

Integrated Workflow and Document Management System
Government of Punjab

General Provident Fund
User Manual



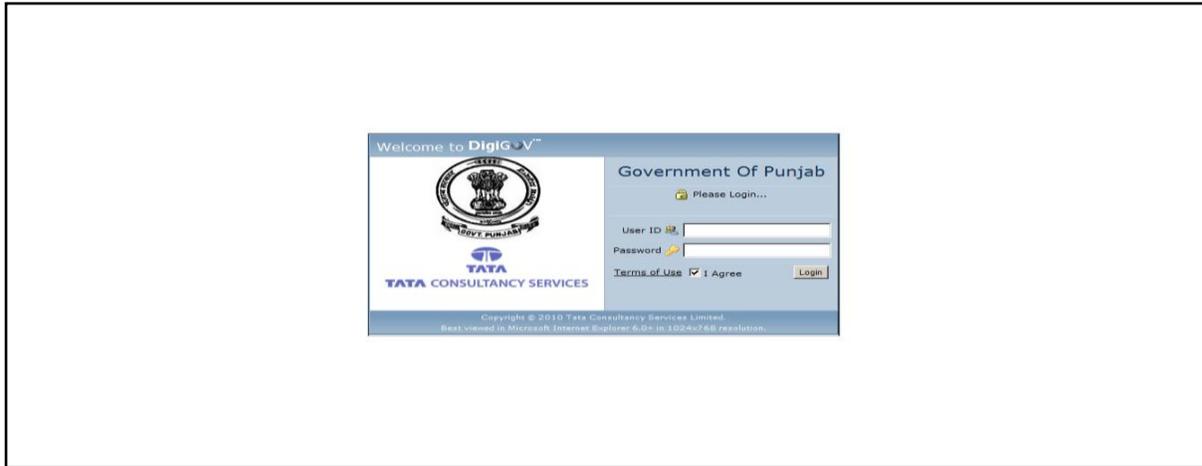
July 2011

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1. Login Page

- ✓ Enter your User ID and Password then click on “Login” button



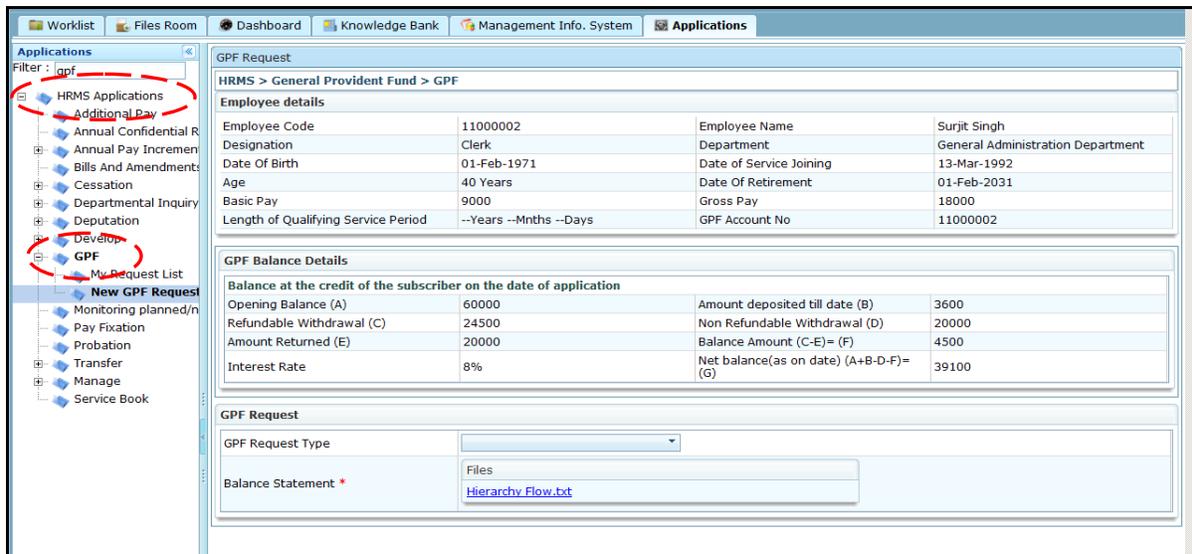
2. Application Link

- ✓ Homepage -> Application ->HRMS Application ->New GPF Request

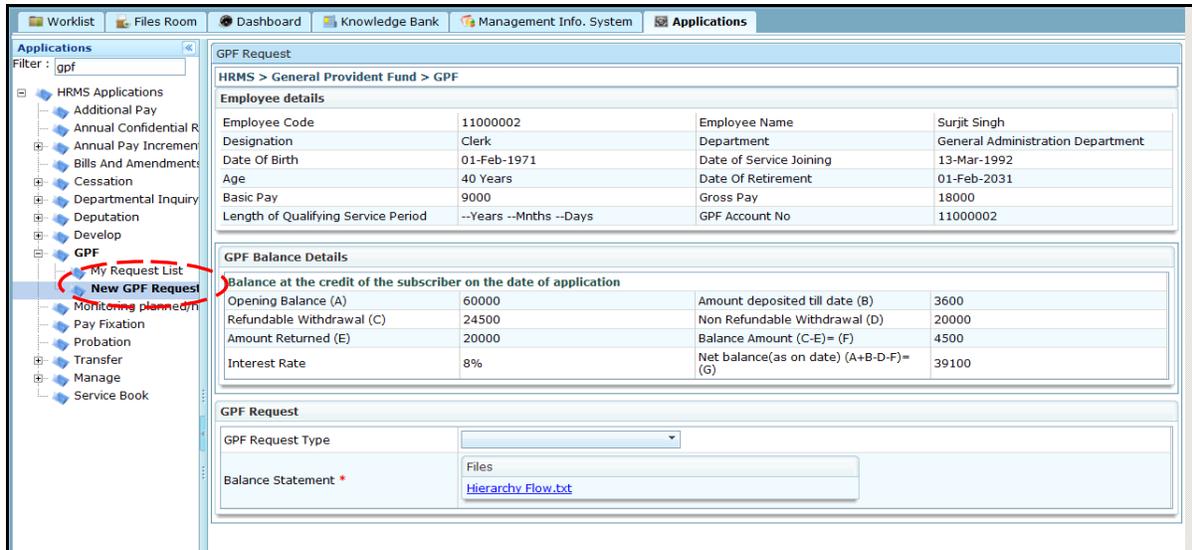


