

# GainPF – Quick Reference Guide

Prepared by District Educational Office, Kothamangalam

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# 1. Site Configuration

## GAINPF Quick Reference Guide

Training Website : <http://gainpf.kerala.gov.in/training>

Original Website : <http://gainpf.kerala.gov.in>

### 1 Site Configuration

Before applying online loan through GAINPF site, we need to configure the site for institutions. For this we have to do the following steps.

1. **Set Menu Set Permission for HM (Admin privilege)**
  - For this, we need to login to the GAIN PF website with institution user name and password
  - Username : pa0120\_**sparkcode**
  - Password : off**sparkcode**123\$
2. **Set Menu permissions for HM and Clerk (for High Schools)**
  - Once the set menu permission is assigned to the HM, we can login to the website with HMs' PENumber
  - Username : PENumber
  - Password : Date of Birth (dd/MM/yyyy format)
  - Once logged into the site, HM can set menu for himself and clerk (in the case of high schools)

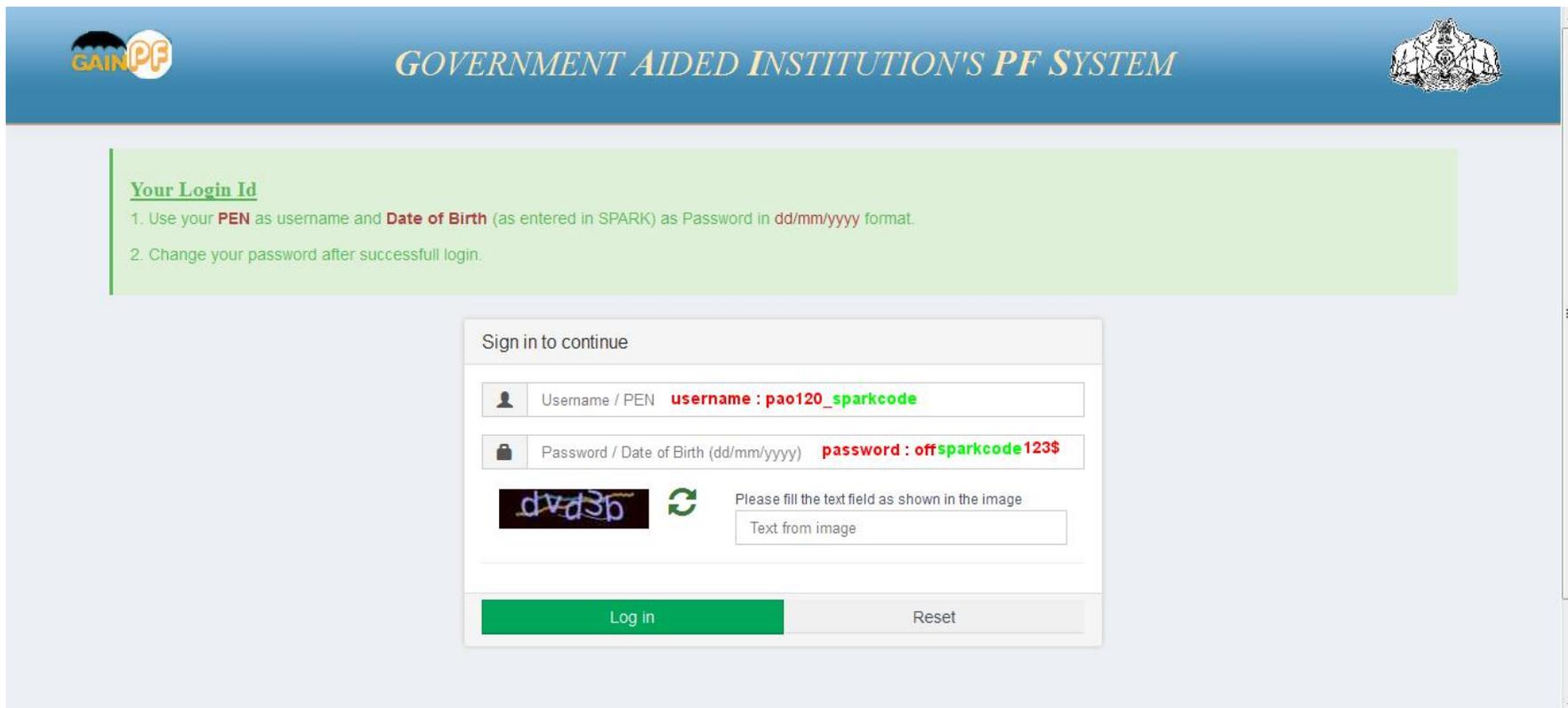
## a. Set Menu Set Permission for HM (Admin Privilege)

Initial thing we need to do for configuring the GAIN PF site is setting menu permission for HM. Steps are explained as follows,

### i. Step 1 - Login to the GAINPF website with institution user name and password

Username : pao120\_sparkcode

Password : offsparkcode123\$



**GOVERNMENT AIDED INSTITUTION'S PF SYSTEM**

**Your Login Id**

1. Use your **PEN** as username and **Date of Birth** (as entered in SPARK) as Password in dd/mm/yyyy format.
2. Change your password after successfull login.

Sign in to continue

Username / PEN **username : pao120\_sparkcode**

Password / Date of Birth (dd/mm/yyyy) **password : offsparkcode123\$**

**dvd3b** Please fill the text field as shown in the image

Text from image

Log in Reset

ii. **Step 2 – Open the menu management page**

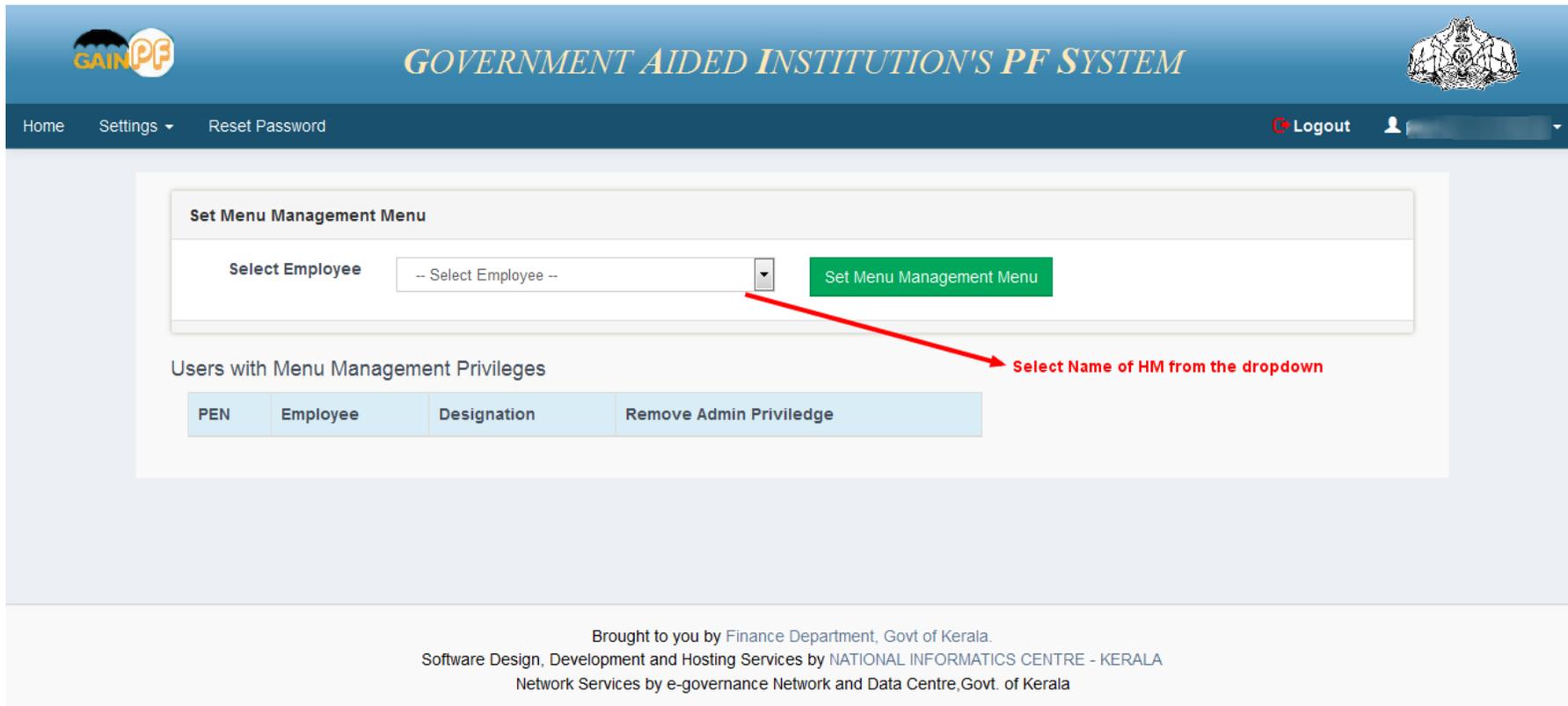
Once logged into the site, follow this

- a. Click 'Settings' -> 'Set Menu'



iii. Select name of the HM from the dropdown

A new page will be opened with a dropdown. We need to select the name of the HM from the dropdown



