

SOP – Updation of GPF status from UPD to SET by DDOs



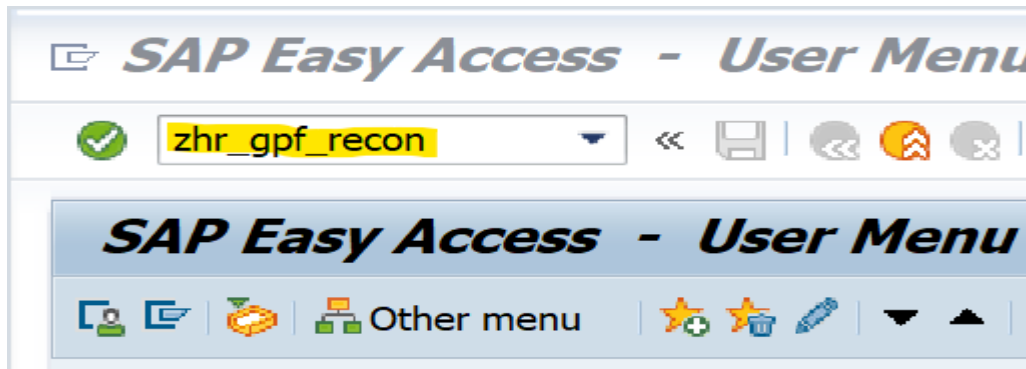
Version 1.0
(last updated on 12th April' 2023)

Introduction:

Main purpose: To facilitate changing of UPD status GPF requests into SET status.

DDOs to Process ‘GPF Status Change program:

DDOs can update the GPF requests status from UPD to SET through T-code **Zhr_gpf_recon.**

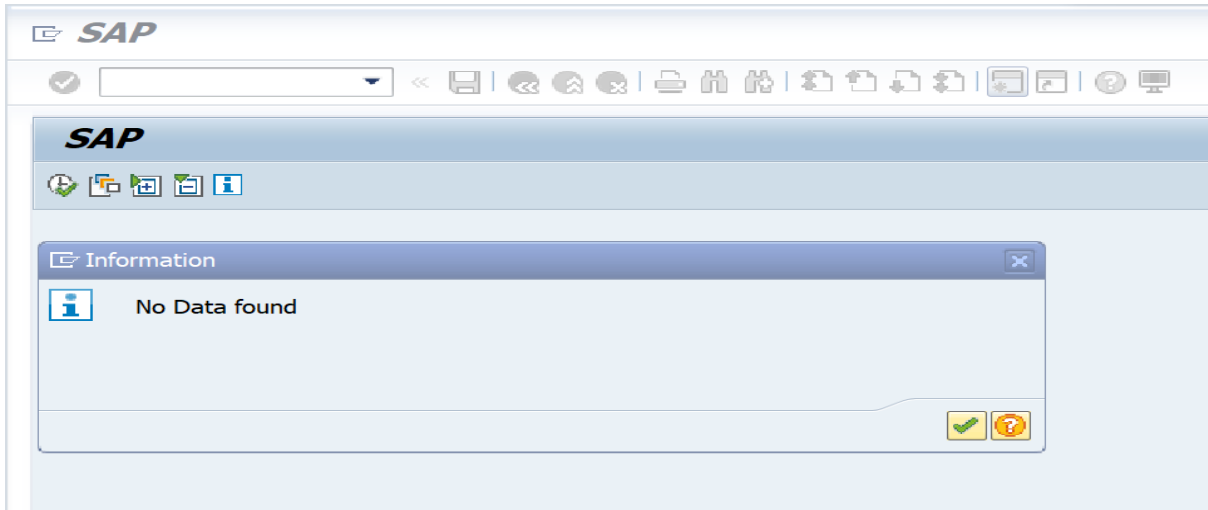


Enter the UPD Request ID, Employee ID and select the radio button of GPF withdraw or Advance as applicable then execute.

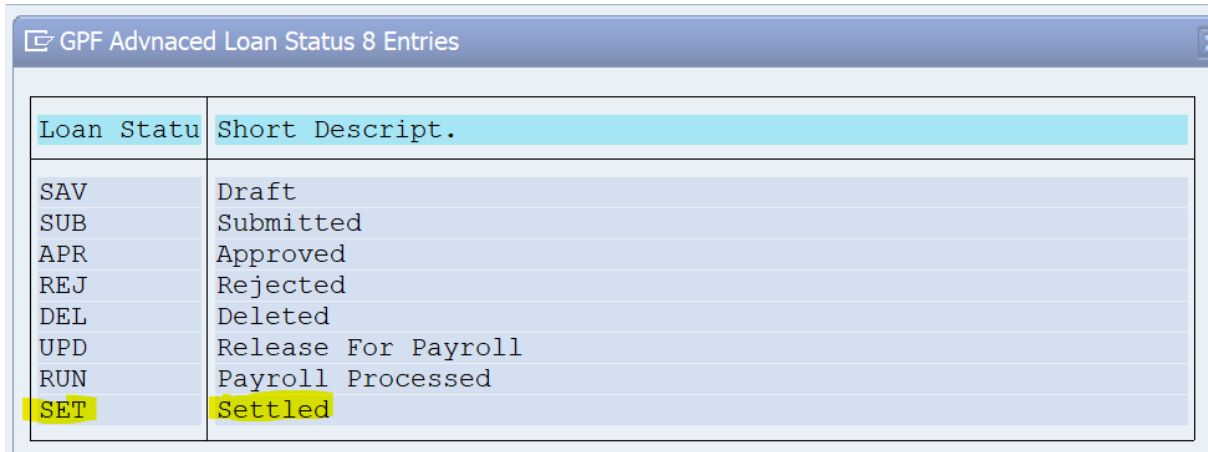
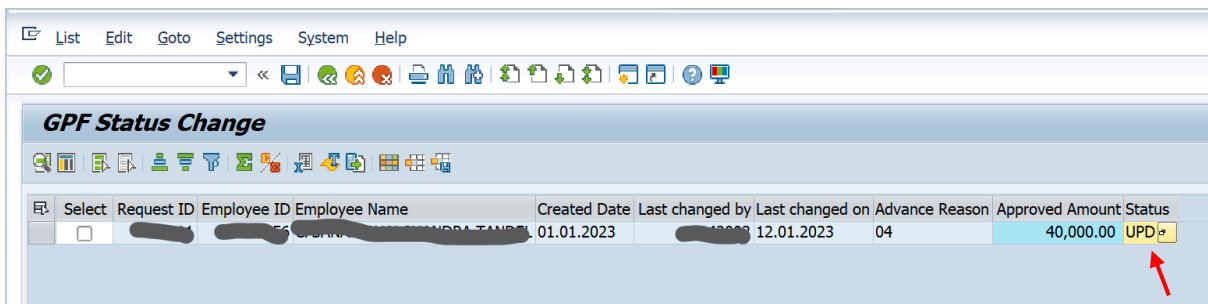
*Note : Bulk selection also available for Request ID and Employee ID.

