

No. Fin (TR)A(5)13/94-V-Loose(222997) - 4237-4241 / Dt 22/1/25

Government of Himachal Pradesh

"Finance Department"

Treasuries, Accounts & Lotteries

From

Principal Secretary (Finance) to the
Government of Himachal Pradesh

To

All the Administrative Secretaries/ Head of Department(s),
Government Himachal Pradesh

Dated: Shimla-171009, the

^{ud}
22 January, 2025

Subject: -

Regarding GPF final payment & Deposit Link Insurance Scheme.

Madam/Sir,

In continuation of this department's letter No. Fin (TR) A(5)13/94-V-Loose(222997)-1885 dated 23-08-2024, it is intimated that the Principal Accountant General (A&E) is now sending digitally signed GPF Final Authorities to the DDOs through IFMIS (eBills) for processing via eBills.

It has been decided that all GPF Final payments will be processed digitally across all districts. For this purpose, the SOP (**Annexure A**) is to be followed by all DDOs and Treasuries. These GPF bills shall be digitally signed by the DDOs using Digital Signature Certificates (DSCs).

You are therefore requested to direct all DDOs under your control to procure DSCs and ensure the submission of digitally signed bills to the Treasury for processing GPF Final payment bills w.e.f. 01-02-2024.

Yours faithfully,

st

Director

Treasuries, Accounts & Lotteries, HP
Shimla-171009

Endst. No. Fin (TR) A (5)13/94-V-Loose (222997) Dated the ^{ud} 22 January 2025

1. Copy is forwarded to the Principal Accountant General (A&E), Himachal Pradesh, Shimla-171003, for information and necessary action please.
2. Copy is forwarded to the Principal Accountant General (Audit), Himachal Pradesh, Shimla-171003, for information and necessary action please.
3. The Deputy Director General cum SIO, NIC-HP for information and request to provide a text area on the HPTR4/HPTR5 where DDO can input the necessary certificate and remarks related to these bills.
- ✓ 4. All the District Treasury Officers/Treasury Officers for information. They are directed to accept and process the GPF Final payment bills accordingly from all the DDOs.

[Signature]

Director

Treasuries, Accounts & Lotteries, HP
Shimla-171009

[Signature]

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6/03/25

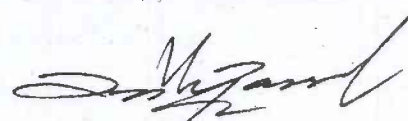
Standard Operating Procedure for GPF Final Payment/DLI for DDOs & Treasuries.

For DDOs:

1. The DDO/Controlling Offices shall send the request for final payment to the AGHP as per the existing procedure.
2. After finalizing the case, the AGHP will push the GPF final payment/DLI authority and related data to the IFMIS of the State Government.
3. The GPF Final Payment Authority will be available on eBills under:
DDO Menu → Other Bill Creation Menu → AG Online Sanction and Bills → Online AG Sanctions.
4. To create a bill from the received sanctions, navigate to:
DDO Menu → Other Bill Creation Menu → AG Online Sanction and Bills → Create Bill from AG Sanction.
5. Save and complete the bill.
6. After saving the bill, HPTR4/HPTR5 will be available for digital signature on the 'Send Bill to Treasury' page of eBills. Navigate as follows:
DDO Menu → Bill Submission → Send Bill to Treasury → Action Button (Dropdown) → Choose 'Send Bill to Treasury' → Action Button (Dropdown) → Choose 'eSign Document.'
7. A copy of the digitally signed authority received from AGHP must also be enclosed with the bill.
8. Physical copies of HPTR4/HPTR5 (GPF/DLI) are not required to be sent to the Treasury.
However, a list of these bill numbers may be provided to the Treasury through a messenger.

For Treasuries:

1. Upon receiving the list from the DDO, the Treasury shall tokenize and forward the bills for processing.
2. The AG digital authority will be visible in both the **Detail Entry Menu** and the **Passing Menu**.
3. Treasury shall verify the authority online, it may also be noted that only one digital signature will be available on each authority.
4. The Treasury shall pass and digitally sign the HPTR4/HPTR5 in HPOLTIS.
5. Physical vouchers for these bills will not be sent to AGHP along with the account.
6. Necessary registers regarding the above payments will be available in HPOLTIS.




Director
Treasuries, Accounts & Lotteries, HP
Shimla-171009

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Endst:No.EDN-U(A-1)Elem./GPF Account& Final Payment/2019/- 865
O/o Dy. Dir. Elem. Education
Una,Distt, Una(H.P.)
Dated: 12/03/25 **Una,the**

Copy of letter is being forwarded to all the Principals/Headmasters/Incharges of GSSS/GHS/GMS and all the Block Elementary Education Officers of Distt. Una(HP) for information and further necessary action.


Dy. Director Elementary Education,
Una Distt. Una(H.P.)

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