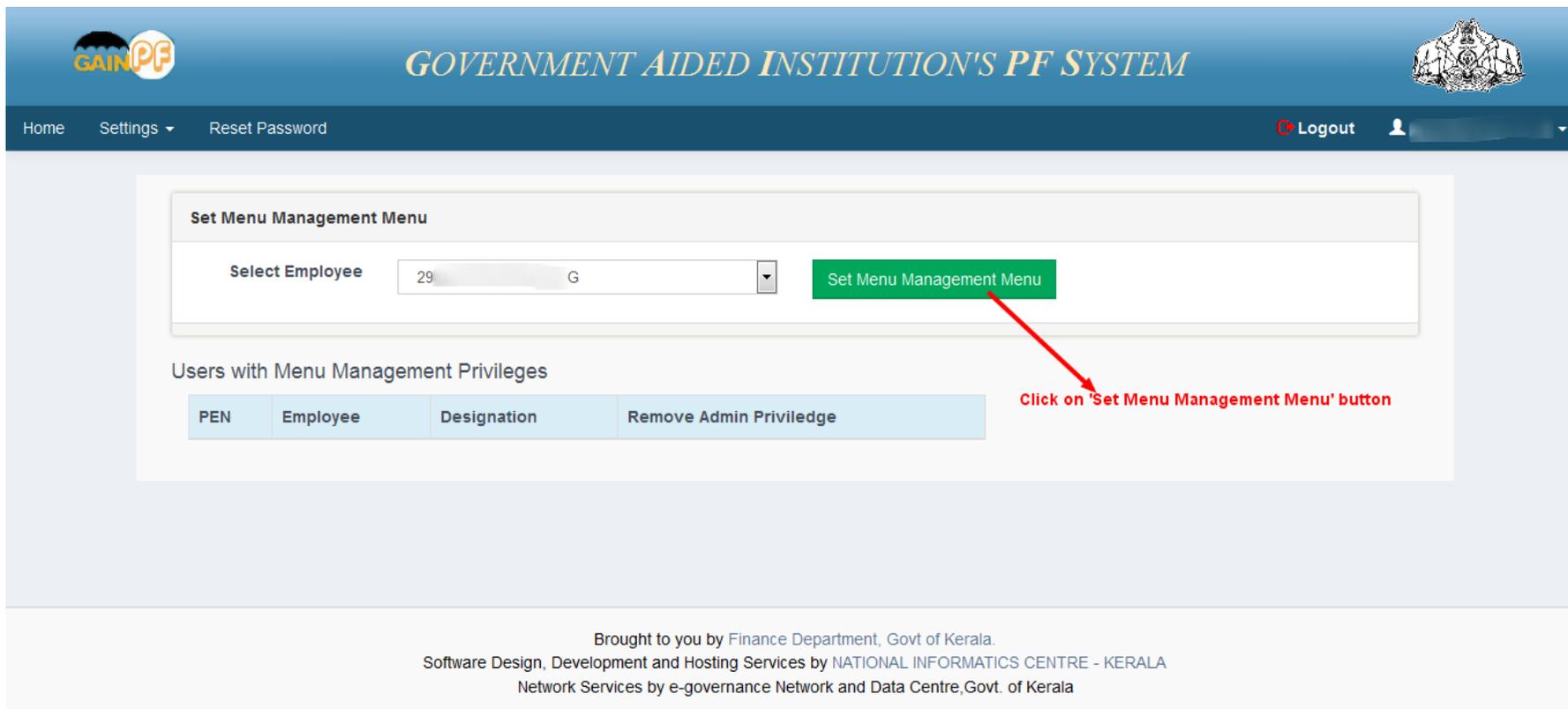
The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. At the top, there is a navigation bar with 'Home', 'Settings', and 'Reset Password' on the left, and 'Logout' and a user profile icon on the right. The main content area features a 'Set Menu Management Menu' section with a 'Select Employee' dropdown menu currently showing '-- Select Employee --'. A red arrow points from the dropdown to the text 'Select Name of HM from the dropdown'. Below this is a table titled 'Users with Menu Management Privileges' with columns for 'PEN', 'Employee', 'Designation', and 'Remove Admin Priviledge'.

PEN	Employee	Designation	Remove Admin Priviledge
-----	----------	-------------	-------------------------

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#### iv. Set Menu Management Menu for HM

After selecting the HM from the dropdown, we have to click on the 'Set Menu Management Menu' button. Once you click on the button, you can see a table which shows the name and details of the HM



The screenshot displays the 'Set Menu Management Menu' interface. At the top, there is a header with the logo and the title 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM'. Below the header, there is a navigation bar with 'Home', 'Settings', and 'Reset Password' on the left, and 'Logout' and a user profile icon on the right. The main content area features a form titled 'Set Menu Management Menu'. The form has a 'Select Employee' dropdown menu with the value '29' and 'G' visible. To the right of the dropdown is a green button labeled 'Set Menu Management Menu'. A red arrow points from this button to a red text label that says 'Click on 'Set Menu Management Menu' button'. Below the form, there is a section titled 'Users with Menu Management Privileges' which contains a table with the following columns: 'PEN', 'Employee', 'Designation', and 'Remove Admin Priviledge'.

PEN	Employee	Designation	Remove Admin Priviledge
-----	----------	-------------	-------------------------

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The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. At the top, there is a navigation bar with 'Home', 'Settings', and 'Reset Password' on the left, and 'Logout' and a user profile 'pao120\_' on the right. A success message banner at the top reads 'Menu added successfully!!!' with an arrow pointing to the text 'Success Message'. Below this is a 'Set Menu Management Menu' section containing a 'Select Employee' dropdown menu (currently showing '-- Select Employee --') and a green 'Set Menu Management Menu' button. Underneath is a section titled 'Users with Menu Management Privileges' which contains a table. The table has four columns: 'PEN', 'Employee', 'Designation', and 'Remove Admin Priviledge'. A red box highlights the first row of data, and two red arrows point from text annotations to the 'Remove Admin Priviledge' column: one pointing to the header and another pointing to a minus sign icon in the data row.

PEN	Employee	Designation	Remove Admin Priviledge
2	A	Headmaster/Headmistress(20740-36140)	⊖

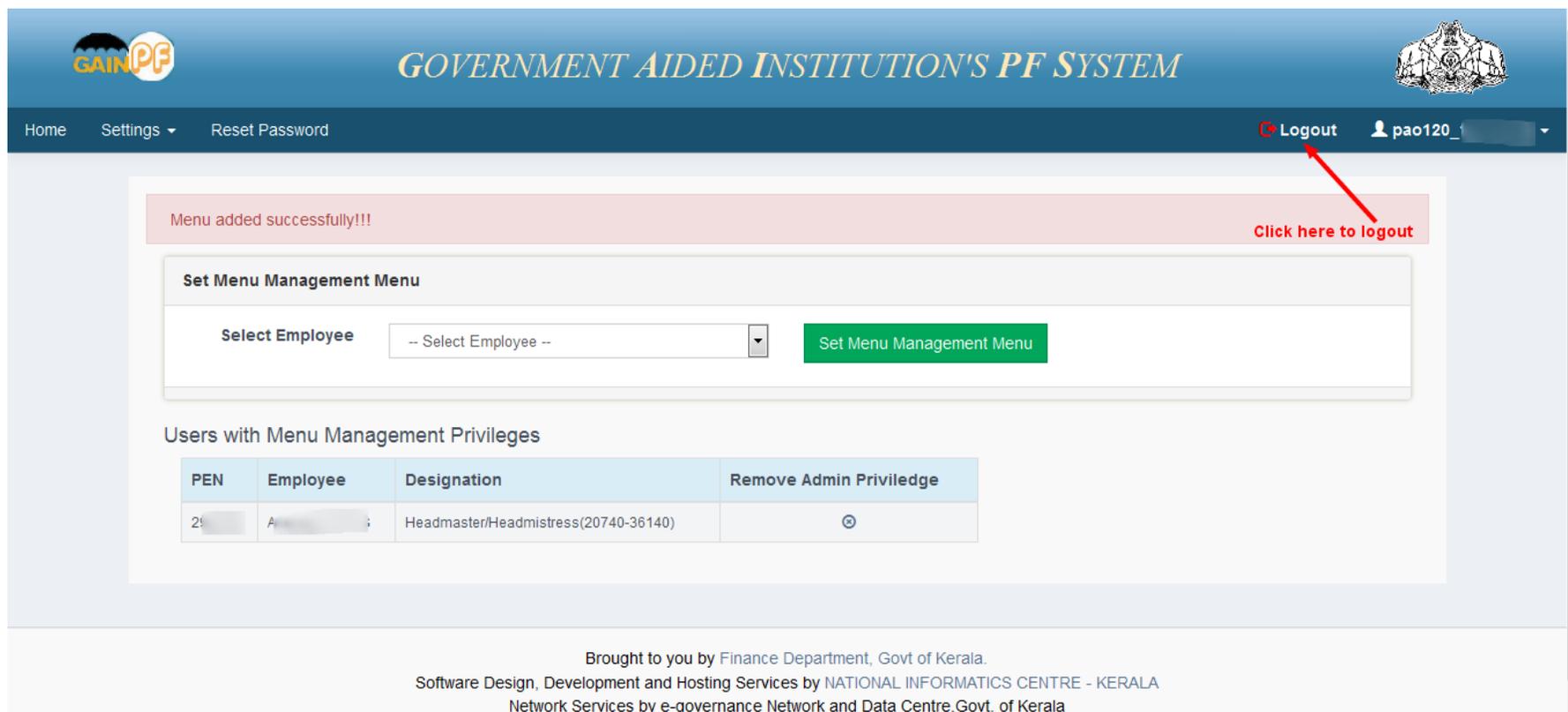
HM details will be shown here

Click here to remove privilege if needed

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## v. Logout

After setting the Menu, we can logout from the website by clicking the logout button



The screenshot displays the GainPF system interface. At the top, there is a blue header with the GainPF logo on the left, the title "GOVERNMENT AIDED INSTITUTION'S PF SYSTEM" in the center, and a state emblem on the right. Below the header, a navigation bar contains links for "Home", "Settings", and "Reset Password". On the right side of the navigation bar, there is a "Logout" button with a red arrow pointing to it, and a user profile dropdown menu showing "pao120\_".