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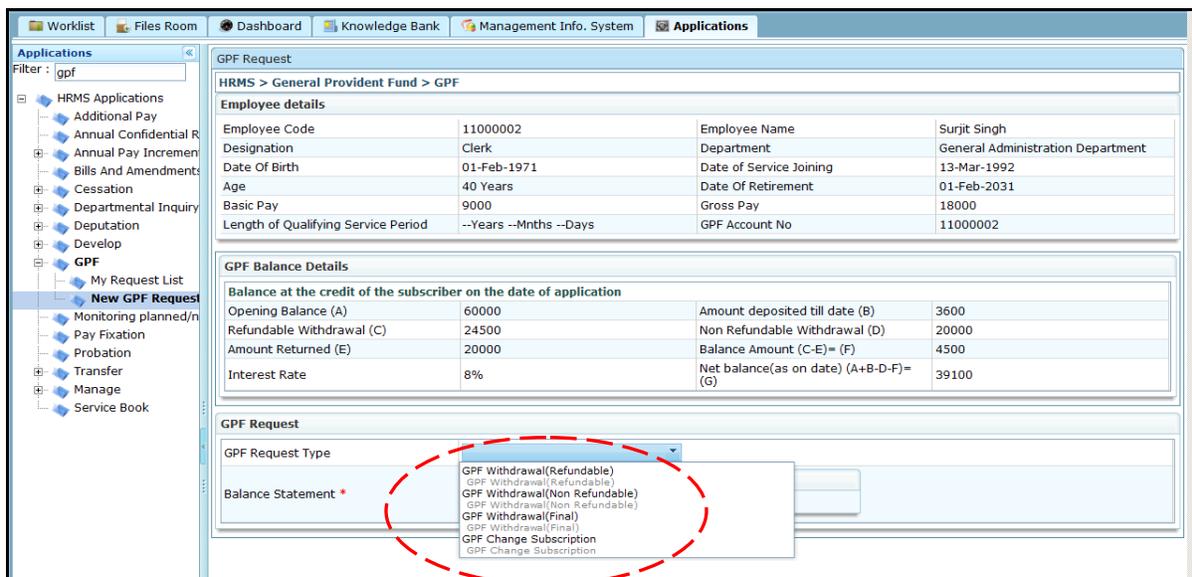
- ✓ Click on HRMS Application and then click on GPF



- ✓ Now click on New GPF Request [visit www.employeesforum.in](http://www.employeesforum.in) for more details



- ✓ Here Employee has to select one of the available GPF Option i.e. GPF Withdrawal (Refundable) , GPF Withdrawal (Non Refundable), GPF Withdrawal Final and GPF Change Subscription.



