

## Instructions for submitting online application for TA, NRA and TA to NRA Conversion

1. Type the URL <http://gainpf.kerala.gov.in> in the address bar. For training use the URL <http://gainpf.kerala.gov.in/training>
2. Login to the site with PEN as the user-id & DOB as the password (Advised to change the password after the successful login)
3. Submit the required loan application by clicking the link provided in the home page
4. Before submitting the application, you have to ensure the following pre-requisites (To be entered by the head of your institution)
  - i) Entry and verification of Opening Balance as on 01/04/2015 (from the Credit Card for the year 2014-15 )
  - ii) Entry & Verification of Existing Loan Status as on 01/04/2016
  - iii) Date of Joining & Date of Retirement in GAINPF should have the correct value and it should be received from SPARK