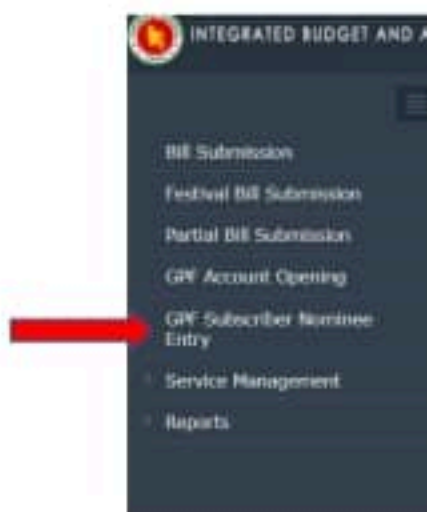


INSERTION OF NOMINEE INFORMATION

MENU NAME: GPF Subscriber Nominee Entry

This menu enables the Self Drawing Officers (Budget Execution Module User with iBAS++ user id) to insert or to change **Nominee Information** against the employee in the iBAS++ System.

GPF SUBSCRIBER NOMINEE ENTRY



Click on "**GPF Subscriber Nominee Entry**" menu.

GPF SUBSCRIBER NOMINEE ENTRY



GPF Subscriber Nominee Entry

Pay Point: CAFO CAG

Go Cancel



Click on the **Go** button

EMPLOYEE BASIC INFO, SUBSCRIPTION INFO and APPROVED NOMINEE INFO (if exists) will be displayed automatically.

GPF SUBSCRIBER NOMINEE ENTRY



NEW NOMINEE INFO ENTRY

Nominee Type	NID	Birth Registration No	Date of Birth	Nominee Name	Guardian Name	Relation	Address	Share(%)
Adult								

Save Add



Insert information in the **NEW NOMINEE INFO ENTRY** and then click on the **Save** button.

- Click "Add" if want to add more than one Nominee.
- If Nominee Type is "Adult", insert NID and Date of Birth of Nominee. Nominee Name will appear automatically. Then, insert Relation, Address and Share.
- If Nominee Type is "Minor", insert Birth Registration No, Date of Birth, Nominee Name, Guardian Name, Relation, Address and Share.
- Click **Save** button for saving information.

GPF SUBSCRIBER NOMINEE ENTRY

APPROVED NOMINEE INFO

Nominee Type	NID	Bank Registration No.	Date of Birth	Nominee Name	Account Name	Branch	Status	Share%
Self	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Owner	0
Other	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Share	0

Print



4

Click on the **Print** button.

GPF NOMINEE FORM

Subscribers Information

Subscribers & Approving Officers Information

No.	Name	Designation	Signature	Date	Remarks	Signature	Date
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Subscribers Information and Addresses of Two Witnesses

[Redacted]

[Redacted]



After clicking the **Print** button, this doc will be downloaded in another Tab. Print it and put Signature, Designation, Address of two witnesses and then put signature of Subscriber. Scan the document.

GPF SUBSCRIBER NOMINEE ENTRY

Upload Nominee Form:

[Text Box] **Select File**
(pdf/doc/image format file size maximum 5 MB)

Select File



Submit



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Upload the previous scanned doc by clicking "Select File" button. Then click on the "Submit" button.

- After clicking on the Submit button, an OTP will be sent to the user's registered mobile phone number. Type the OTP and then click Ok.
- This is the end of insertion/change of Nominee Information process by Self Drawing Officers (Budget Execution Module User with IBAS++ user id).

GPF SUBSCRIBER NOMINEE ENTRY

APPROVED NOMINEE INFO

Nominee Type	NID	Bank Registration No.	Date of Birth	Nominee Name	Account Name	Branch	Status	Share%
Self	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Owner	0
Other	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Share	0

- When Accounts Office will Approve the request, Nominee info will be displayed in the same menu as "Approved Nominee Info".
- The user will also get an SMS in his registered Mobile.