A screenshot of the "GPF Status Change" form. The title "GPF Status Change" is at the top. Below the title is a green checkmark icon. The form has a section titled "Input Values". It contains two input fields: "Request ID" with the value "318900" and "Employee ID" with the value "10350641". To the right of each input field is a yellow button with a right arrow icon. Below the input fields are two radio buttons: "GPF Withdraw" (which is selected) and "GPF Advance".

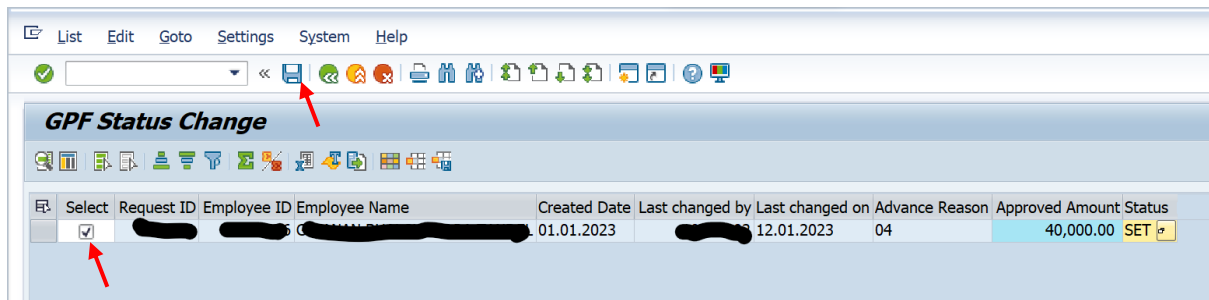
If Request ID doesn't belong to the Employee ID provided, system will throw the error message as 'No Data found'.



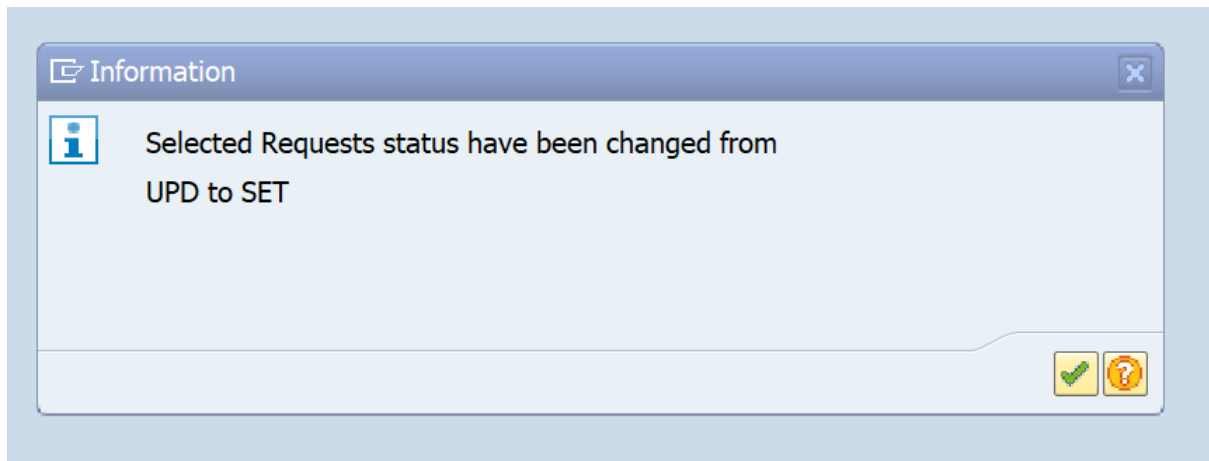
On execution with correct inputs, below screen will appear. Now 'click' on the drop down available from the status column (highlighted with arrow) and select SET status as shown below.



After selecting SET status from dropdown, as highlighted below, ensure to 'tick' the Select check box and save the record.



Once record is saved, confirmation message will appear as below.



In case of any queries, mail to tcsdop.saphr@tcs.com & hrms.cept@indiapost.gov.in

FAQ:

1. Is it possible to change the status into SET from other than UPD status?
No. Only UPD status can be changed to SET status.
2. How to find out the UPD status request number?
While raising a new request in ESS portal, system will throw error with UPD status request number, if any.
3. Who can change the GPF request status?
Users mapped with POSB Interface role can change the status.