User Guides

for

Preparation of GAR-42 GPF Withdrawal/Advance Bill in IFMIS, Mizoram
under
Employee Management & E-Billing
Version 0.1

Note:

1. User guides for necessary modules may be downloaded from IFMIS portal under User Manuals.

Dated: 01st December, 2023

STEPS TO PREPARE GAR-42 (GPF WITHDRAWAL/ADVANCE BILL) IN IFMIS
(https://ifmis.mizoram.gov.in/IFMIS/login)

Step I:
Employee Management Module – GPF Online Application

1. Create & Forward   : **Accounts User (AS)**
2. Verifier and Approval : **FAO/DDA/JDA/DDO**

A: Creator
1. AS user shall login into IFMIS portal.
2. In the logon page, user may click on Employee Management and then click on **GPF Online Application** and then create and forward it to Approver.

B: Approver
1. FAO/DDA/JDA/DDO shall verify and approve the GPF Online Application if it is found correct under Employee Management.
2. Approver is not require to fill up any input fields, however, comments is mandatory.

Step II:
E-Billing Module – GAR 42 (GPF Withdrawal/Advance Bill)

1. Create & Forward   : **Accounts User (AS)**
2. Approval   : **DDO**

A: Creator
1. AS user shall login into IFMIS portal.
2. In the logon page, user may click on E-Billing Module and then click on **GAR-42 (GPF Withdrawal/Advance Bill)** and then create and forward it to Approver.

B: Approver
1. DDO shall approve the **GAR-42 (GPF Withdrawal/Advance Bill)** if it is found correct under E-Billing Module using digital signature.
2. Approver is not require to fill up any input fields, however, comments is mandatory.

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