[visit www.employeesforum.in](http://www.employeesforum.in) for more details

3. GPF Withdrawal (Refundable)

- ✓ Select GPF Withdrawal (refundable)

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The screenshot shows a web application interface for GPF Withdrawal (Refundable). The left sidebar contains a navigation menu with 'GPF' selected. The main content area is divided into several sections:

- GPF Balance Details:** A table showing financial data:

Balance at the credit of the subscriber on the date of application			
Opening Balance (A)	60000	Amount deposited till date (B)	3600
Refundable Withdrawal (C)	24500	Non Refundable Withdrawal (D)	20000
Amount Returned (E)	20000	Balance Amount (C-E) = (F)	4500
Interest Rate	8%	Net balance(as on date) (A+B-D-F) = (G)	39100
- GPF Request:** A dropdown menu for 'GPF Request Type' is highlighted with a red dashed circle, showing 'GPF Withdrawal(Refundable)'. Below it is a 'Balance Statement *' field with a file upload button and the file 'Hierarchy Flow.txt'.
- GPF Withdrawal(Refundable) Request Details:** A form with the following fields:
 - Special Withdrawal: Yes No
 - Application Date: 14-Jul-2011
 - No of installments * :
 - Balance Outstanding : 0
 - Amount to be withdrawn * :
 - Purpose * :
 - Maximum Withdrawal Amount : 20000
 - Attachments * : Attach File(s) [Max: 1 Attachment of 5 MB]
 - Remarks :
- Declaration:** A text box containing the declaration: "I Surjit Singh certify that the particular given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me." Below it is a checkbox for "I Agree : Yes No" and a 'Submit' button.

- ✓ After filling the mandatory fields, attach necessary document and Submit details by clicking on "Submit" button

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Amount Returned (E) 20000 Balance Amount (C-E) = (F) 4500
 Interest Rate 8% Net balance(as on date) (A+B-D-F) = (G) 39100

GPF Request
 GPF Request Type: GPF Withdrawal(Refundable)
 Balance Statement *: Hierarchy Flow.txt

GPF Withdrawal(Refundable) Request Details
 All fields marked with "*" are mandatory.
 Special Withdrawal: Yes No
 Application Date: 14-Jul-2011 Amount to be withdrawn *: 2356
 No of installments *: 23 Purpose *: Marriage
 Balance Outstanding: 0 Maximum Withdrawal Amount: 20000

Attachments *: Attach File(s) [Max: 1 Attachment of 5 MB, Used: 1 Attachment of 0.54 KB]
 Alfresco Update Query.txt

Remarks: test

Marriage Details
 Date Of Marriage: 25-Aug-2011

GPF Refundable Withdrawal History

Declaration
 I Surjit Singh certify that the particular given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.
 I Agree : Yes No

Submit

- ✓ On Submitting details, Case will create and will be sent to supervisor

Success
 Your request has been submitted successfully with Case No. 17160/Accounts 1/2011 and Forwarded for approval to Gurdip Kaur

OK

✓ By clicking on File number, GPF details will be displayed. [visit www.employeesforum.in](http://www.employeesforum.in) for more details

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The main content area displays a table of records under the heading 'Worklist > Inbox'. The table has columns for Description, Document Type, From, Received Date, Document No., Department, Subject, and Status. The first record is highlighted with a red dashed circle around the 'Document No.' field, which contains the value '17160/Accounts 1/2011'. A red arrow points from this field to the 'Subject' field of the same row, which is 'GPF Refundable Withdrawal'.

	Description	Document Type	From	Received Date	Document No.	Department	Subject	Status
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	14-Jul-2011	17160/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	13-Jul-2011	16985/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16958/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16877/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16875/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16862/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Non Refundable Withdrawal...	File	Vikas Kumar	12-Jul-2011	16854/Accounts 1/2011	General Administration Department	GPF Non Refundable Withdrawal	Open

- ✓ If required changes are made to it and forward file in hierarchy till its Approval. By clicking on "Approve" button, file can be approved.

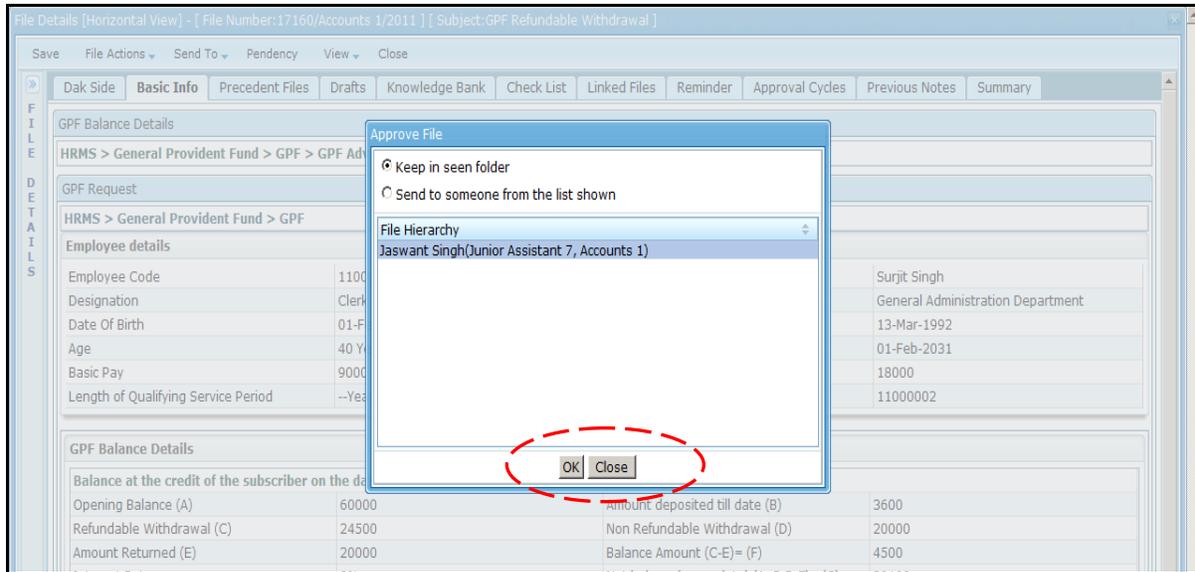
The screenshot shows a software application window titled "File Details [Horizontal View] - [File Number:17160/Accounts 1/2011] [Subject:GPF Refundable Withdrawal]". A "File Actions" menu is open, with "Approve" highlighted. The main content area is divided into several sections:

- Employee Details Table:**

Employee Code	11000002	Employee Name	Surjit Singh
Designation	Clerk	Department	General Administration Department
Date Of Birth	01-Feb-1971	Date of Service Joining	13-Mar-1992
Age	40 Years	Date Of Retirement	01-Feb-2031
Basic Pay	9000	Gross Pay	18000
Length of Qualifying Service Period	--Years --Mnths --Days	GPF Account No	11000002
- GPF Balance Details Table:**

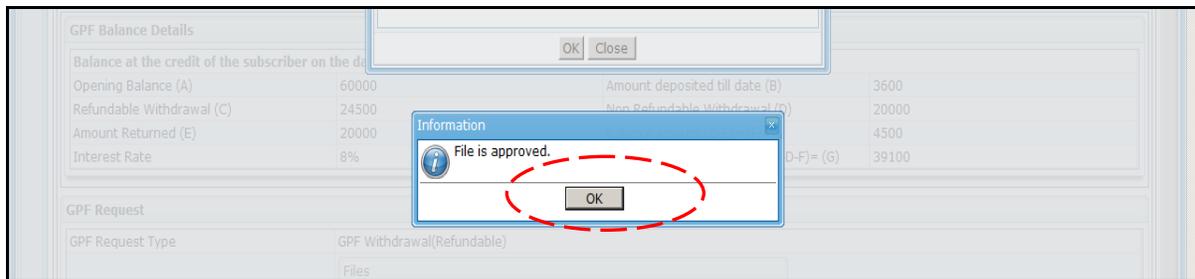
Balance at the credit of the subscriber on the date of application			
Opening Balance (A)	60000	Amount deposited till date (B)	3600
Refundable Withdrawal (C)	24500	Non Refundable Withdrawal (D)	20000
Amount Returned (E)	20000	Balance Amount (C-E)= (F)	4500
Interest Rate	8%	Net balance(as on date) (A+B-D-F)= (G)	39100
- GPF Request Section:**
 - GPF Request Type: GPF Withdrawal(Refundable)
 - Balance Statement *: [Hierarchy Flow.txt](#)
- GPF Withdrawal(Refundable) Request Details Section:**
 - All fields marked with "*" are mandatory.
 - Special Withdrawal: Yes No
 - Application Date: 14-Jul-2011
 - Amount to be withdrawn *: 2356
 - No of installments *: 23
 - Purpose *: Marriage
 - Balance Outstanding: 0
 - Maximum Withdrawal Amount: 20000
 - Withdrawal Sanctioned Amount *: 2356
 - Withdrawal Sanctioned Date *: 14-Jul-2011
 - Attachments *: [Alfresco Update Query.txt](#)

- ✓ On Approval, it asks to whom you want to send the file. After selecting the person, by clicking on “OK” button, file will be sent to particular person.



- ✓ File gets approved

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4. GPF Withdrawal (Nonrefundable)

- ✓ Select GPF (Nonrefundable) fill the details and submit data. Submitted data will be sent in form of case to superintendent and will move in hierarchy till approval of file

GPF Withdrawal(Non Refundable) Request Details

All fields marked with "*" are mandatory.

Special Withdrawal: Yes No

Application Date: 14-Jul-2011 Amount to be withdrawn *: 5646

Purpose *: Marriage

Attachments *: Attach File(s) [Max: 1 Attachment of 5 MB, Used: 1 Attachment of 0.54 KB]
[Alfresco Update Query.txt](#)

Remarks: test

Marriage Details

Date Of Marriage:

GPF Non Refundable Withdrawal History Total Records : 6

Application Date	Requested Amount	Sanctioned Amount	Purpose	Remarks
12-Jul-2011	213	213	Marriage	View
12-Jul-2011	5644		Other	View
12-Jul-2011	39100	39100	Higher Education	View
12-Jul-2011	1	1	Other	View
08-Jul-2011	2345		Illness	View
08-Jul-2011	39100		Illness	View

Declaration

I Surjit Singh certify that the particular given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.

