

Instructions to the PF offices & Institutions in order to set the pre-requisites for the online application submission of TA, NRA and TA to NRA Conversion

In GAINPF Application, the following various types of users are available and the Portal Administrator is the Super Administrator for the site.

1. Portal Administrator

- This user is from Finance Department and he/she will be the custodian of the site.
- Power to create the PF administrators for every department

2. Directorate level PF Administrators

- This user is created by portal Administrator
- This user is having the power to create
 - a) 'Office User' for every office under that Directorate (By using 'Set offices under me' menu)
 - b) PEN Users in the directorate (by using 'Create User' menu)
 - c) PEN User Administrator in the directorate (By using 'Set Menu Management' menu)

The PF Admin users created are listed below.

Sl.no	Login Id	PAO Name
1	gainpfpao119	Kerala Private Engineering Colleges & Polytechnics Provident Fund
2	gainpfpao120	Kerala Aided School Employees Provident Fund
3	gainpfpao121	NMRPF
4	gainpfpao122	KPCSPF
5	gainpfpao123	KPCNSPF
6	gainpfpao124	KPEPF
7	gainpfpao127	Kerala Ayurveda Studies Research Society EPF
8	gainpfpao132	Vaidyaretnam Ayurveda College Employees PF
9	gainpfpao133	Kerala Aided Higher Secondary School (+2) EPF

10	gainfpao134	Kerala Aided Vocational Higher Secondary Employees Provident Fund
11	gainfpao351	KERALA STATE LPF
12	gainfpao410	Kerala Private Homeo Medical College Employees PF

3. 'Office user'

- **'office user' of any office is created by the 'office user' in the immediate higher level Office**
- **The 'Office User' will have the right to create other users (PEN USERS, PEN Administrator, 'office users' of the lower level Offices) in that office**

4. PEN User

- **PEN Users are the users of the GAINPF System**
- **PEN Users are created by the respective 'Office user'**

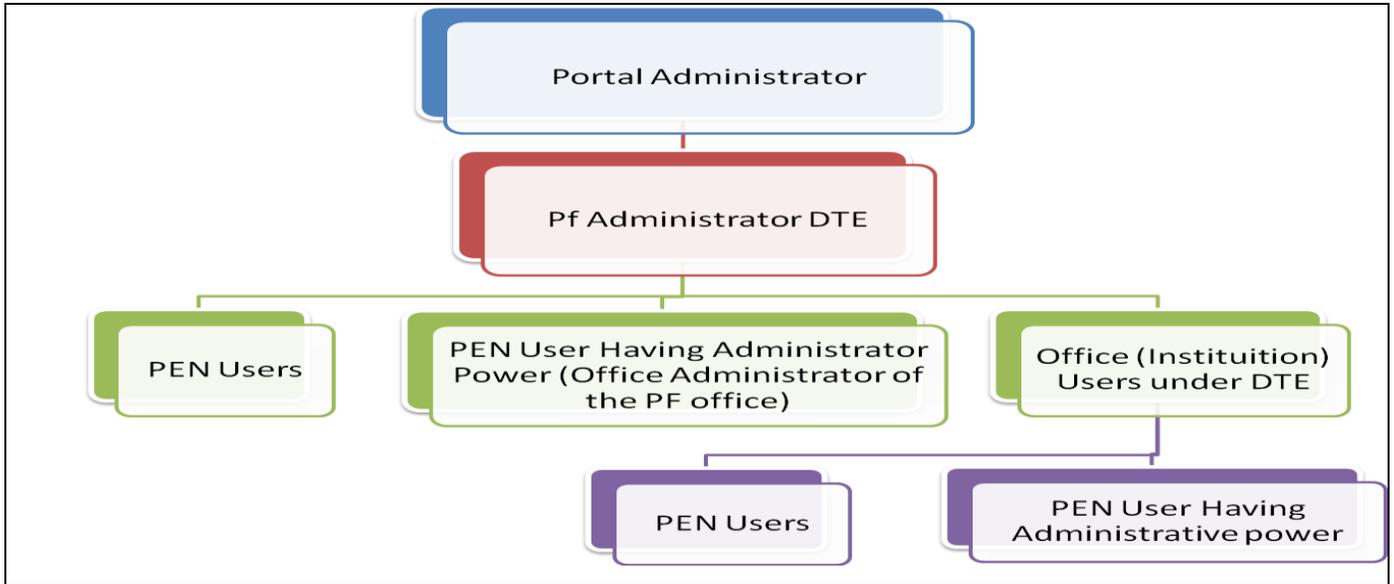
5. PEN User (Administrator)