A red notification banner at the top of the main content area reads "Menu added successfully!!!". Below this, there is a "Set Menu Management Menu" section with a "Select Employee" dropdown menu (currently showing "-- Select Employee --") and a green "Set Menu Management Menu" button. A red arrow points from the "Logout" button in the navigation bar to the "Click here to logout" text in the notification banner.

Below the menu management section, there is a table titled "Users with Menu Management Privileges":

PEN	Employee	Designation	Remove Admin Priviledge
21	A	Headmaster/Headmistress(20740-36140)	

At the bottom of the page, there is a footer with the following text:

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## b. Set Menu permissions for HM and Clerk (clerk – only in the case of high school)

Once the 'Set Menu Set' permission completes, the HM needs to login to the the system with his/her PENumber

### i. Login

Username : PENumber

Password : Date of Birth (date of birth should enter in the dd/MM/yyyy format)

**GOVERNMENT AIDED INSTITUTION'S PF SYSTEM**

**Your Login Id**

1. Use your **PEN** as username and **Date of Birth** (as entered in SPARK) as Password in **dd/mm/yyyy** format.
2. Change your password after successfull login.

Sign in to continue

Username / PEN **UserName : Pen**

Password / Date of Birth (dd/mm/yyyy) **Password : date of birth (dd/MM/yyyy)**

Please fill the text field as shown in the image  
Text from image

**Log in** Reset

## ii. Home Page

Once logged in, you can see a page like below.

From the Menu click on -> Menu Management(O)



Home Menu Management(O) Logout

Click 'Menu Management(O)' menu

Welcome A

**Online Services**

- Temporary Loan Application
- NRA Application
- NRA conversion Application
- View Application status

**Information Services**

- My Ledger Card
- My Annual Credit Card

**User Manual**

- Instruction for applying Online loans
- Pre-request for Online Loans

**Profile A**

PF No E

PEN 2

DOB 10

Office Code 1

Office Name

Designation Headmaster/Headmistress(20740-36140)

Department Education (General)

District Ernakulam

Email anandghss@gmail.com

### iii. Set Menu Permission for HM

Once we clicked on 'Menu Management(O)' menu a new page will open with a drop down. From the drop down select HM

Menu Management - Office

Select Employee -- Select Employee --

Select HM name from the dropdown

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### iv. Select Menu items for HM

Once we select the HM from the dropdown, the menu items will be listed below the dropdown. We need to select/tick the below items from the menu list.

- # Loan Processing
- # Verification
- # Entry
- # Opening Balance

# OB Loan  
# Verification  
# Opening Balance  
# OB Loan

(Please note that the 'Menu Management(O)' is checked by default. Please do not uncheck it)

After selecting the menu items, click on the 'Set Menu' button at the bottom of the page

Select Employee 2

1. Put tick mark on these menus

- Seeding
  - PF Number Seeding
  - PF Number Seeded list
  - PF Number to be Confirmed
  - PF Number Confirmed list
- PAO List
- Menu Management(O)
- Set Institution
- Loan Processing
  - Scrutiny  Verification  approval  FO Approval  HOD approval  APFO Scru  APFO Ver  APFO Apr  APFO HOD Apr
- Reports
  - Seeded List
  - To be Seeded List
  - Confirmed List
  - To Be Confirmed List
  - Seeded Status
- Set Institution Panel
  - Entry
    - Opening Balance
    - CB Loan
  - Verification
    - Opening Balance
    - CB Loan
  - Approval
    - Opening Balance
  - View
    - Credit Card
    - Schedule

Set Menu

2. After putting tick mark, click on 'Set Menu' button

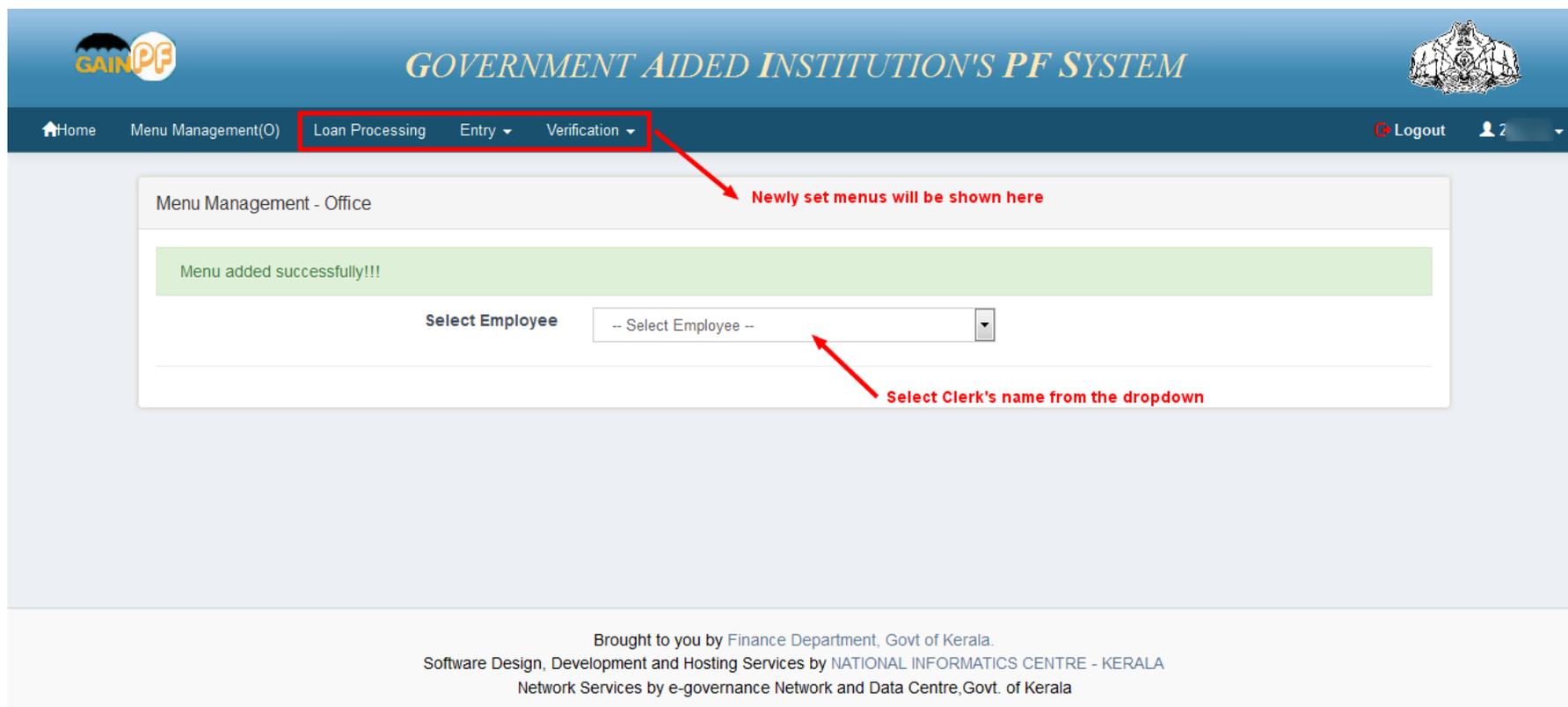
v. **Set Menu Permission of Clerk (only in the case of high school)**

Same as the step iii, select clerk from the drop down. Once we select the clerk from the dropdown, the menu items will be listed below the dropdown. We need to select/tick the below items from the menu list.

# Loan Processing

# Scrutiny

After selecting the menu items, click on the 'Set Menu' button at the bottom of the page



The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. The top navigation bar includes 'Home', 'Menu Management(O)', 'Loan Processing', 'Entry', and 'Verification'. A red box highlights the 'Loan Processing' and 'Entry' options. A red arrow points from the 'Entry' dropdown to the text 'Newly set menus will be shown here'. Below this, a green message box states 'Menu added successfully!!!'. A 'Select Employee' dropdown menu is shown with the text '-- Select Employee --'. A red arrow points to this dropdown with the text 'Select Clerk's name from the dropdown'. The footer contains the text: 'Brought to you by Finance Department, Govt of Kerala. Software Design, Development and Hosting Services by NATIONAL INFORMATICS CENTRE - KERALA. Network Services by e-governance Network and Data Centre, Govt. of Kerala'.