I Agree : Yes No

Submit

Attachments *: Attach File(s) [Max: 1 Attachment of 5 MB, Used: 1 Attachment of 0.54 KB]
[Alfresco Update Query.txt](#)

Remarks: test

Success

✓ Your request has been submitted successfully with Case No. 17163/Accounts 1/2011 and Forwarded for approval to Gurdip Kaur

OK

✓ Click on File no and details of GPF request will get displayed

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The main content area displays a table of GPF requests. The first row of the table has its 'Document No.' circled in red.

	Description	Document Type	From	Received Date	Document No.	Department	Subject	Status
<input type="checkbox"/>	GPF Non Refundable Withdrawal...	File	Surjit Singh	14-Jul-2011	17163/Accounts 1/2011	General Administration Department	GPF Non Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	13-Jul-2011	16985/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16958/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16877/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16875/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16862/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Non Refundable Withdrawal...	File	Vikas Kumar	12-Jul-2011	16854/Accounts 1/2011	General Administration Department	GPF Non Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16847/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Non Refundable Withdrawal...	File	Surjit Singh	12-Jul-2011	16830/Accounts 1/2011	General Administration Department	GPF Non Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16829/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open

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✓ Approver will sanction filled details and click on Approve

The screenshot shows the 'File Details' window for a 'GPF Non Refundable Withdrawal'. A dropdown menu is open over the 'File Actions' tab, with the 'Approve' option highlighted. The main window displays employee details, GPF balance details, and request information.

Employee Details			
Employee Code	11000002	Employee Name	Surjit Singh
Designation	Clerk	Department	General Administration Department
Date Of Birth	01-Feb-1971	Date of Service Joining	13-Mar-1992
Age	40 Years	Date Of Retirement	01-Feb-2031
Basic Pay	9000	Gross Pay	18000
Length of Qualifying Service Period	--Years --Mnths --Days	GPF Account No	11000002

GPF Balance Details			
Balance at the credit of the subscriber on the date of application			
Opening Balance (A)	60000	Amount deposited till date (B)	3600
Refundable Withdrawal (C)	24500	Non Refundable Withdrawal (D)	20000
Amount Returned (E)	20000	Balance Amount (C-E)= (F)	4500
Interest Rate	8%	Net balance(as on date) (A+B-D-F)= (G)	39100

GPF Request

GPF Request Type: GPF Withdrawal(Non Refundable)

Balance Statement: [Hierarchy Flow.txt](#)

GPF Withdrawal(Non Refundable) Request Details

All fields marked with "*" are mandatory.

Special Withdrawal: Yes No

Application Date: 14-Jul-2011

Purpose: Marriage

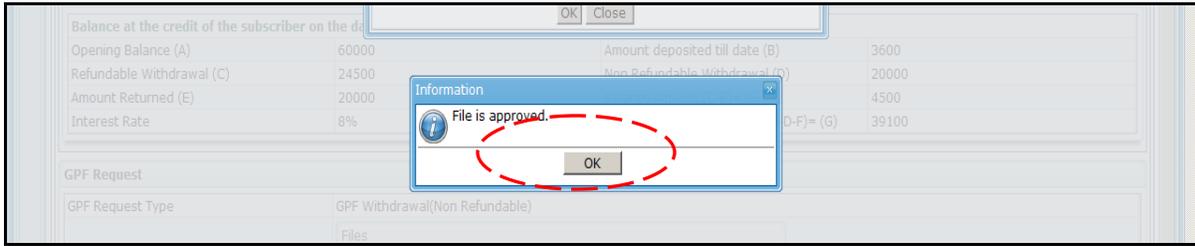
Amount to be withdrawn: 5646

Withdrawal Sanctioned Amount: 5646

Withdrawal Sanctioned Date: 14-Jul-2011

Attachments: [Alfresco Update Query.txt](#)

The screenshot shows the 'Approve File' dialog box overlaid on the main window. The dialog has two radio buttons: 'Keep in seen folder' (selected) and 'Send to someone from the list shown'. Below these is a list box containing 'File Hierarchy' and 'Jaswant Singh(Junior Assistant 7, Accounts 1)'. At the bottom of the dialog, the 'OK' and 'Close' buttons are circled in red.



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5. GPF Change Subscription

- ✓ Select GPF Change Subscription. User fills mandatory fields and submits details. Details will be forwarded to Supervisor for approval as a Case.

