

No. EDN-H(1)B(15)/2009-Imp. Inst.  
Directorate of Higher Education  
Himachal Pradesh

Dated Shimla 171001, the February, 2025

1. All the Principals  
Govt. Degree Colleges/Skt. Colleges in the H.P.
2. All the Deputy Directors of Higher Education  
Himachal Pradesh.

Subject: Regarding GPF final payment & Deposit Link Insurance Scheme.

Memo:

This is in reference to letter No. Fin (TR)A (5) 13/94-V-Loose(222997)-4237-4 dated 22.01.2025 received from the Principal Secretary (Finance) to the Govt. of H.P. through Director Treasuries, Accounts & Lotteries, H.P Shimla-9 on the subject cited above.

In this connection, it is intimated that the Principal Accountant (A&E) is now sending digitally signed GPF Final Authorities to the DDOs through IFMIS (eBills) for processing via eBi. Therefore, 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). (Photo copy enclosed).

In view of the above, you are hereby directed to procure DSCs and ensure submission of digitally signed bills to the Treasury for processing GPF Final payments bills w.e.f. 01.02.2025.

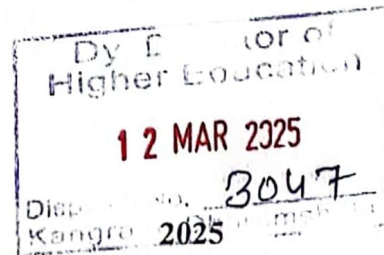
Director of Hr. Education  
Himachal Pradesh, Shimla-1

Distt. Kangra  
**OFFICE OF THE DEPUTY DIRECTOR HIGHER EDUCATION  
KANGRA AT DHARAMSHALA**

No.EDN-KGR (E-5) GPF /2025  
Office of the Deputy Director Higher Education,  
Kangra at Dharamshala  
Dated Dharamshala-176215

Copy to:-

All the Principals/Headmaster GSSS/GHS in Distt. Kangra for information and further necessary action.



Deputy Director of Higher Education  
Kangra at Dharamshala

Dated Shimla - 171001, the February, 2025

1. All the Principals  
Govt. Degree Colleges /Skt Colleges in the H.P.
2. All the Deputy Directors of Higher Education,  
Himachal Pradesh.


**Subject: Regarding GPF final payment & Deposit Link Insurance Scheme.**

**Memo:**

This is in reference to letter No. Fin (TR)A (5) 13/94-V-Loose(222997)-4237-42 dated 22.01.2025 received from the Principal Secretary (Finance) to the Govt. of H.P. through Director Treasuries, Accounts & Lotteries, H.P Shimla-9 on the subject cited above.

In this connection, it is intimated that the Principal Accountant (A&E) is now sending digitally signed GPF Final Authorities to the DDOs through IFMIS (eBills) for processing via eBill. Therefore, 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). (Photo copy enclosed).


In view of the above, you are hereby directed to procure DSCs and ensure the submission of digitally signed bills to the Treasury for processing GPF Final payments bills w.e.f. 01.02.2025

  
Director of Hr. Education  
Himachal Pradesh, Shimla-1

Endst. As above Dated: Shimla - 171001 the February, 2025

Copy to: - Copy for information and further necessary action:

1. The Director Treasuries, Accounts & Lotteries, H.P Shimla-9 for information w.r.t. his Letter No. No. Fin (TR)A (5) 13/94-V-Loose(222997)-4237-4241 dated 22.01.2025 for information please.
2. All the Branch officers/ branch Superintendents in the Directorate of Hr. Education, H.P.
3. DDO/Superintendent Cash Cell Directorate of Hr. Education, H.P. with the remarks to take further necessary action as per the direction/instructions issued by the Director Treasuries, Accounts & Lotteries, H.P Shimla-9.
4. The Group Commander, GP HQ, Shimla -4
5. All the NCC units in the Himachal Pradesh
6. The Chief Librarian, Center State Library and All the District libraries in the H.P
7. The Incharge Computer Cell, Dir. of Hr. Education, H.P with the remarks to upload the said orders on the dept. Website.
8. Guard File

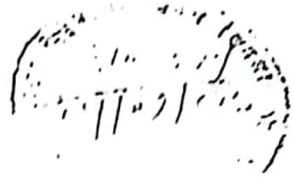
  
Director of Hr. Education  
Himachal Pradesh, Shimla-1

Dy. Director of  
Higher Education  
11 MAR 2025  
Diary No. 1970  
Kangra St. Office, Shimla

No. Fin (TR) A (5) 13/94-V-Loose (222997) - 4237-4241 / 22/1/25  
Government of Himachal Pradesh  
"Finance Department"  
Treasury, 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 22<sup>nd</sup> 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. 01-02-2025.

Yours faithfully,  
  
Director  
Treasuries, Accounts & Lotteries, HP  
Shimla-171009

Encls. No. Fin (TR) A (5) 13/94-V-Loose (222997) Dated the 22<sup>nd</sup> 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.

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Director  
Treasuries, Accounts & Lotteries, HP  
Shimla-171009

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*General*  
*Accountant*

*Budget*

**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