- **PEN Users are the users having the privilege to set menus to other PEN users in the GAINPF system**

Eg:-

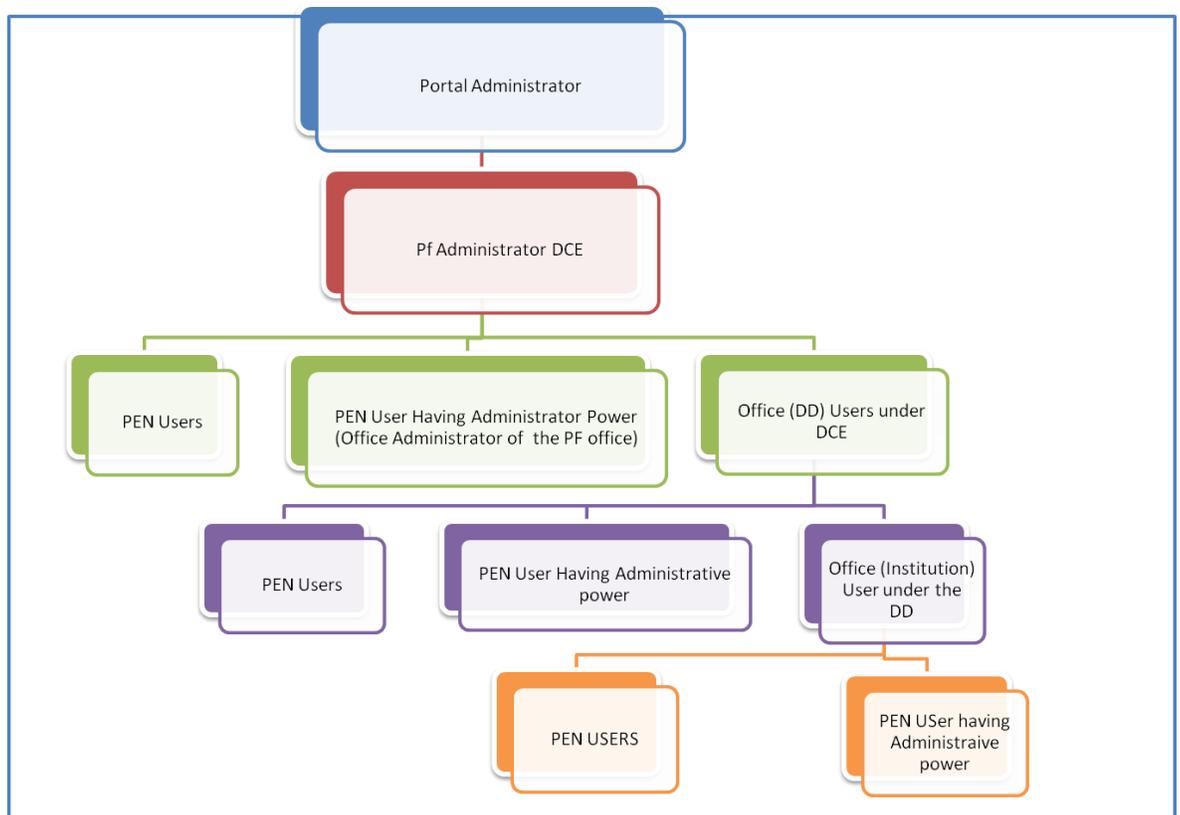
1. PF Administrator of DTE will,

- a) Create all the office users (institutions) under the DTE
- b) Create the Users having valid PEN in the DTE for using the GAINPF system.
- c) The User who is assigned the power of administration will be considered as the system administrator in the DTE.



