS to Pr. Secretary (Finance), Finance Department, GNCTD.
- iii. All the Pay & Accounts Officers, GNCTD with the direction to provide a copy of the above communication to all the Head of Office(s) under your payment control.

**Principal Accounts Office
Government of NCT of Delhi**

A Block, Vikas Bhawan, I. P. Estate, New Delhi-110002

No.F.6(100)/GPF/P.Cell/2022-23/1914

Dated: 16/10/2023

To,

All the Addl. Chief Secretaries/Pr. Secretaries/
Secretaries/Heads of the Departments,
Government of NCT of Delhi

Subject: Development of an online utility for applying of New GPF Account Number.

Sir/Madam,

Pr. Accounts Office, Government of NCT of Delhi through NIC Delhi State Unit has developed an online utility for applying of New GPF Account Number in respect of the employees of GNCTD, in the Login-id of Head of Office (HoO), in IFMS Portal.

2. The User Manual of the above utility is attached at **Annexure-A** for reference and the URL to access the above utility is "https://delpay.delhi.gov.in/Login.aspx."

3. Henceforth, all the Head of Office(s) will require to submit the request for allotment of New GPF Account Number in respect of the employees under their administrative control through this utility. The Pr. Accounts Office will process the application through the said utility and the GPF Account Number allotment letter will also be received by the concerned Head of Office(s) through this utility only. Accordingly, no manual/physical requests for allotment of GPF Account Number will be accepted by the Pr. Accounts Office.

4. In view of the above, you are requested that the information regarding development of above utility may be brought to the notice of all the Head of Office(s) under your administrative control.

Encl: **As above**

Yours faithfully,


(L.D. Joshi)

Controller of Accounts

Copy forwarded for information and necessary action to:

- i. OSD to Chief Secretary, GNCTD.
- ii. PPS to Pr. Secretary (Finance), Finance Department, GNCTD.
- iii. All the Pay & Accounts Officers, GNCTD with the direction to provide a copy of the above communication to all the Head of Office(s) under your payment control.

User Manual for utility developed for allotment of New GPF Account Number

By Pr. Accounts Office
Government of NCT of Delhi

1

How to Login


The URL to access
the above utility
is
“[https://delpay.d
elhi.gov.in/Login.
aspx.](https://delpay.delhi.gov.in/Login.aspx)”

The screenshot shows a login form titled "Authenticate Here". It contains the following fields and elements:

- User Id**: A text input field with an annotation "Entre User ID" pointing to it.
- Password**: A text input field with an annotation "Entre Password" pointing to it.
- Login Type**: A dropdown menu currently showing "Normal".
- Enter Captcha**: A text input field with a refresh icon to its left. The captcha image displays "UNY2LC". An annotation "Entre Captcha" points to this field.
- Login**: A button with an annotation "Press Login" pointing to it.
- Forgot/Reset Password ?**: A link below the login button.
- Alternate URL for Payroll :** A link below the forgot password link, showing "gpf.delhi.gov.in/payroll".

2

How to Apply



DELHI GOVERNMENT
Team Delhi, Making things happen

Integrated Financial Management Information System

Delhi Government

GPF No. Generation

GPF No. Allotment Request

GPF No. Allotment

User Creation

Employee Details

7th Pay Arrear

Reports

Profile

Logout

Click GPF No. Allotment Request

Form to fill Details for GPF No. Allotment

1.	Name of the Department ^{**}	Principal Accounts Office
2.	Name of the Office/DDO ^{**}	BT6013 - PAY AND ACCOUNTS
3.	Name of the Employee ^{**}	Ms <input style="width: 100px;" type="text"/>
4.	Designation ^{**}	Secretary-cum-Commissioner
5.	PAO No. ^{**}	<input style="width: 100px;" type="text" value="1"/>
6.	PAN No. ^{**}	<input style="width: 100px;" type="text"/>
7.	Date Of Birth ^{**}	<input style="width: 100px;" type="text"/>
8.	Whether GPF Number is issued previously by any Department/Authority	<input checked="" type="radio"/> No <input type="radio"/> Yes
9.	Reasons/Catogery ^{**}	Promotion from MCD to Directo
10.	GPF Application Form (To be filled by applicant and duly attested by HOO) ^{**}	<div style="display: flex; align-items: center;"> <input type="button" value="Choose file"/> No file chosen </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <input type="button" value="Upload File"/> </div> <p style="font-size: small; color: red;">Note: Upload File .PDF Size Upto 1MB</p>
11.	GPF Nomination Form (To be filled by applicant and duly attested by HOO) ^{**}	<div style="display: flex; align-items: center;"> <input type="button" value="Choose file"/> No file chosen </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <input type="button" value="Upload File"/> </div> <p style="font-size: small; color: red;">Note: Upload File .PDF Size Upto 1MB</p>

Note: Information at Sl.No.1, 2 and 5 will be pre-filled by the system based on Login ID credentials. Fields marked with **red star** are mandatory. Further, Department chose option at Sl. No.9 as (i) New Account as per DOP&PW OM (ii) Court case and (iii) Technical Resignation than apart from the mandatory documents, relevant orders such as NPS to OPS, Court Judgement and Order regarding counting of past service is also become mandatory for uploading.

Form to fill Details for GPF No. Allotment contd.....

12 a.	Date Of Initial Joining in Gov Service ^{**}	<input type="text"/>	
12 b.	Initial appointment order in Government Service (Dully attested by HOO) ^{**}	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
13.	Promotion/Selection order in GNCTD (Dully attested by HOO) ^{**}	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
14.	Relieving Order (In case issued by previous department/authority) (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
15.	Taken on strength Order in GNCTD (Dully attested by HOO) ^{**}	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
16.	First page of Service Book of an Applicant (Dully attested by HOO) ^{**}	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>

5

Form to fill Details for GPF No. Allotment contd.....


17.	Court Orders (in case issued by any court of law) (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
18.	Order for coverage Old Pension Scheme issued with the prior approval of HoD (In case NPS to GPF) (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
19.	Order of counting of past service (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB.</small>	<input type="button" value="Upload File"/>
20.	Remarks. ^{**}	<input type="text" value="Enter Remarks"/>	

After filling of all the mandatory fields and uploading of mandatory documents in PDF click the submit button

After click the submit button a message will flash
"Data Submitted Successful"

6

Downloading of GPF Number Allotment Letter



DELHI GOVERNMENT
Team Delhi, Making things happen

Integrated Financial Management Information System

Delhi Government

GPF No. Generation

GPF No. Allotment Request
GPF No. Allotment

User Creation

Employee Details

7th Pay Arrear

Reports

Profile

Logout

Click here to know the status of request submitted i.e. New GPF Number Allotted/ request returned for want of some additional information or documents.

Thanks