

# GPF Pad

(Guide to GPF Pad)

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## **GPF Pad**

GPF Pad is a free (non-commercial) software utility to make GPF calculations easy. It can be used to maintain GPF record of employees of one or more establishments. It is a database based software which keeps the data safe for future use. Individual employees can also use GPF Pad to make their GPF calculations.

Always read the “GPF Pad SOFTWARE AGREEMENT” carefully while installing GPF Pad software.

### **Disclaimer**

Every effort has been made to avoid error or omissions in calculations. In spite of this, errors may creep in. Any mistake, error or discrepancy noted may be brought to notice of author (developer).

It is strongly recommended that every calculation must be cross checked manually by the user/ GPF account maintain authority before finalizing GPF .

It is notified that author (developer) will not be responsible for any damage or loss of action to any one, of any kind, in any manner there from. Please verify original Govt. Of India / Govt. Of Punjab documents/rules/notification for all the calculations purposes.

**In GPF Pad following components are used:**

- **Microsoft Report Viewer 2008 , copyright © Microsoft Corporation**
- **Microsoft SQL Server Compact Edition 3.5 , copyright © Microsoft Corporation**

## **How to get GPF Pad**

GPF Pad can be downloaded from the download section of website [www.pmspunjab.in](http://www.pmspunjab.in). Always download new copy of GPF Pad for fresh installation of GPF Pad, because GPF Pad is updated regularly to remove the errors reported by user.

## **Installation**

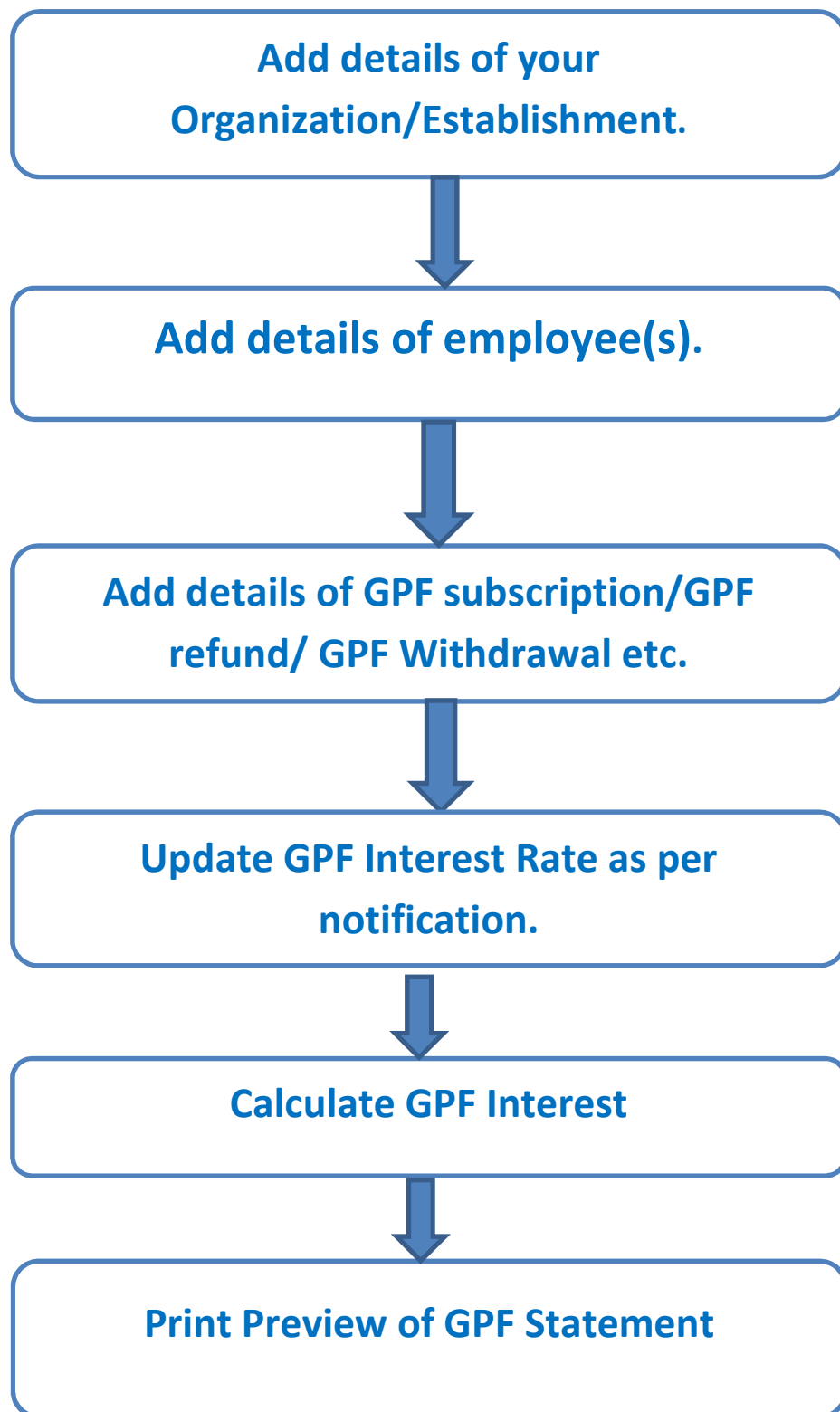
After downloading simply double click on setup file and it will start installing the package. You have to read and accept the agreement conditions to continue installation.

