

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE ONLINE FORM FOR WITHDRAWAL OF GENERAL PROVIDENT FUND (GPF)

General Instructions:

1. All fields marked with * are mandatory.
2. Please provide the working **mobile no. and e-mail** (optional) for communications, notifications and alerts.
3. Please take a photocopy of all the relevant documents like last GPF statements, Medical certificate, invitation card etc. under which the GPF withdrawal is claimed.
4. Concerned DDO has to signed (with seal) on all documents (Photocopies). Please scan the signed documents and uploaded to the portal when required.
5. Please be careful while selecting the proposed and rules as once selected could not be changed. Subscriber selecting the **Medical Treatment** should have a certificate from the Government Hospitals/ Government approved private hospitals indicating the nature of illness and treatment required.
6. Before filling up the form please make sure all the scan copies of the documents required are ready with you. (All scan copies should be clear and readable. File size less than or equal to **500 kb**. File type: **PDF & JPG** only).
7. Original Copies of the relevant documents has to be shown to the concerned staff (Dealing Officers or Officers at the higher level) for verification to be conducted at the Directorate office while the photocopies that are already scanned and uploaded to the web portal have to be submitted for official process. The verifications could be done by the **subscriber themselves or by the concerned DDO**.

Steps for filling the online form:

1. Log on to the web-portal www.gpfedns.in
2. Please select type of withdrawal such as **1. Advance 2. Part Final** etc.
3. Provide all personal details accordingly.
4. Select your Zone from the list of Zones available at the List Box. Similarly, for selecting the Grade, select the list of grades available in the List Box.
5. For entering Date of Birth, Date of Joining please use only the **Date Picker to select year, month and day**.

The screenshot shows a web browser window with the URL gpfedns.in/public/. The page title is "APPLICATION FOR WITHDRAWAL / ADVANCE FROM GENERAL PROVIDENT FUND" and the subtitle is "Department of Education (S) - Government of Manipur". The form is titled "APPLICATION FOR WITHDRAWAL / ADVANCE FROM GENERAL PROVIDENT FUND" and includes a note: "All the (*) marked fields are mandatory." The form has several sections:

- Application For:** Radio buttons for "Advance", "Part Final", and "Final".
- Name of the Subscriber:** A text input field with a note "(As recorded in the initial appointment order)".
- Select Employees Zone:** A dropdown menu showing "ZONE 2".
- Date of Birth:** A date picker showing "December 2017" with a calendar view. The date "12" is selected.
- GPF Account Number:** A text input field with a note "(with Departmental Suffix)".
- MGE/EIN No.:** A text input field.
- Mobile Number:** A text input field with a note "+91- Contact Number".
- Select Grade:** A dropdown menu showing "--select--".
- Basic Pay:** A text input field.
- Date of Joining Service:** A text input field.

6. Date of superannuation is auto generated, if the auto generated date is not the actual date of Superannuation, then select Check if not above Superannuation Date to Enter the actual Date of Superannuation.
7. List of predefined proposal and corresponding rules are enlisted, if your proposed rules are not listed then please select Others and specify rules manually.
8. After successful submission of the form:
 - a. An applicant no. will be generated and displayed on the web site.
 - b. Please press the PRINT button to take out the PDF copy of the form submitted online. The form should be signed by the subscriber and the concerned DDO.
 - c. The subscriber will be received an SMS at the registered mobile no./email indicating the application no. and date of application as an acknowledgement.
 - d. The subscriber can upload all required documents right after submitting the online or within 7 days (or notified by the Directorate from time to time at the web portal). For doing this, please press the **SEARCH APPLICATION** tab from the home screen of the web portal. Please provide the **Application No. Date of birth and MGEL/EIN No.** You will receive an **OTP** at your registered mobile no. for validation. If do not received any OTP, please see if the website asked to use default **OTP <<12345>>** if so, please provide and validate it.
9. For any official activities against your application you will be notified at your registered Mobile No. such as verification, rejection, sanction order, sending approval to Administrative Departments, Approval etc.
10. The same could also be seen from the web portal by providing the credentials (**Application No., Date of Birth & MGEL No. EIN**) validated by the OTP received at your registered mobile No.

Thank You

Team GPF
Directorate of Education (S)
Government of Manipur