GPF Change Subscription Request Details

HRMS > General Provident Fund > GPF > GPF Change Subscription Details

Employee details

Employee Code	11000002	Employee Name	Surjit Singh
Designation	Clerk	Department	General Administration Department
Date Of Birth	01-Feb-1971	Date of Service Joining	13-Mar-1992
Age	40 Years	Date Of Retirement	01-Feb-2031
Basic Pay	9000	Gross Pay	18000
Length of Qualifying Service Period	--Years --Mnths --Days	GPF Account No	11000002

GPF Balance Details

Balance at the credit of the subscriber on the date of application

Opening Balance (A)	60000	Amount deposited till date (B)	3600
Refundable Withdrawal (C)	24500	Non Refundable Withdrawal (D)	20000
Amount Returned (E)	20000	Balance Amount (C-E)= (F)	4500
Interest Rate	8%	Net balance(as on date) (A+B-D-F)= (G)	39100

Change Subscription Details

All fields marked with '*' are mandatory.

Current Subscription Rate: 1200 New Subscription Rate *: 2345

Change Effective From *: 20-Apr-2011

Remarks: test

Buttons: View, Submit

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Length of Qualifying Service Period: --Years --Mnths --Days GPF Account No: 11000002

GPF Balance Details

Balance at the credit of the subscriber on the date of application

Opening Balance (A)	60000	Amount deposited till date (B)	3600
Refundable Withdrawal (C)	24500	Non Refundable Withdrawal (D)	20000
Amount Returned (E)	20000	Balance Amount (C-E)= (F)	4500
Interest Rate	8%	Net balance(as on date) (A+B-D-F)= (G)	39100

Success

✓ Your request has been submitted successfully with Case No. 17165/Accounts 1/2011 and Forwarded for approval to Gurdip Kaur