Select Employee 2

- Seeding
  - PF Number Seeding
  - PF Number Seeded list
  - PF Number to be Confirmed
  - PF Number Confirmed list
- PAO List
- Menu Management(O)
- Set Institution
  - Loan Processing
    - Scrutiny  Verification  Approval  FO Approval  HOD approval  APFO Scru  APFO Ver  APFO Apr  APFO HOD Apr
- Reports
  - Seeded List
  - To be Seeded List
  - Confirmed List
  - To Be Confirmed List
  - Seeded Status
- Set Institution Panel
- Entry
  - Opening Balance
  - OB Loan
- Verification
  - Opening Balance
  - OB Loan
- Approval
  - Opening Balance
- View
  - Credit Card
  - Schedule

1. select these menu items for clerk

2. after ticking menu items click on 'Set Menu' button

Set Menu

Setting up of menu permission is completed by this step.

Once all the above steps are completed, you have successfully completed. It's a onetime set up and you may not need to do it again in the normal scenario.

## 2. Opening Balance and Outstanding Loan details entry

### 2 OB and Loan Entry

Once we finished the site configuration, the site will be ready for processing the loan. But at present, the credit card for the year 2015-16 is not completely distributed, HM should enter opening balance and outstanding loan details of each employee who wish to apply for a TA, NRA etc. by login into the website

#### 1. Enter and Verify the opening balance

- HM should enter opening balance of an employee who wish to take a TA, NRA etc.
- The entered opening balance should also be verified by the HM
- Once the entry completes, he/she must verify the same. Please not that, once you verified the entry, it's difficult the data. So please take utmost care while entering the opening balance

#### 2. Enter and verify the outstanding loan details

- By default, the website consider that no employee is having outstanding loan.
- If any employee is having an outstanding loan, details of the same should be entered by the HM and must verify the same.
- In the case of employees not having any outstanding loan, HM can simply save that entry with 0 and it should also be verified.

## a. Enter and Verify the Opening Balance

### i. Login

Login to the website with HMs' PENumber

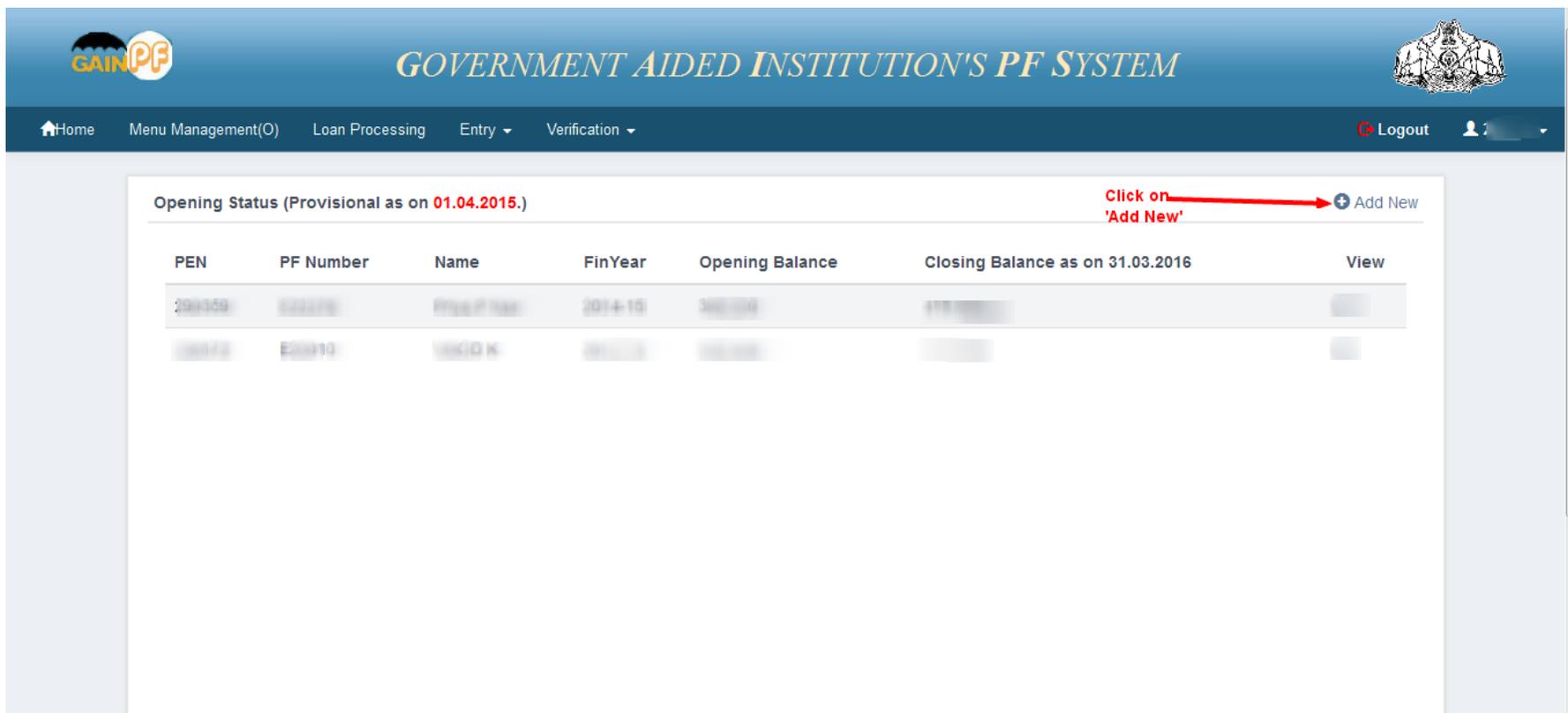
### ii. Open Opening balance listing page

Click on the Menu 'Entry' -> then -> 'Opening Balance'

The screenshot displays the GainPF web application interface. At the top, there is a blue header with the GainPF logo on the left and the text "GOVERNMENT AIDED INSTITUTION'S PF SYSTEM" in the center. On the right side of the header, there is a logo of the Government of Kerala and a "Logout" button. Below the header is a dark blue navigation bar with the following menu items: Home, Menu Management(O), Loan Processing, Entry, and Verification. The "Entry" menu item is highlighted, and a red arrow points to it with the text "Click on 'Entry'". Below the navigation bar, there is a light blue box containing the text "Menu Management - Office". Inside this box, there are two options: "Opening Balance" and "OB Loan". The "Opening Balance" option is highlighted, and a red arrow points to it with the text "Then, click on 'Opening Balance'". Below this box, there is a green banner with the text "Menu added successfully!!!". Below the banner, there is a "Select Employee" label and a dropdown menu with the text "-- Select Employee --". At the bottom of the page, there is a footer with the following text: "Brought to you by Finance Department, Govt of Kerala. Software Design, Development and Hosting Services by NATIONAL INFORMATICS CENTRE - KERALA. Network Services by e-governance Network and Data Centre, Govt. of Kerala".

### iii. Opening Balance Entry

A new page with a 'Add New' button on the right side will open.



The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. The top navigation bar includes 'Home', 'Menu Management(O)', 'Loan Processing', 'Entry', and 'Verification'. A 'Logout' button is visible on the right. The main content area shows the 'Opening Status (Provisional as on 01.04.2015.)' page. A red arrow points to the '+ Add New' button. Below this is a table with the following columns: PEN, PF Number, Name, FinYear, Opening Balance, Closing Balance as on 31.03.2016, and View.

PEN	PF Number	Name	FinYear	Opening Balance	Closing Balance as on 31.03.2016	View
200359	000010	Prasad P. Reddy	2014-15	300000	175000	
000010	000010	000010	000010	000000	000000	

Click on the 'Add New' button. A new page will open and there you can select employee from the dropdown. Then you have to enter all other required details and the total amount will be calculated automatically. Finally, click on the 'Save' button.

Enter details after last Credit Card (2014-15) upto 31/03/2016 .

