

EMPLOYEE PF BALANCE CAPTURE BY HOI (SECONDARY) AT NGIPF

Note : Before proceeding further please check

1. HOI login at NGIPF created successfully.
2. P.F Balance capture option has been activated at NGIPF by DPPG, Please confirm from your AI (PF)

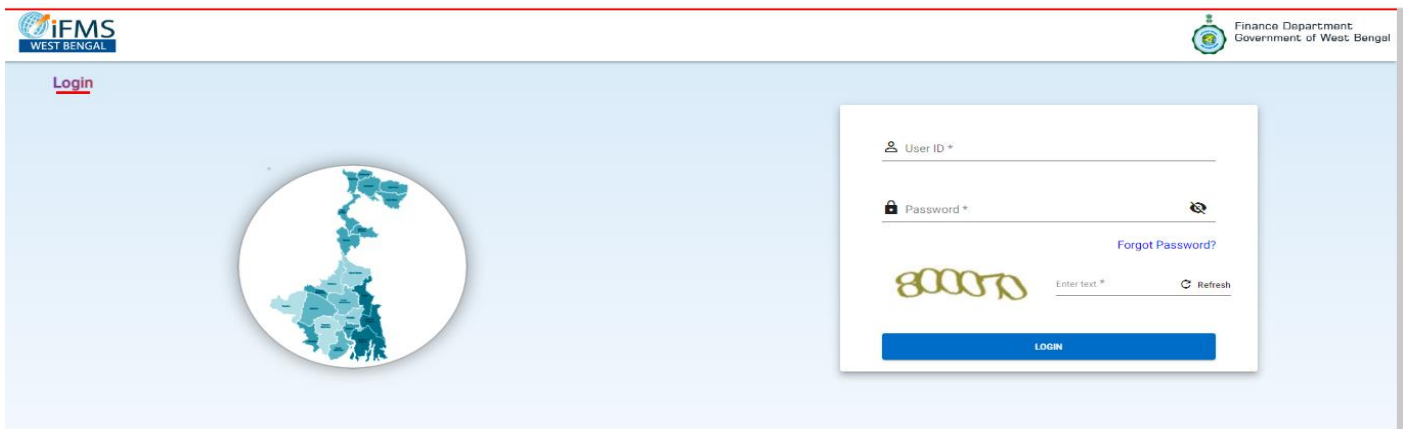
STEP 1

Go to <https://www.wbifms.gov.in>, Click NGIPF



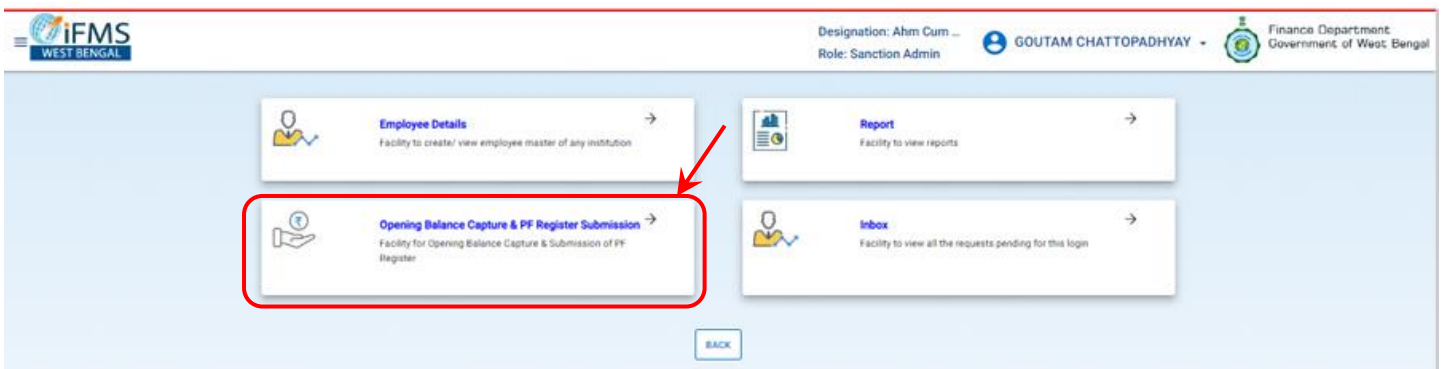
STEP 2

Provide your HOI login ID (as registered), password, captcha and click Login



STEP 3

Your HOI dashboard looks like below, Click Opening Balance Capture



STEP 4

You can see here whether DPPG has permitted you to capture PF Balance as on 01-04-2023, if permitted, Click OK to proceed.

The screenshot shows the 'Opening Balance Capture & PF register Submission' screen. A message box is displayed in the center, stating: 'Directorate of Pension, Provident Fund and Group Insurance, West Bengal (DPPG, WB) has given permission for balance capture of all subscribers under the PF Operator code 9999, AI OF SCHOOL(S.E)(PF) of Barasat-I(NPA) as on 01/04/2023. PF Register for the year 2023-2024 is to be verified and submitted online to DPPG, WB.' The 'OK' button in the message box is highlighted with a red rectangle and a red arrow pointing to it.

STEP 5

The next screen will look like, Click Search to proceed

The screenshot shows the 'Opening Balance Capture & PF register Submission' form. The form contains fields for 'Head Of Account', 'Treasury', 'Subscriber Present Status', 'PF Admin', 'Accounting Year', 'Sanction Admin', 'Status', and 'Employee Id'. The 'SEARCH' button is highlighted with a red rectangle and a red arrow pointing to it.