## **Minimum System Requirement**

Operating System	:	Window XP SP2 or higher.
RAM	:	256 MB
Printer	:	Laser Printer.

(If you are using window XP SP1, then you need to install Microsoft Dot Net Frame Work 2.0 or higher. This is available freely on internet. Link for this is also given in useful link of the website : [www.pmspunjab.in](http://www.pmspunjab.in) )

## Flow Chart to use GPF Pad :



(Details once saved will remain saved for future use. Establishment details, Employee details are required to add only once)

## 1. Login to GPF Pad

After Installation start GPF Pad from GPF Pad Icon at desktop:

**Userid: gfpad**  
**Password: apnaindia**

## 2. Organisation Details :

Go to Setting menu ->>Organisation Setting :

Here you can modify the name of Organisation/ Establishment. If you have to maintain GPF record of more than one Organisation/ Establishments then you can add more establishment as per your requirement. GPF Pad will maintain the record of all establishments separately.

Only one organization can be made active at a time.

## 3. GPF Interest rate :

Update the GPF Interest rate as per notifications of Govt.

#### 4. Add employee details :

Go to Employee menu ->> Add employee :

Under this interface you can add new employee and modify existing employee of currently active establishment. For new employees, employee ID will be generate automatically. GPF Ledger status of an employee can be made active or inactive.

**GPF Pad : ADD EMPLOYEE**

List of already existing employees

Code	Name
1	Rose Singh
2	Marigold Singh
3	Petunia
4	Verbena
5	Chrysanthemum

Current Selected Establishment: [Redacted]

Add New Employee  Modify Existing Employee

Employee Details

Employee ID: 6

Name: [Empty]

Designation: [Empty]

GPF No. [Empty]

GPF Ledger: [Dropdown]

Details once added/saved to database will remain saved even if you exit this window.

Add / Save Exit

Make this inactive if employee left establishment (Transfer/retirement/ resign etc.)

**GPF Pad : ADD EMPLOYEE**

List of already existing employees

Code	Name
1	Rose Singh

Current Selected Establishment: Govt. Senior Secondary School, Ludhiana

Add New Employee  Modify Existing Employee

Employee Details

Employee ID: 1

Name: Marigold Singh

Designation: Flower

GPF No. 4545 PB.

GPF Ledger: Active

Details once added/saved to database will remain saved even if you exit this window.

Add / Save Exit

To edit the employee details select modify existing employee.

## 5. Add GPF data :

Go to GPF Ledger menu ->> GPF Data Entry :

Under this interface you can add/ Modify GPF details of each employee. Click on the name of employee and enter the GPF details in the given table. When you need to add same data for more than one month, you can use “Copy Same Data” button and change the encashment date accordingly.

GPF Pad

Name: **Marigold Singh** Designation: **Flower**

Add New Data  Modify Existing Data

To copy same data(s) of selected row(s) to specified no. of rows . enter no. of rows required and click on given button. No. of rows : 9

GPF Amount	GPF Subs. Type	Encashment Date	Voucher No
5000	Salary-GPF Subscription	3/19/2012	90
5000	Salary-GPF Subscription	4/22/2012	
6500	Arrears-GPF Deduction	4/22/2012	
5000	Salary-GPF Subscription	5/10/2012	
5000	Salary-GPF Subscription	6/10/2012	
5000	Salary-GPF Subscription	7/10/2012	
5000	Salary-GPF Subscription	8/13/2012	
5000	Salary-GPF Subscription	9/10/2012	
5000	Salary-GPF Subscription	10/10/2012	
5000	Salary-GPF Subscription	10/10/2012	
5000	Salary-GPF Subscription	1/10/2012	
5000	Salary-GPF Subscription	2/10/2012	
5000	Salary-GPF Subscription	3/10/2012	
*	Select GPF Type	01-01-2012	

Here you can select type of GPF subscription/Withdrawl.

When you click on “Encashment Date” cell, It will change to calendar.