Employee \* **Select Employee** → SELECT EMPLOYEE

Last credit card Fin Year \* **Select last credit card financial year** → SELECT LAST CC FIN YEAR

Closing Balance as per last credit card(CC) \*

Total Subscription amount there after last CC (upto 31.03.2016) 0

Total Refund amount there after last CC (upto 31.03.2016) 0 **Enter the details**

Total Loan Amount to be deducted from the last CC (upto 31.03.2016) 0

Total Arrear amount to be Excluded from last CC 0

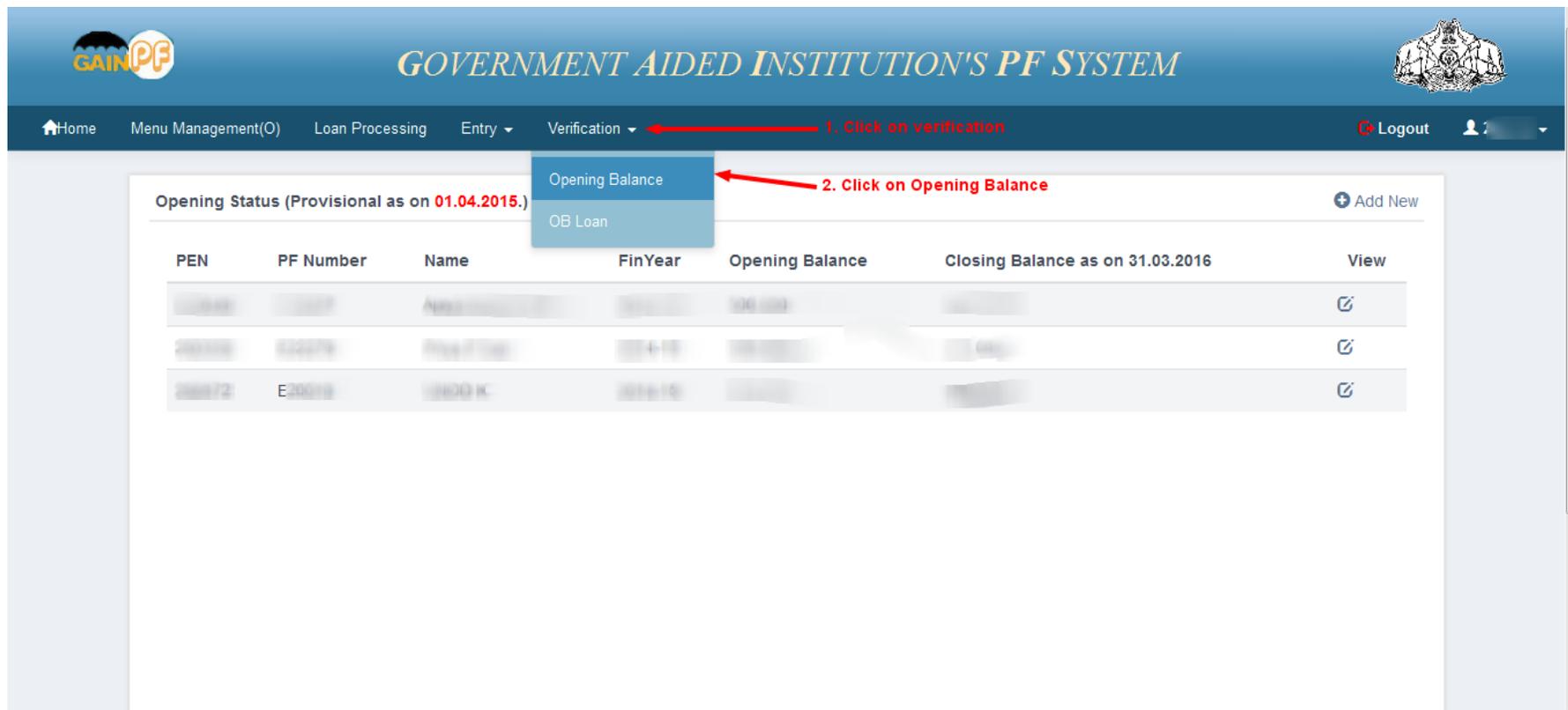
Total Arrear amount to be Included for loan purpose after last CC (upto 31.03.2016) 0

Total Available amount as on 31.03.2016. 0 **Total Amount will shown here automatically**

**Finally, click on the save button** → Save

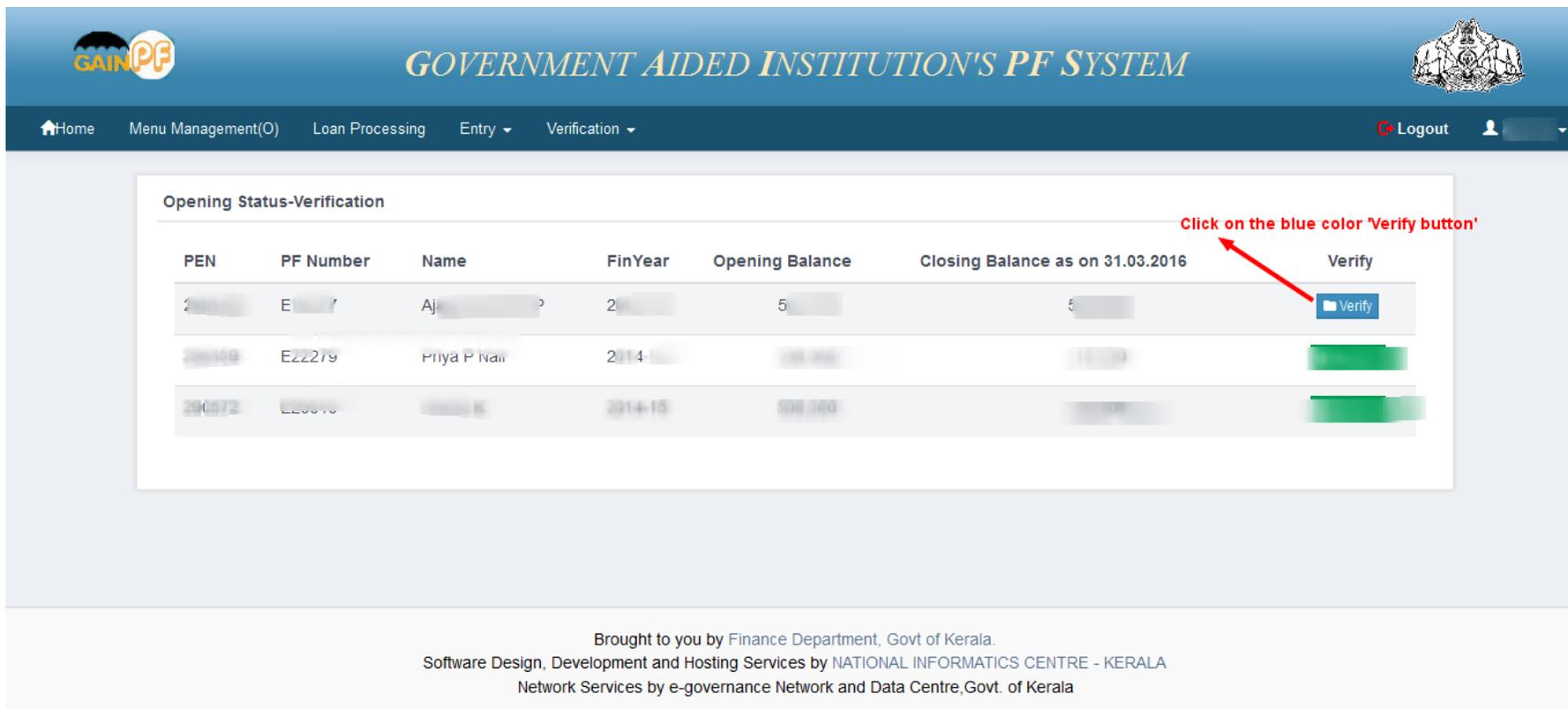
#### iv. Verify Opening Balance.

HM needs to verify the entry made in the previous step. For this Click on the 'Verification' -> then 'Opening Balance' from the menu. A page will be opened with a list of employees will be shown in the list whose opening balance are already approved and pending for approval.



The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. The top navigation bar includes 'Home', 'Menu Management(O)', 'Loan Processing', 'Entry', 'Verification', and 'Logout'. A red arrow points to the 'Verification' dropdown menu, labeled '1. Click on verification'. The dropdown menu is open, showing 'Opening Balance' and 'OB Loan'. A second red arrow points to 'Opening Balance', labeled '2. Click on Opening Balance'. Below the menu, the page title is 'Opening Status (Provisional as on 01.04.2015.)' with an 'Add New' button. A table lists employee data with columns: PEN, PF Number, Name, FinYear, Opening Balance, Closing Balance as on 31.03.2016, and View. The table contains three rows of data.

PEN	PF Number	Name	FinYear	Opening Balance	Closing Balance as on 31.03.2016	View
20000	E0001	ANAND K	2014-15	10000	10000	
20001	E0002	ANAND K	2014-15	10000	10000	
20002	E0003	ANAND K	2014-15	10000	10000	



**Opening Status-Verification**

PEN	PF Number	Name	FinYear	Opening Balance	Closing Balance as on 31.03.2016	Verify
200000	E22277	Ajith K	2014-15	500000	500000	<input type="button" value="Verify"/>
200100	E22279	Priya P Nair	2014-15	100000	100000	<input type="button" value="Verify"/>
200272	E22278	Vishal K	2014-15	500000	500000	<input type="button" value="Verify"/>

Click on the blue color 'Verify button'

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Click on the blue color 'Verify' button corresponding the employee whose opening balance to be verified. Now a new page will open with the opening balance details on it.

At the bottom, you can see two buttons, 'Verify' and 'Reject'. Click on the 'Verify' button to verify the opening balance

**Provisional Opening Balance - Verification**

Name	[Redacted]	Office	[Redacted]	PF Number	[Redacted]
PEN	29,9	Last credit card Fin Year	2014-15	Closing Balance	500
Total Subscription amount there after last CB	7	Total Refund amount there after last CB	1	Total Loan Withdrawals there after last CB	2
Total Arrear amount to be Excluded from last CB	0	Total Arrear amount to be Included there after last CB	0	Available Loan amount	5

Click on the 'Verify' button to verify the opening balance

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#### v. Enter Outstanding loan details

As the credit card for the fin year 2015-16 is not completely available, HM should enter the outstanding loan details of employees, if any. For this follow the below steps.

- i. Select 'Entry' -> 'OB Loan' from the menu. A page will open with details of all employees in your institution.