List of employees of your school will be populated as below (5 names per page)

1. However you can fetch more
2. Moreover, you can search a particular employee in search box

Search Results

PF Register for the Year (2023-2024)

Items per page: 5 1 - 5 of 36

Search

Name (Emp ID)	PF Account Number	Opening Balance(₹)	Total Withdrawal(₹)	Total Deposit(₹)	Closing Balance(₹)	Status	Remarks	Other Balance(₹)	Action
SWAGATA SINGHA GHOSH	ESS200100006	0	0	42000	42000	Yet To Be Captured		0.00	
SUROJIT SARKAR	ESS201000074	0	0	78750	78750	Yet To Be Captured		0.00	
SAJAL KUMAR BISWAS	ESS200600040	0	0	24500	24500	Yet To Be Captured		0.00	
GITA SAHA	ESS200700066	0	0	50000	50000	Yet To Be Captured		0.00	
RANJIT SARDAR	ESS201200010	0	0	17500	17500	Yet To Be Captured		0.00	

Captured Balance (B) : ₹ 0 Total Withdrawal : ₹ 0 Total Deposit ₹ 3663428 Total Closing Balance : ₹ 3663428

Items per page: 5 1 - 5 of 36

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STEP 6

By Searching a particular employee, you may submit PF Balance as on 01-04-2023 (including interest of 2022-23)
Click Save after submission

Search Results

PF Register for the Year (2023-2024)

Items per page: 5 1 - 1 of 1

Name (Emp ID)	PF Account Number	Opening Balance(₹)	Total Withdrawal(₹)	Total Deposit(₹)	Closing Balance(₹)	Status	Remarks	Other Balance(₹)	Action
ABHIPSITA	ESS200600042	0	0	1104842	1104842	Yet To Be Captured		0.00	 

Captured Balance (B) : ₹ 0 Total Withdrawal : ₹ 0 Total Deposit ₹ 3663428 Total Closing Balance : ₹ 3663428

Items per page: 5 1 - 1 of 1



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Please tick “verified and checked”, click Confirm to continue

Search Results

PF Register for the Year (2023-2024)

Items per page: 5 1 - 1 of 1

Name (Emp ID)	PF Account Number	Opening Balance(₹)	Total Withdrawal(₹)	Total Deposit(₹)	Closing Balance(₹)	Status	Remarks	Other Balance(₹)	Action
ABHIPSITA	ESS200600042	268078						0.00	 

Captured Balance (B) : ₹ 268078 Total Withdrawal : ₹ 0 Total Deposit : ₹ 0 Total Closing Balance : ₹ 3931506

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Details

Opening Balance Capture

Name (EmpID) ABHIPSITA

Opening Balance(₹) 268078

☒ Verified and checked

[CLOSE](#) [CONFIRM](#)

STEP 7

Submit PF balance as on 01-04-2023 of all existing employees accordingly

STEP 8

In case, any employee transferred to another school or retired/resigned, but he/she has any balance on 01-04-2023 which reflects in your school (mother) ledger, which was not yet settled. Please goto Step-5, as discussed

Opening Balance Capture & PF register Submission

Head Of Account * 00-8336-00-800-00-003

Treasury * Barasat-I(NPA)

Subscriber Present Status * ALL

PFD Admin AI OF SCHOOL(S.E)(PF) (9999)

Accounting Year * 2023-2024

Sanction Admin * ADHATA HIGH SCHOOL (SESH006551)

Status

PF Account No

Employee Id

[BACK](#) [RESET](#) [SEARCH](#) [UPLOAD](#)

Please Select Subscriber Present Status Transferred/Terminated

Opening Balance Capture & PF register Submission

Own Office	Treasury *
Transferred/Terminated	Barasat-I(NPA)
ALL	
Accounting Year *	PF Admin
2023-2024	AI OF SCHOOL(S.E)(P.F) (9999)
Status	Sanction Admin *
	ADHATA HIGH SCHOOL (5ESH006551)
Employee Id	PF Account No
BACK	RESET
SEARCH	UPLOAD

Give Employee ID and Click Search, Submit his/her balance in PF as on 01-04-2023

STEP 9

PF Register for the Year (2023-2024)

PF Register has been Saved by GOUTAM CHATTOPADHYAY, AHM CUM TIC, Sanction Admin

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Name (Emp ID)	PF Account Number	Opening Balance(₹)	Total Withdrawal(₹)	Total Deposit(₹)	Closing Balance(₹)	Status	Remarks	Other Balance(₹)	Action
SHRINATH CHANDRA SINGH	ESS200100006	0	0	42000	42000	Yet To Be Captured		0.00	<input type="checkbox"/>
SUBBLAT CHANDRA	ESS201000074	0	0	78750	78750	Yet To Be Captured		0.00	<input type="checkbox"/>
SALIL KUMAR BISHNOI	ESS200600040	58494	0	24500	82994	Saved		0.00	<input type="checkbox"/>
ADYA SARKAR	ESS200700066	1311270	0	50000	1361270	Saved		0.00	<input type="checkbox"/>
SHIBULAT CHANDRA	ESS201200010	214285	0	17500	231765	Saved		0.00	<input type="checkbox"/>

Captured Balance (B) : ₹ 18539354

Total Withdrawal : ₹ 0

Total Deposit ₹ 3663428

Total Closing Balance : ₹ 22202782

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BACK MODIFY GO TO MY DOWNLOAD PF REGISTER

After saving opening balance of all employees Click PF Register to download complete PF ledger of all employees