GPF Pad

Name: **Marigold Singh** Designation: **Flower**

Add New Data  Modify Existing Data

To copy same data(s) of selected row(s) to specified no. of rows . enter no. of rows required and click on given button. No. of rows : 9

GPF Amount	GPF Subs. Type	Encashment Date	Voucher No
*	Select GPF Type	01-01-2012	

To change the previous data, click on “Modify Existing Data” and click on “Get Previous Data” . Then make necessary changes and click on Update.



## 6 GPF Interest calculation and GPF Statement :

### Go to GPF Ledger menu ->> GPF Calculation :

Under this interface you calculate GPF interest and view GPF Statement.

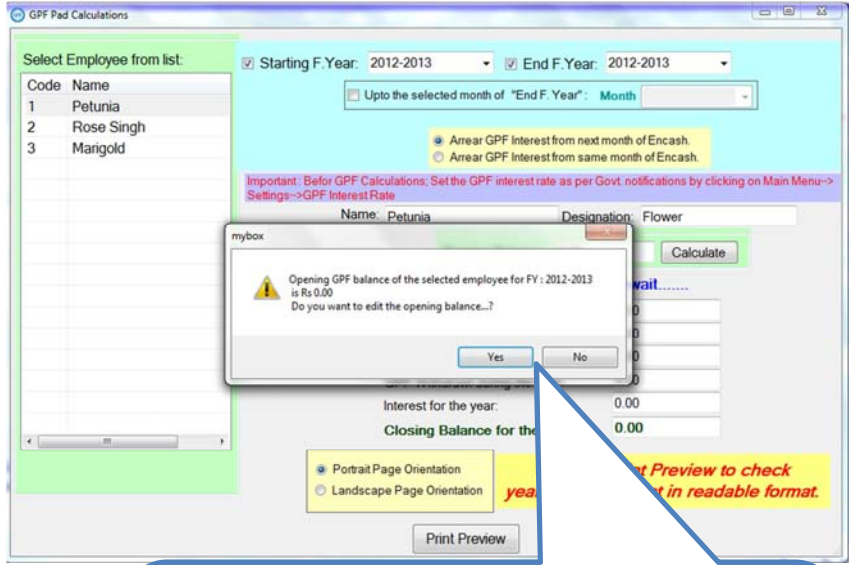
- Click on name of employee.
- Check Starting Financial Year and End Financial Year
- Fill Opening Balance, If data already exist it will get the opening balance from the database.
- Then click on Calculate button.
- Wait till the message "Calculating Interest, Please wait...".
- When this message disappear, Select page orientation button.
- Click on Print Preview button.

If you want interest of Arrear (GPF) amount from the same month (encashment) change option here

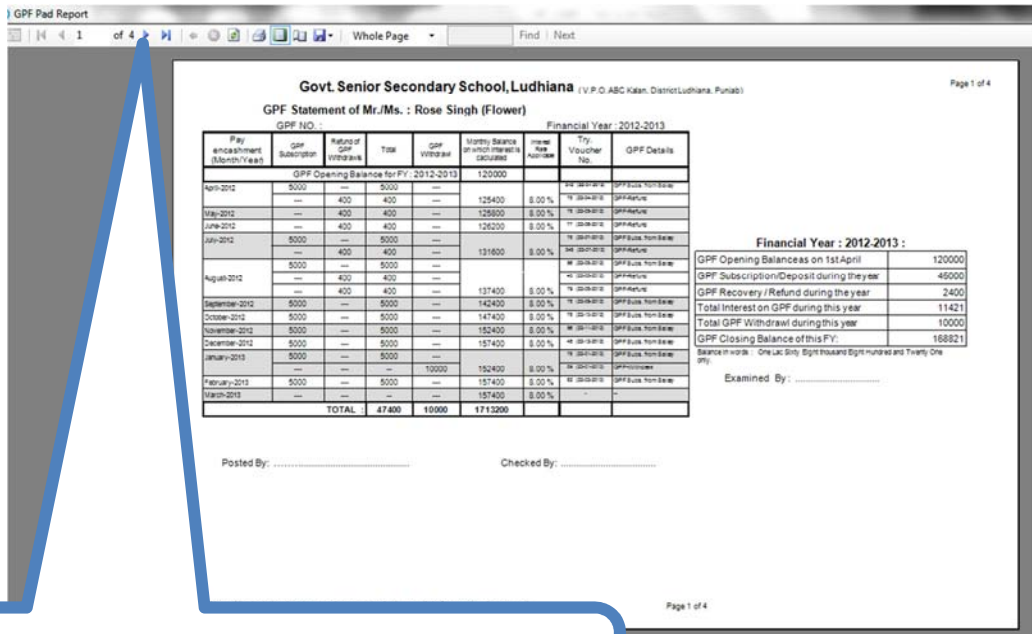
You can change Cut-Off date settings from this option.