OK

GPF Request

GPF Request Type: GPF Change Subscription

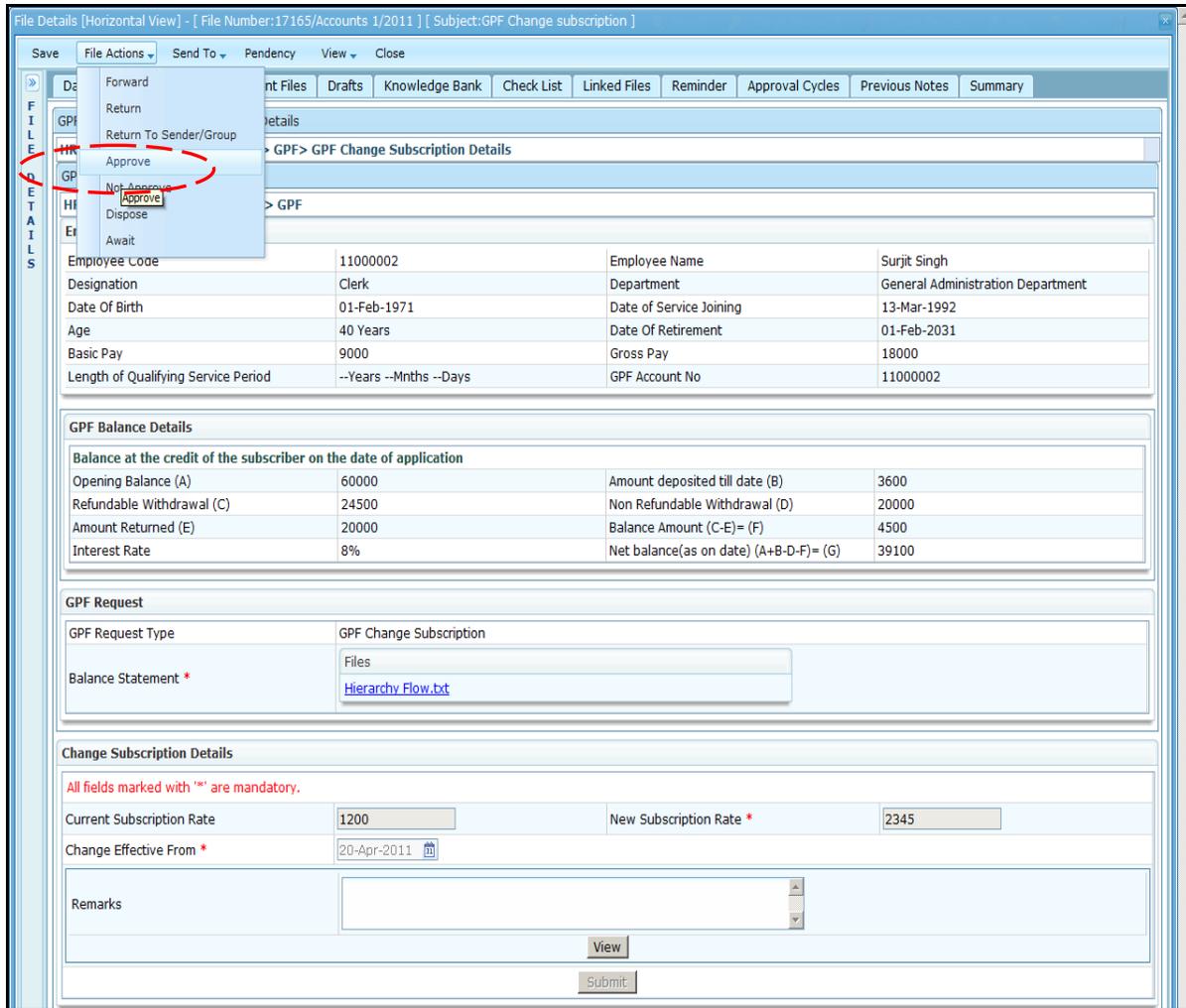
Balance Statement *: Files

- ✓ Click on File no. and details of GPF Change subscription will get displayed

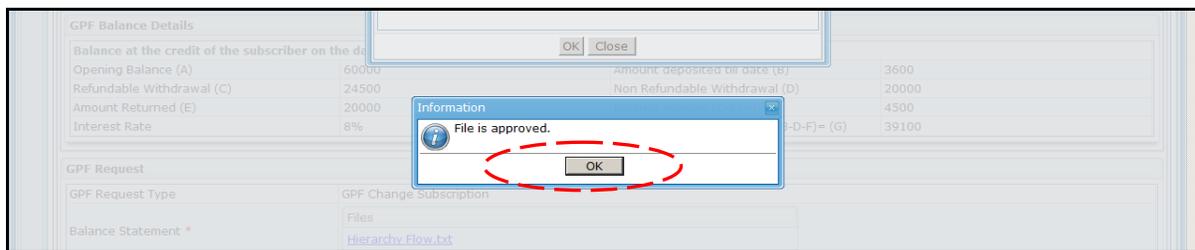
The screenshot shows a web-based 'Worklist' application. On the left is a navigation pane with folders like 'Inbox', 'Outbox', and 'My Subscription'. The main area displays a table of records under the heading 'Worklist > Inbox'. The table has columns for Description, Document Type, From, Received Date, Document No., Department, Subject, and Status. The first row is circled in red, with the 'Document No.' field containing the text '17165/Accounts 1/2011'.

	Description	Document Type	From	Received Date	Document No.	Department	Subject	Status
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	14-Jul-2011	17165/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	13-Jul-2011	16985/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16958/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16877/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Change Subscription Applic...	File	Surjit Singh	12-Jul-2011	16875/Accounts 1/2011	General Administration Department	GPF Change subscription	Open
<input type="checkbox"/>	GPF Refundable Withdrawal Appl...	File	Surjit Singh	12-Jul-2011	16862/Accounts 1/2011	General Administration Department	GPF Refundable Withdrawal	Open

✓ Approver makes necessary changes and click on “Approve” from File action



✓ File gets approved



6. My Request List

- ✓ Select My Request List and requests of user will be reflected

Applications
Filter : gpf

- HRMS Applications
 - Additional Pay
 - Annual Confidential R
 - Annual Pay Increment
 - Bills And Amendments
 - Cessation
 - Departmental Inquiry
 - Deputation
 - Develop
 - GPF
 - My Request List**
 - New GPF Request
 - Monitoring planned/n
 - Pay Fixation
 - Probation
 - Transfer
 - Manage
 - Service Book

GPF Request Details

GPF Withdrawal(Refundable) Request Details
Total Records : 12

File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
17160	14-Jul-2011	2356	2356	Marriage	Approved	View	Cancel Request
16958	12-Jul-2011	4561		Marriage	Approved	View	Cancel Request
16912	12-Jul-2011	22	22	Other	Approved	View	Cancel Request
16862	12-Jul-2011	3535		Marriage	Approved	View	Cancel Request
16829	12-Jul-2011	4646		Marriage	Approved	View	Cancel Request
16821	12-Jul-2011	1	1	Marriage	Approved	View	Cancel Request
16625	08-Jul-2011	12		Illness	Approved	View	Cancel Request
16622	08-Jul-2011	32		Higher Education	Approved	View	Cancel Request
16621	08-Jul-2011	454		Other	Approved	View	Cancel Request
16615	08-Jul-2011	456		Marriage	Approved	View	Cancel Request
16604	08-Jul-2011	234	234	Marriage	Approved	View	Cancel Request
16591	08-Jul-2011	456		Higher Education	Approved	View	Cancel Request

GPF Withdrawal(Non Refundable) Request Details
Entries in Green Color are GPF Final Withdrawal Request
Total Records : 7