The screenshot shows the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. The navigation bar includes 'Home', 'Menu Management(O)', 'Loan Processing', 'Entry', and 'Verification'. The 'Entry' dropdown menu is expanded, showing 'Opening Balance' and 'OB Loan'. Red arrows indicate the steps: '1. Click on 'Entry'' and '2. Click on 'OB Loan''. The main content area is divided into three sections: 'Online Services' (Temporary Loan Application, NRA Application, NRA conversion Application, View Application status), 'Information Services' (My Ledger Card, My Annual Credit Card), and 'User Manual' (Instruction for applying Online loans, Pre-request for Online Loans). The 'Profile' section on the right displays the following information:

PF No	E
PEN	2
DOB	1
Office Code	1
Office Name	H
Designation	Headmaster/Headmistress(20740-36140)
Department	Education (General)
District	Ernakulam
Email	anandghss@gmail.com

- ii. By default, website consider that nobody having outstanding loans. If an employee having not outstanding loans, click on the view button corresponding to the employee. A page will open, simply click the 'Save' button.
- iii. If any employee having outstanding loan, click on the view button corresponding to the employee. A page will open, enter the loan details and click on the 'Save' button

 **GOVERNMENT AIDED INSTITUTION'S PF SYSTEM** 

Home Menu Management(O) Loan Processing Entry Verification Logout

Previous Loan Details As on **31.03.2016**.

Sl.No	PF	Name	PEN	Loan Amount	No. of Installment	Installment Amount	Outstanding Loan	View/Edit
1	621391	...	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
2	621398	...	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
3	621403	JINITHA S	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
4	621555	...	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
5	621190	NITHAK...	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
6	621585	SOURA...	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
7	621195	ARUN C	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>
8	621594	...	...	<input checked="" type="checkbox"/> No Loan			0	<a href="#">View</a>

Click the view button corresponding to the employee having outstanding loan

OB Loan Details

**Personal Details**

1. Subscriber's Name and PF No R [redacted] 4

**Previous Loan Details**

1. Loan Encashed Date \* 05/05/2016

2. Amount of advance \* 0

3. Consolidated Loan Amount \* 0

4. Number of Installments of recovery proposed \* 0

5. Amount per Installment \* 0

6. No. of Installments paid \* 0

7. Paid Loan Amount \* 0

8. Outstanding Loan Amount \*

Submit

1. Enter the required details

2. Click on the submit button

16	E20006	Nasar M M	290406	No Loan	0	View
17	E20008	Ambily T N	290411	No Loan	0	View

## vi. Outstanding Loan verification

Once you entered the outstanding loan details, we have to verify it as we did in the case of opening balance. Follow the below steps.

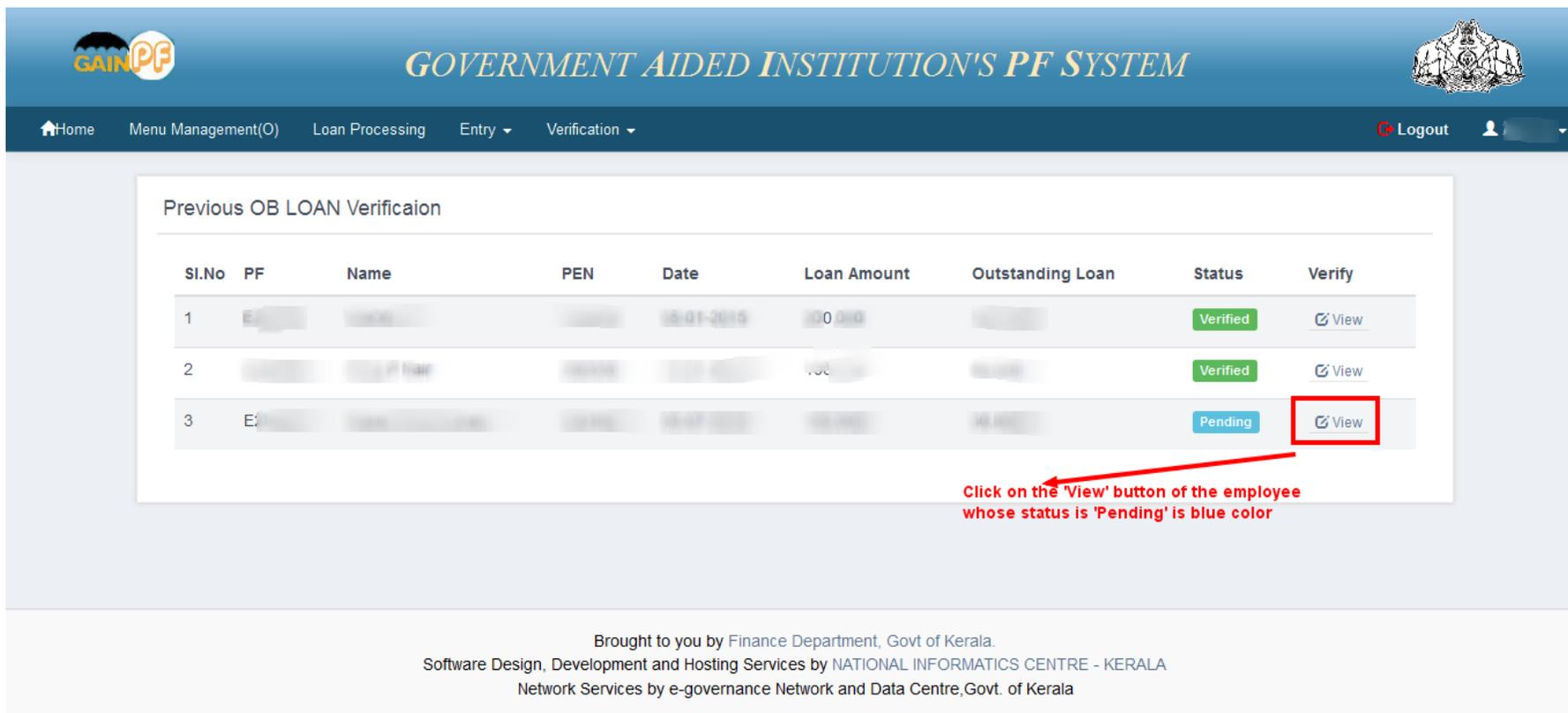
- i. Select 'Verification' -> 'OB Loan' from the menu. A page will open with details of all employees in your institution.

The screenshot shows the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. The navigation menu includes 'Home', 'Menu Management(O)', 'Loan Processing', 'Entry', 'Verification', and 'Logout'. The 'Verification' dropdown menu is open, showing 'Opening Balance' and 'OB Loan'. Red arrows point to 'Verification' (labeled '1. Click on 'Verification') and 'OB Loan' (labeled '2. Click on 'OB Loan').

Previous Loan Details As on 31.03.2016.

Sl.No	PF	Name	PEN	Loan Amount	No. of Installment	Installment Amount	Outstanding Loan	View/Edit
1	EC0391	...	...	No Loan			0	<a href="#">View</a>
2	EC0386	...	...	No Loan			0	<a href="#">View</a>
3	EC0389	JITHA A M	047000	No Loan			0	<a href="#">View</a>
4	...	...	...	No Loan			0	<a href="#">View</a>
5	EC0400	...	...	No Loan			0	<a href="#">View</a>
6	EC0385	...	...	No Loan			0	<a href="#">View</a>
7	EC0388	...	...	No Loan			0	<a href="#">View</a>
8	EC0387	...	...	No Loan			0	<a href="#">View</a>

- ii. A new page will open which contains the employee list with loan details. Click on the 'View' button for the employee whose outstanding loan details to be verified (status 'Pending').



Previous OB LOAN Verificaion

SI.No	PF	Name	PEN	Date	Loan Amount	Outstanding Loan	Status	Verify
1	E: [REDACTED]	[REDACTED]	[REDACTED]	18-01-2015	100,000	[REDACTED]	Verified	<a href="#">View</a>
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Verified	<a href="#">View</a>
3	E: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	<a href="#">View</a>

Click on the 'View' button of the employee whose status is 'Pending' is blue color

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- iii. A new page will open with the loan details already entered. Click on the 'Verify' button and the loan details will be verified now the status will be shown as 'Verified' instead on 'Pending'

Verification - OB Loan Details

**Personal Details**

1. Subscriber's Name and PF No R...

**Loan Details**

1. Loan Encashed Date 07 5

2. Amount of advance 1

3. Consolidated Loan Amount 1

4. Number of Installments of recovery proposed 4

5. Amount per Installment 4

6. No. of Installments paid 4

7. Paid Loan Amount 4

8. Outstanding Loan Amount 6

Click on the 'Verify' button to verify the loan details

Verify Reject

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Previous OB LOAN Verificaion

SI.No	PF	Name	PEN	Date	Loan Amount	Outstanding Loan	Status	Verify
1	E 0010	THANISHA	1988	01/01/2015	10000	10000	Verified	<a href="#">View</a>
2	E 0010	THANISHA	1988	01/01/2015	10000	10000	Verified	<a href="#">View</a>
3	E 0010	THANISHA	1988	01/01/2015	10000	10000	Verified	<a href="#">View</a>

Status will be 'Verified' in green color after verification

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Now, opening balance entry and outstanding loan entry is completed. Please note that this is a onetime entry and you can this only for employees who wish to apply of TA, NRA etc. before receiving the credit card for the fin year 2015-16. Once you receive the credit card, the details will be automatically updated to the GAIN PF site.