**Cut-Off Date :** Any amount encashed after this Cut-Off date will be considered in next month.

Wait!!! till this message disappear



To change the Opening Balance click "Yes", Otherwise "NO"



Click on next page button, to view statement of next year & GPF Slip

## 7. How to delete wrong entry of GPF :

**Go to Detailed View ->> Detailed View Employee Wise :**

1. Select the name of Employee
2. Click on “Show Data”.
3. Select the complete row which you want to delete.
4. After selecting the row click on Delete button.  
(To select complete row, click in the header section of the row.)

The screenshot shows a software interface titled "GPF Pad Detail View". At the top, there are navigation icons, a page indicator "1 of 11", a "Delete" button, and a dropdown menu for "Select Employee" currently set to "Rose Singh". A red "Show Data" button is also visible. Below this is a table with the following columns: Tableid, Emp\_ID, Name, Designation, GPF\_No, GPF\_Amount, GPF\_Type, Encashment\_Date, and Voucher. The table contains 11 rows of data for employee Rose Singh. A blue callout box with a pointer indicates that clicking on the "Tableid" header of a row selects the entire row.

Tableid	Emp_ID	Name	Designation	GPF_No	GPF_Amount	GPF_Type	Encashment_Date	Voucher
1	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
2	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
3	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
4	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
5	2	Rose Singh	Flower	India 6767	3400	Arrear-GPF Dedu...	24-10-2012	89
6	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
7	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
8	2	Rose Singh	Flower	India 6767	3400	GPF-Refund	24-10-2012	89
9	2	Rose Singh	Flower	India 6767	3400	GPF-Refund	24-10-2012	89
10	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89
11	2	Rose Singh	Flower	India 6767	3400	Salary-GPF Subs...	24-10-2012	89

Click in this area to select the row.

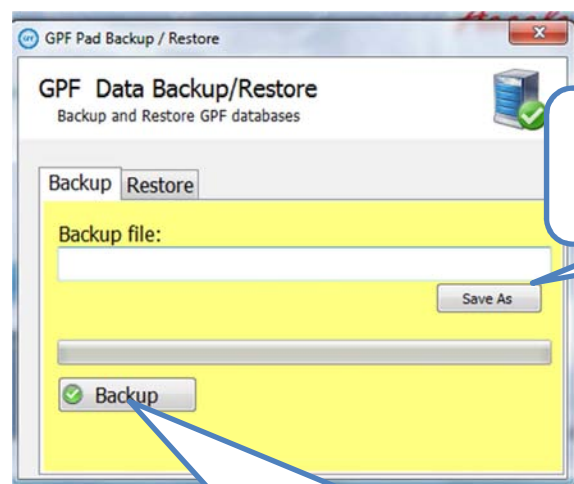
## 8. How to create Backup file of the data and How to restore the earlier backedup data :

Data backup is very important step to keep data safe from window crash and to keep data safe from computer VIRUS. It is strongly recommended that you should create data backup file after every month and after any major data work on the GPF Pad. Always keep one copy of backup file on safe media eg. CD.

### Data Backup

**Go to Data Backup ->> Data Backup :**

- Click on Save As button to select location of backup file and to give name to backup file.
- Click on “Backup” button, When backup is completed it will show success message.



Click here to give name and location to backup file.

After giving the name to backup file click on Backup button.

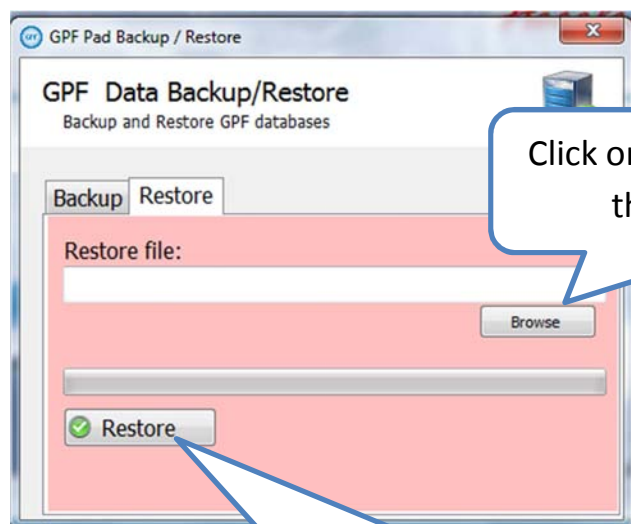
## Data Restore

By data restore you can restore your data from the earlier backed up file. This can be used to restore the data after fresh installation of GPF Pad.

**Caution : Data restore process will replace the whole current data of GPF Pad with the backed up file data.**

**Go to Data Backup ->> Data Restore :**

- Click on Browse button to select earlier backed up file.
- Click on “Restore” button, When restore is completed it will show success message.



Click on Browse button to select the file name & path.

After selecting file click on “Restore” button.

**Don't forget to write your experience and feedback of GPF Pad.**

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