

**Principal Accounts Office  
Government of NCT of Delhi**

A Block, Vikas Bhawan, I. P. Estate, New Delhi-110002

No.F.6(100)/GPF/P.Cell/2022-23/1914

Dated: 16/10/2023

To,

All the Addl. Chief Secretaries/Pr. Secretaries/  
Secretaries/Heads of the Departments,  
Government of NCT of Delhi

**Subject: Development of an online utility for applying of New GPF Account Number.**

Sir/Madam,

Pr. Accounts Office, Government of NCT of Delhi through NIC Delhi State Unit has developed an online utility for applying of New GPF Account Number in respect of the employees of GNCTD, in the Login-id of Head of Office (HoO), in IFMS Portal.

2. The User Manual of the above utility is attached at **Annexure-A** for reference and the URL to access the above utility is "https://delpay.delhi.gov.in/Login.aspx."
3. Henceforth, all the Head of Office(s) will require to submit the request for allotment of New GPF Account Number in respect of the employees under their administrative control through this utility. The Pr. Accounts Office will process the application through the said utility and the GPF Account Number allotment letter will also be received by the concerned Head of Office(s) through this utility only. Accordingly, no manual/physical requests for allotment of GPF Account Number will be accepted by the Pr. Accounts Office.
4. In view of the above, you are requested that the information regarding development of above utility may be brought to the notice of all the Head of Office(s) under your administrative control.

Yours faithfully,

Encl: **As above**

  
(L.D. Joshi)

Controller of Accounts

Copy forwarded for information and necessary action to:

- i. OSD to Chief Secretary, GNCTD.
- ii. PPS to Pr. Secretary (Finance), Finance Department, GNCTD.
- iii. All the Pay & Accounts Officers, GNCTD with the direction to provide a copy of the above communication to all the Head of Office(s) under your payment control.

## User Manual for utility developed for allotment of New GPF Account Number

By Pr. Accounts Office  
Government of NCT of Delhi

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### How to Login

The URL to access  
the above utility  
is  
“<https://delpay.delhi.gov.in/Login.aspx>.”


The screenshot shows a login form titled "Authenticate Here". It contains the following fields and elements:

- User Id**: A text input field with an annotation "Entre User ID" pointing to it.
- Password**: A text input field with an annotation "Entre Password" pointing to it.
- Login Type**: A dropdown menu currently showing "Normal".
- Enter Captcha**: A text input field with a refresh button (circular arrow) to its left. A captcha image showing "UNY2LC" is displayed to the right of the input field. An annotation "Entre Captcha" points to the input field.
- Login**: A button with an annotation "Press Login" pointing to it.
- Forgot/Reset Password ?**: A link below the login button.
- Alternate URL for Payroll :** A link below the forgot password link, showing "gpf.delhi.gov.in/payroll".

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## How to Apply



**Integrated Financial Management Information System**  
**Delhi Government**

**GPF No. Generation**  
 GPF No. Allotment Request  
 GPF No. Allotment  
**User Creation**  
 Employee Details  
 7th Pay Arrear  
 Reports  
 Profile  
 Logout

←
 Click GPF No. Allotment Request

## Form to fill Details for GPF No. Allotment

1.	Name of the Department*	Principal Accounts Office	
2.	Name of the Office/DDO *	016013 - PAY AND ACCOUNTS	
3.	Name of the Employee *	Ms.	
4.	Designation *	Secretary-cum-Commissioner	
5.	PAO No. *	1	
6.	PAN No. *		
7.	Date Of Birth*		
8.	Whether GPF Number is issued previously by any Department/Authority	<input checked="" type="radio"/> No <input type="radio"/> Yes	
9.	Reasons/Category *	Promotion from MCD to Directo	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.8em;">           Promotion from MCD to Directorate of Education            Court Case/Suspension Case/Reinstatement Case            New Account as per DOP &amp; PW GOI OM/Circulars            Technical Resignation/Counting of Past Service            Transfer from CPWD to PWD            Transfer from Health Dept. GOI to GNCTD            Group D/Class IV Employees            other         </div>
10.	GPF Application Form (To be filled by applicant and duly attested by HOO) *	Choose file No file chosen Note: Upload File .PDF Size Upto 1MB	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Upload File</div>
11.	GPF Nomination Form (To be filled by applicant and duly attested by HOO) *	Choose file No file chosen Note: Upload File .PDF Size Upto 1MB	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Upload File</div>

Note: Information at Sl.No.1, 2 and 5 will be pre-filled by the system based on Login ID credentials. Fields marked with **red star** are mandatory. Further, Department chose option at Sl. No.9 as (i) New Account as per DOP&PW OM (ii) Court case and (iii) Technical Resignation than apart from the mandatory documents, relevant orders such as NPS to OPS, Court Judgement and Order regarding counting of past service is also become mandatory for uploading.

## Form to fill Details for GPF No. Allotment contd.....

12 a.	Date Of Initial Joining in Gov Service**	<input type="text"/>	
12 b.	Initial appointment order in Government Service (Dully attested by HOO) **	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
13.	Promotion/Selection order in GNCTD (Dully attested by HOO) **	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
14.	Relieving Order (In case issued by previous department/authority) (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
15.	Taken on strength Order in GNCTD (Dully attested by HOO) **	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
16.	First page of Service Book of an Applicant (Dully attested by HOO) **	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>

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## Form to fill Details for GPF No. Allotment contd.....


17.	Court Orders (in case issued by any court of law) (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
18.	Order for coverage Old Pension Scheme issued with the prior approval of HoD (In case NPS to GPF) (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
19.	Order of counting of past service (Dully attested by HOO)	<input type="button" value="Choose file"/> No file chosen <small>Note: Upload File .PDF Size Upto 1MB</small>	<input type="button" value="Upload File"/>
20.	Remarks. **	<input type="text" value="Enter Remarks"/>	

After filling of all the mandatory fields and uploading of mandatory documents in PDF click the submit button

After click the submit button a message will flash  
**"Data Submitted Successful"**

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## Downloading of GPF Number Allotment Letter



**DELHI GOVERNMENT**  
Team Delhi, Making things happen

# Integrated Financial Management Information System

## Delhi Government

**GPF No. Generation**  
GPF No. Allotment Request  
GPF No. Allotment  
**User Creation**  
Employee Details  
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[Click here to know the status of request submitted i.e. New GPF Number Allotted/ request returned for want of some additional information or documents.](#)

**Thanks**