Once all the above steps are completed, the system is well ready to process the loans.

## 3. Loan Processing

### 3 Loan Processing

Once we finished site configuration and opening balance / loan details entry, the site is ready for processing loans.

#### 1. Apply for TA, NRA etc.

- Staff who wish to apply for a TA, NRA etc should login to the site
- Username : PENumber
- Password : Date of Birth (dd/MM/yyyy)

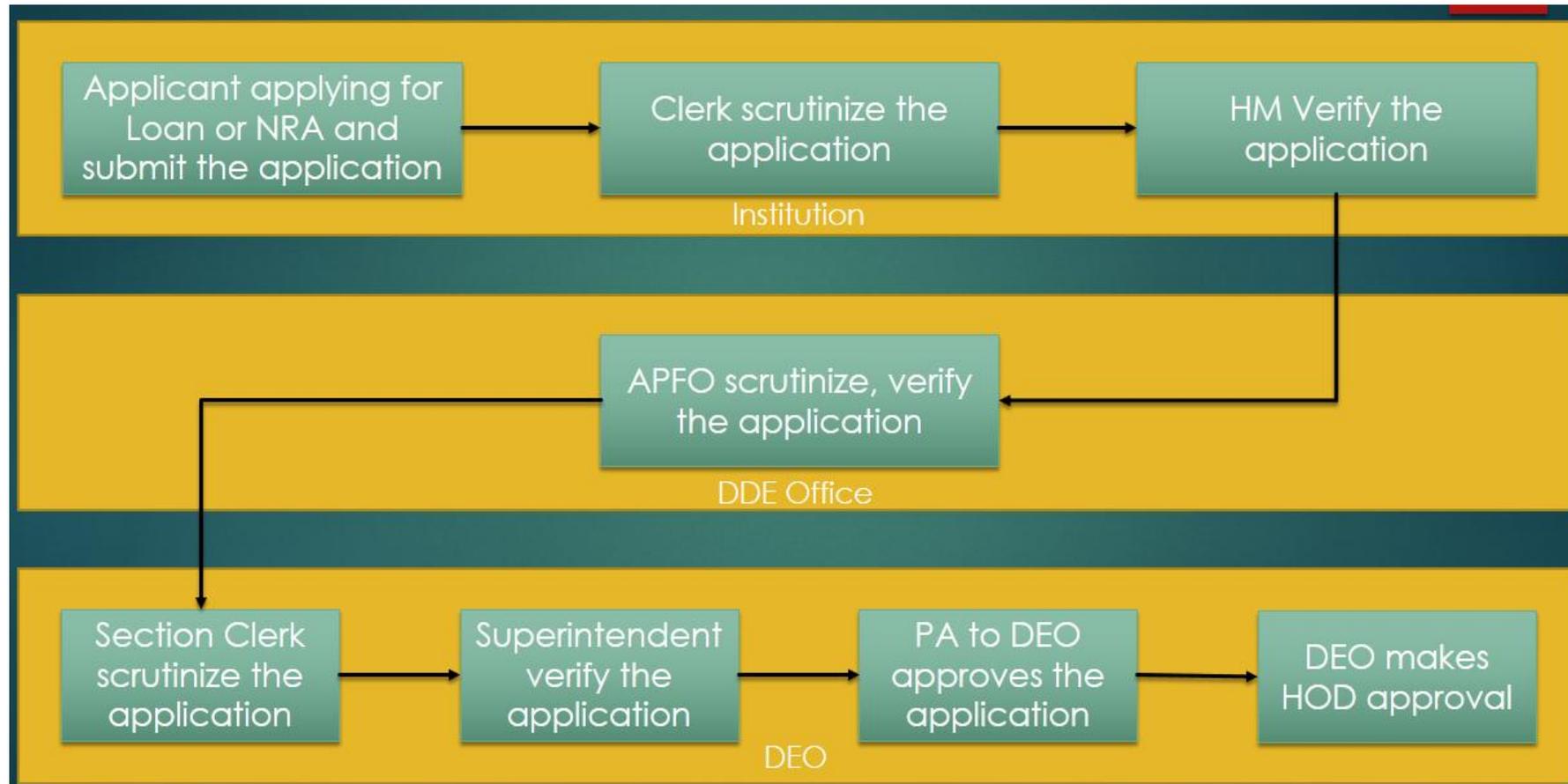
#### 2. Clerk Scrutinize the application

- Once the applicant applies for TA, NRA etc, the clerk will scrutinize the application by login to the website
- Username : PENumber
- Password : Date of Birth (dd/MM/yyyy)

#### 3. HM Verifies the application

- Once clerk scrutinize the application, it should be verified by HM application by login to the website
- Username : PENumber
- Password : Date of Birth (dd/MM/yyyy)

## a. Loan processing flow



## b. Apply for TA, NRA etc.

Applicant should login into the website with his/her PENumber

- Username : PENumber
- Password : Date of Birth (dd/MM/yyyy)

Once logged in, he/she can see a page like below. From that page, they can select the loan type. Click the item will leads you to a new page.

The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' website. The header includes the 'GAINPF' logo, a home icon, and a 'Logout' button with a user icon. The main content area is divided into three sections: 'Online Services', 'Information Services', and 'User Manual'. The 'Online Services' section is highlighted with a red box, and a red arrow points to it with the text 'Click any of the item for apply'. The 'Profile' section on the right shows user details.

Profile	
PF No	E
PEN	2
DOB	1
Office Code	1
Office Name	H
Designation	High School Assistant Natural Science (HG)
Department	Education (General)
District	Ernakulam
Email	h

The newly opened page will show you the personal details as well as the opening balance and outstanding loan details.

Home Loan Processing Logout

### APPLICATION FOR TEMPORARY ADVANCE

**Personal Details**

1. Subscriber's Name and PF No
2. Designation
3. Date of join
4. Date of retirement

**Closing Balance as on 31/03/2016**

1. Closing Balance as per last credit card- 2014-15
2. Arrear amount to be excluded from CC
3. Balance available in CC (1-2)
4. Total Subscription amount there after 2014-15 (upto 31.03.2016)
5. Total Refund amount there after 2014-15 (upto 31.03.2016)
6. Eligible Arrear amount to be included for loan after 2014-15 upto 31-03-2016
7. Total Loan Withdrawals after 2014-15 upto 31-03-2016

Below these details, user can enter the required details as shown in below image. Once you entered the entire details, check/tick the declaration and click on the save button.

**Temporary advance requirements**

1. Basic Pay *	<input type="text"/>
2. Dearness Pay *	<input type="text"/>
3. Amount of advance required *	<input type="text" value="0"/>
4. Outstanding Loan Amount	<input type="text" value="0"/>
5. Consolidated Loan Amount	<input type="text" value="0"/>
6. Number of Installments of recovery proposed *	<input type="text" value="0"/>
7. Amount per Installment *	<input type="text" value="0"/>
8. Purpose for which is required *	<input type="text"/>
7. Name of the treasury at which payment is desired	<input type="text"/>

**Enter the loan details**

**Declaration**

**tick this to accept the declaration**

I, Noufal PA do hereby declare that the above statements are true and that I agree to abide by the Kerala Aided School Employees Provident Fund Statutes in force .I also promise to repay the above advance in equal monthly installments.

**2. Click on the 'Save' button**

The applied loan details should be shown as below along with the application number.

The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. At the top, there is a navigation bar with a 'Home' link and a 'Logout' button. A green notification box at the top center states: 'You have successfully Applied for a loan. Application No is 2016/280 2016/280'. Below this, a 'Loan Details' section is highlighted with a red box. A red arrow points to the text 'Applied loan details will be shown' above the table. The table contains one row of data with the following columns: SI.No, Name, Application, Date, Loan Amount, Consolidated Loan Amount, Type, Status, and #. The row shows '1' in the SI.No column, 'TA' in the Type column, and 'Submitted' in the Status column. There are also 'Print' and 'Edit' buttons next to the Status column.

You have successfully Applied for a loan. **Application No** is 2016/280  
2016/280

Loan Details

Applied loan details will be shown

SI.No	Name	Application	Date	Loan Amount	Consolidated Loan Amount	Type	Status	#
1						TA	Submitted	

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Once you completed the above step, the clerk should scrutinize the application.