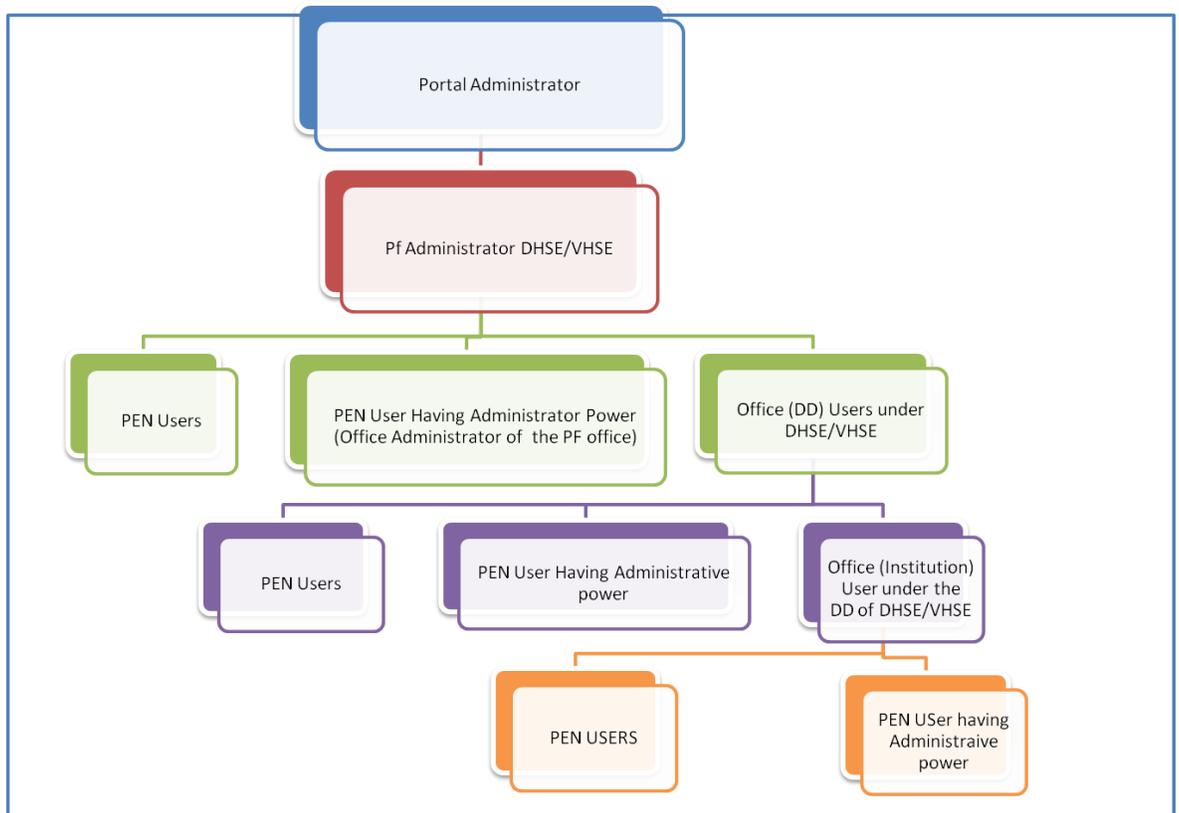
2. PF Administrator of DCE will

- a) **Create all the office users (DD office) under the DCE**
- b) **Create users having valid PEN in the DCE for using the GAINPF system.**
- c) **The User who is assigned the power of administration will considered as the system administrator in the DCE.**
- d) **The office user of the DD office can create all the office users (institutions) under the DCE**
- e) **He / She can also create having valid PEN in the DD office.**
- f) **The User who is assigned the power of administration will considered as the system administrator in the DCE.**
- g) **The user of the INSTITUTION can assigned the role of administrator to any one or two users having valid PEN.**