File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
17163	14-Jul-2011	5646	5646	Marriage	Approved	View	Cancel Request
16936	12-Jul-2011	213	213	Marriage	Approved	View	Cancel Request
16830	12-Jul-2011	5644		Other	Approved	View	Cancel Request
16825	12-Jul-2011	39100	39100	Higher Education	Approved	View	Cancel Request
16822	12-Jul-2011	1	1	Other	Approved	View	Cancel Request
16600	08-Jul-2011	2345		Illness	Approved	View	Cancel Request
16596	08-Jul-2011	39100		Illness	Approved	View	Cancel Request

GPF Change Subscription Request Details
Total Records : 13

File Id	Application Date	Old Subscription Amount	New Subscription Amount	Change Effective Date	Status	Remarks	Action
17165	14-Jul-2011	1200	2345	20-Apr-2011		View	Cancel Request
17062	13-Jul-2011	1200	4566	05-Apr-2011	Approved	View	Cancel Request
17057	13-Jul-2011	1200	6456	12-Apr-2011	Approved	View	Cancel Request

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- ✓ If user wants to cancel the GPF request click on Cancel request

Applications
Filter : gpf

- HRMS Applications
 - Additional Pay
 - Annual Confidential R
 - Annual Pay Increment
 - Bills And Amendments
 - Cessation
 - Departmental Inquiry
 - Deputation
 - Develop
 - GPF
 - My Request List
 - New GPF Request
 - Monitoring planned/n
 - Pay Fixation
 - Probation
 - Transfer
 - Manage
 - Service Book

GPF Request Details

GPF Withdrawal(Refundable) Request Details
Total Records : 12

File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
17160	14-Jul-2011	2356	2356	Marriage	Approved	View	Cancel Request
16958	12-Jul-2011	4561		Marriage	Approved	View	Cancel Request
16912	12-Jul-2011	22	22	Other	Approved	View	Cancel Request
16862	12-Jul-2011	3535		Marriage	Approved	View	Cancel Request
16829	12-Jul-2011	4646		Marriage	Approved	View	Cancel Request
16821	12-Jul-2011	1	1	Marriage	Approved	View	Cancel Request
16625	08-Jul-2011	12		Illness	Approved	View	Cancel Request
16622	08-Jul-2011	32		Higher Education	Approved	View	Cancel Request
16621	08-Jul-2011	454		Other	Approved	View	Cancel Request
16615	08-Jul-2011	456		Marriage	Approved	View	Cancel Request
16604	08-Jul-2011	234	234	Marriage	Approved	View	Cancel Request
16591	08-Jul-2011	456		Higher Education	Approved	View	Cancel Request

GPF Withdrawal(Non Refundable) Request Details
Entries in Green Color are GPF Final Withdrawal Request

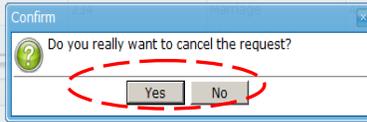
File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
16829	12-Jul-2011	4646		Marriage	Approved	View	Cancel Request
16821	12-Jul-2011	1	1	Marriage	Approved	View	Cancel Request
16625	08-Jul-2011	12		Illness	Approved	View	Cancel Request
16622	08-Jul-2011	32		Higher Education	Approved	View	Cancel Request
16621	08-Jul-2011	454		Other	Approved	View	Cancel Request
16615	08-Jul-2011	456		Marriage	Approved	View	Cancel Request
16604	08-Jul-2011	234			Approved	View	Cancel Request
16591	08-Jul-2011	456			Approved	View	Cancel Request

GPF Withdrawal(Non Refundable) Request Details

Entries in Green Color are GPF Final Withdrawal Request

Total Records : 7

File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
17163	14-Jul-2011	5646	5646	Marriage	Approved	View	Cancel Request
16936	12-Jul-2011	213	213	Marriage	Approved	View	Cancel Request
16830	12-Jul-2011	5644		Other	Approved	View	Cancel Request



✓ GPF Request will get cancelled

File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
16912	12-Jul-2011	22	22	Other	Approved	View	Cancel Request
16862	12-Jul-2011	3535		Marriage	Approved	View	Cancel Request
16829	12-Jul-2011	4646		Marriage	Approved	View	Cancel Request
16821	12-Jul-2011	1	1	Marriage	Approved	View	Cancel Request
16625	08-Jul-2011	12		Illness	Approved	View	Cancel Request
16622	08-Jul-2011	32		Higher Education	Approved	View	Cancel Request
16621	08-Jul-2011	454		Other	Approved	View	Cancel Request
16615	08-Jul-2011	456		Marriage	Approved	View	Cancel Request
16604	08-Jul-2011	234			Approved	View	Cancel Request
16591	08-Jul-2011	456			Approved	View	Cancel Request

GPF Withdrawal(Non Refundable) Request Details

Entries in Green Color are GPF Final Withdrawal Request

Total Records : 7

File Id	Application Date	Requested Amount	Sanctioned Amount	Purpose	Status	Remarks	Action
17163	14-Jul-2011	5646	5646	Marriage	Approved	View	Cancel Request