### c. Application scrutiny

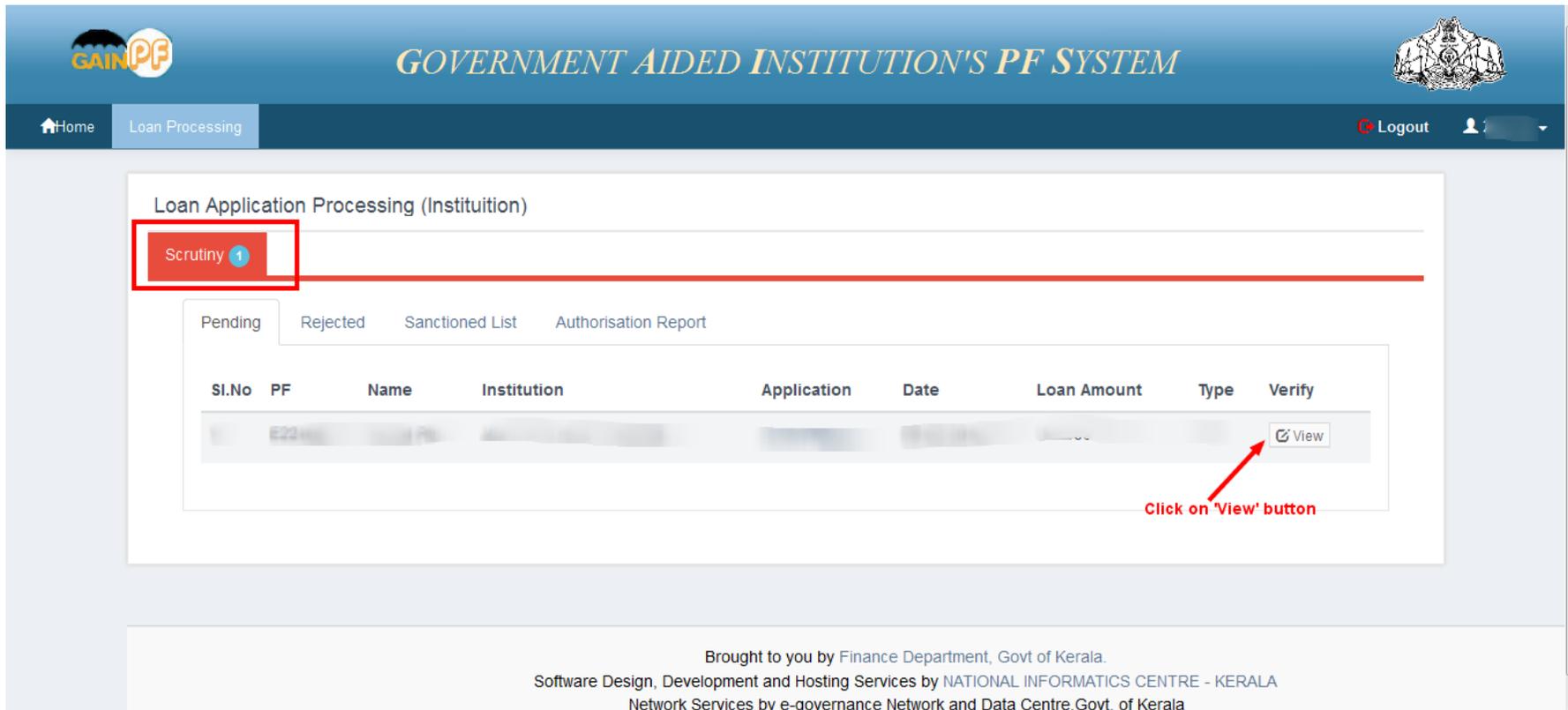
The clerk is authorized (in the case of LP/UP schools HM having privilege to scrutinize the application) to scrutinize the application. For this, clerk needs to login to website with his/her PENumber and date of birth (in dd/MM/yyyy format) as password

- Username : PENumber
- Password : Date of Birth (dd/MM/yyyy)

Once logged in, click on the menu 'Loan Processing', there you can see the loan applications pending for scrutiny.

The screenshot displays the user interface of the Government Aided Institution's PF System. The header includes the GAINPF logo, the system title, and a state emblem. The navigation bar shows 'Home' and 'Loan Processing', with a red arrow pointing to the latter. The main content area is organized into three columns: 'Online Services' with links for loan applications and status checks; 'Information Services' for ledger and credit cards; and 'User Manual' for loan application instructions. A 'Profile Noufal PA' section on the right lists user details such as PF No, PEN, DOB, Office Code, Office Name, Designation (Clerk), Department (Education (General)), District (Emakulam), and Email.

Click on the 'View' button



Loan Application Processing (Institution)

Scrutiny 1

Pending Rejected Sanctioned List Authorisation Report

Sl.No	PF	Name	Institution	Application	Date	Loan Amount	Type	Verify
	E22							<a href="#">View</a>

Click on 'View' button

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Once you click on the 'View' button, a new page will open with the loan details.

4. Total Subscription amount (after 2014-15)	₹	
5. Total Refund amount (after 2014-15)	₹	0
6. Eligible Arrear amount to be included for loan purpose (after 2014-15)	₹	0
7. Total Loan Withdrawals (after 2014-15)		0
8. Balance on credit on the date of the application as Per (3+4+5+6-7)	₹	
9. Admissible Loan Amount (8 * 0.75)	₹	
10. Balance outstanding against previous consolidated advance	₹	0

**Temporary Advance Requirments**

1. loan Request Amount	1
2. Consolidated Loan Amount	1
3. No. of Installments	
4. Amount per Installment	₹
5. Reason	Education
6. Name of the treasury at which payment is desired	

**Action**

Scrutiny Status \* Select action from dropdown

Enter Remarks Enter Remarks

SELECT ACTION

Submit

You can see one dropdown and one textbox and the bottom of the page. Once the details are verified, select 'Scrutiny' from the 'Scrutiny Status' and enter any remarks

10. Balance outstanding against previous consolidated advance

**Temporary Advance Requirments**

1. loan Request Amount

2. Consolidated Loan Amount

3. No. of Installments

4. Amount per Installment

5. Reason

6. Name of the treasury at which payment is desired

**Action**

Scrutiny Status \*

Enter Remarks

**Click on the submit button to scrutinise the loan**

Now, click on the submit button, the loan is scrutinized.

## d. Verification

Verification should be done by HM.

- i. Login to website with HMs' PENumber
- ii. Click on menu 'Loan Processing'

Welcome [redacted]

**Online Services**

- Temporary Loan Application
- NRA Application
- NRA conversion Application
- View Application status

**Information Services**

- My Ledger Card
- My Annual Credit Card

**User Manual**

- Instruction for applying Online loans
- Pre-request for Online Loans

**Profile** [redacted]

PF No	E [redacted]
PEN	[redacted]
DOB	2 [redacted]
Office Code	[redacted]
Office Name	J [redacted]
Designation	[redacted]
Department	Education (General)
District	Ernakulam
Email	[redacted]

- iii. Click on 'View' button for the loan requires verification on the new page, as below.

The screenshot displays the 'GOVERNMENT AIDED INSTITUTION'S PF SYSTEM' interface. The navigation menu includes 'Home', 'Menu Management(O)', 'Loan Processing', 'Entry', and 'Verification'. The 'Loan Processing' tab is active. The main content area is titled 'Loan Application Processing (Institution)'. A red box highlights the 'Verify' button with a '1' next to it. Below this, there are tabs for 'Pending', 'Rejected', 'Sanctioned List', and 'Authorisation Report'. A table lists loan applications with columns: 'Sl.No', 'PF', 'Name', 'Institution', 'Application', 'Date', 'Loan Amount', 'Type', and 'Verify'. The first row shows '1' in the 'Sl.No' column and a 'View' button in the 'Verify' column. A red arrow points to the 'View' button with the text 'Click 'View' to verify the loan'. At the bottom, it states: 'Brought to you by Finance Department, Govt of Kerala. Software Design, Development and Hosting Services by NATIONAL INFORMATICS CENTRE - KERALA. Network Services by e-governance Network and Data Centre, Govt. of Kerala'.

- iv. A new page will open with loan details. Check the details completely. You can see a dropdown at the bottom of the page. Select the status Verify or Reject. Enter remarks and click on the submit button.

4. Total Subscription amount (after 2014-15)	₹ [blurred]
5. Total Refund amount (after 2014-15)	₹ 0
6. Eligible Arrear amount to be included for loan purpose (after 2014-15)	₹ 0
7. Total Loan Withdrawals (after 2014-15)	0
8. Balance on credit on the date of the application as Per (3+4+5+6-7)	₹ [blurred]
9. Admissible Loan Amount (8 * 0.75)	₹ [blurred]
10. Balance outstanding against previous consolidated advance	₹ 0

**Temporary Advance Requirments**

1. loan Request Amount	1 [blurred]
2. Consolidated Loan Amount	1 [blurred]
3. No. of Installments	[blurred]
4. Amount per Installment	₹ [blurred]
5. Reason	Education
6. Name of the treasury at which payment is desired	[blurred]

**Action**

Enter Remarks \*

Select action from dropdown

Enter Remarks

SELECT ACTION

Submit

The loan processing part from the institution side is completed by the above step and the application will be forwarded to APFO.

## 4. Things to remember

### 3 Remember this

Make a note on the following things which will help you further

#### 1. Prerequisites

- Entry and verification of Opening Balance as on 01/04/2015 (from the Credit Card for the year 2014-15 )
- Entry & Verification of Existing Loan Status as on 01/04/2016
- Date of Joining & Date of Retirement in GAINPF should have the correct value and it should be received from SPARK

#### 2. Important things to notice

- The hard copy of the application (application, annexure statement and supporting documents) should submit directly to DDE Office by the HM. (until 2015-16 credit card issue)
- It may take 40 – 45 days to reach the PF monthly subscription details from treasury to GAINPF website, its better to exclude last month subscription in the statement
- Sanction order along with the bill from SPARK should submit the treasury in order to receive the money