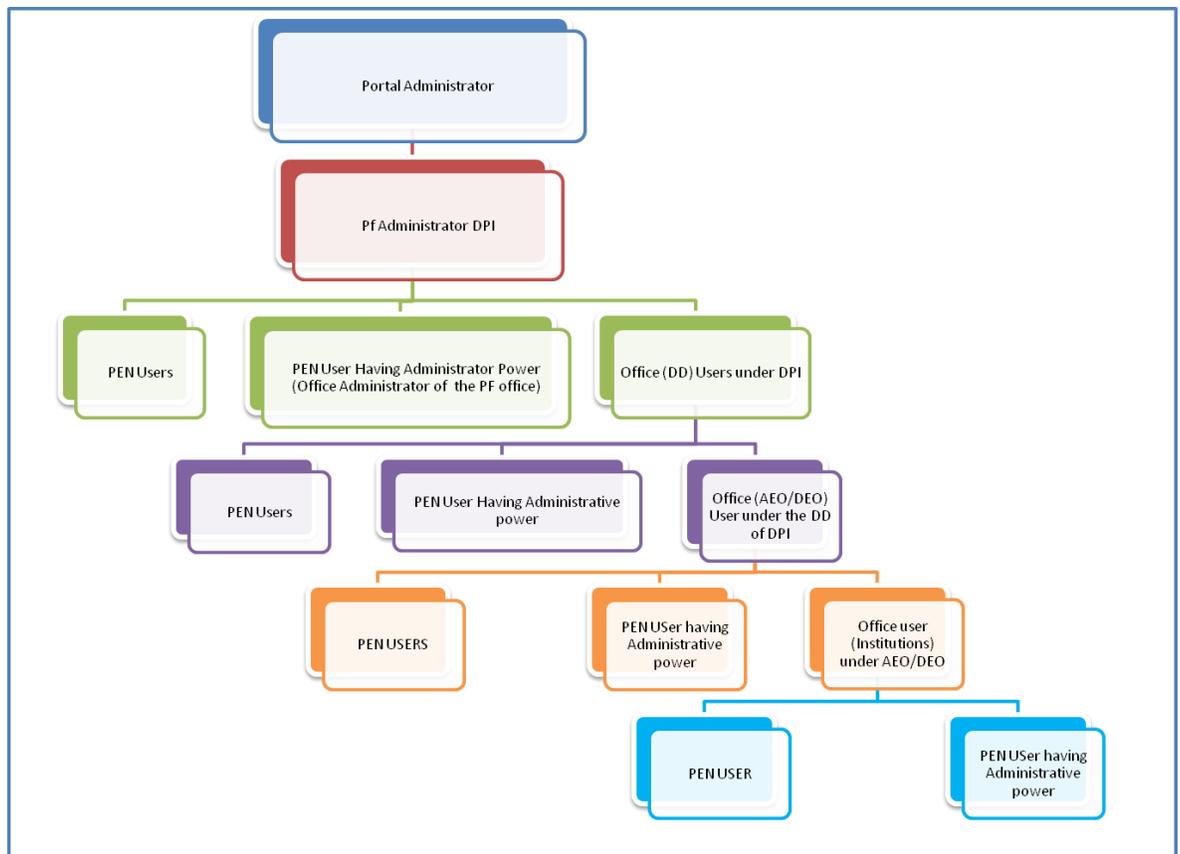


3. PF Administrator of DHSE /VHSE will

- a) **Create all the office users (DD office) under the DHSE /VHSE**
- b) **Create users having valid PEN in the DHSE /VHSE for using the GAINPF system.**
- c) **The User who is assigned the power of administration will considered as the system administrator in the DHSE /VHSE**
- d) **The office user of the DD office can create all the office users (institutions) under the DD office**
- e) **He / She can also create having valid PEN in the DD office.**
- f) **The User who is assigned the power of administration will considered as the system administrator in the DD office**
- g) **The user of the INSTITUTION can assigned the role of administrator to any one or two users having valid PEN**



4. PF Administrator of DPI will,
- create all the office users (DD office) under the DPI
 - Create the users having valid PEN in the DPI for using the GAINPF system.
 - The User who is assigned the power of administration will considered as the system administrator in the DPI.
 - The office user of the DD office can create all the office users (DEO/AEO) under the DD office
 - He / She will also create the Users having valid PEN in the DD office.
 - The User who is assigned the power of administration will considered as the system administrator in the DD Office
 - The office user of the DEO /AEO office can create all the office users (INSTITUTIONS) under the DEO /AEO
 - He / She will also create the Users having valid PEN in the DEO /AEO
 - The User who is assigned the power of administration will considered as the system administrator in the D DEO /AEO Office
 - The user of the DD can assigned the role of administrator to any one or two users having valid PEN.



PEN Administrator has to given the previlage to acces the menu for Enter the OPENING BALANCE & EXISTING LOAN STATUS to the Entry level User.

Similarly he has to set given the previlage to acces the menu for Verify the OPENING BALANCE & EXISTING LOAN STATUS to the Verify level User.

After the successful login of the ENTRY level user, he/she will get the menu for enter the OPENING BALANCE & EXISTING LOAN STATUS.

Similarly, after the successful login of the VERIFY level user, he/she will get the menu for verify the OPENING BALANCE & EXISTING LOAN STATUS.