

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
Nabanna, 12th Floor
325, Sarat Chatterjee Road, Howrah – 711102

Memo No.: 44-F(e-Gov)

Date: 06.01.2026

MEMORANDUM

Subject: Introduction of new functionalities in the NGIPF Module under WBIFMS.

The Non-Government Institutions Provident Fund (NGIPF) Module under the West Bengal Integrated Financial Management System (WBIFMS) was introduced vide this Department's Memo No. 4309-F(e-Gov) dated 12.07.2023 and is being progressively implemented in a phased and structured manner.

Following the successful rollout of core functionalities such as employee-wise balance capture, interest credit, provident fund advances, and final provident fund settlements, the Finance Department, Government of West Bengal, hereby introduces the following new functionalities in the NGIPF module to further enhance efficiency, transparency, and administrative responsiveness for the institutions already on boarded in the module:

1. Online Change of Subscription towards Provident Fund-

Requests for increase or decrease of Provident Fund subscription shall be submitted by the employee through the **"Change PF Subscription"** option in the e-Services for Employees (eSE) login, in accordance with the corresponding Provident Fund Rules of their respective institutions.

Where online submission by the employee is not feasible, the Sanction Admin shall record and process the subscription change online on the basis of a manual request received from the employee.

The revised subscription shall be effective in the salary bill from the month following the month in which the online request is approved.

2. Online Transfer of Provident Fund Balance upon Employee Transfers-

On transfer of an employee, the Provident Fund balance shall be transferred through the NGIPF module—

- from **one Sanction Admin to the other Sanction Admin** within the same PFD Admin and same Head of Account (in case of secondary schools only); and/or
- from **one PFD Admin to another PFD Admin** (in case of all institutions), within the same Head of Account.

It shall be the responsibility of the concerned PFD Admin to ensure that the transfers are effected through the system without delay.

The complete history and audit trail of such transfers shall remain accessible within the NGIPF module.

3. Online Management of Provident Fund Nomination / Legal Heir Details-

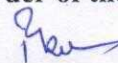
Entry and updation of Provident Fund nomination details shall be carried out online by the employee or the Sanction Admin, as applicable, and shall be verified and approved strictly in conformity with the nomination forms submitted earlier adhering to the existing Provident Fund Rules.

In the event of death of an employee where no valid nomination exists, the Sanctioning Authority shall ensure online entry of legal heir details in the NGIPF module to enable timely settlement of Provident Fund claims.

The process flow and operational guidelines for the above functionalities shall be available in the NGIPF Guidelines hosted on the WBIFMS Portal.

This order shall take effect immediately.

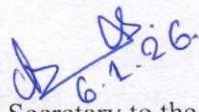
By order of the Governor,



**Prabhat Kumar Mishra, IAS
Additional Chief Secretary
Finance Department
Government of West Bengal**

Copy forwarded for information and necessary action to:

1. Pr. A.G. (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
2. Pr. A.G. (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary/ Secretary,.....Department requesting to circulate concerned offices/autonomous bodies/Parastatals under the administrative control of his Department.
5. Special Secretary / Additional Secretary / Commissioner/ Joint Secretary / Deputy Secretary, Finance Department.
6. Financial Advisor,.....Department.
7. Director,.....
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, Old Khadya Bhavan, 3rd Floor (East side), 11A Mirza Ghalib Street, Kolkata - 700 087.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhavan, 2nd& 3rd Floor, (West side), 11A Mirza Ghalib Street, Kolkata - 700 087.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, Salt Lake, Kolkata - 700064.
12. Commissioner, _____ Division,
13. District Magistrate/District Judge/ Superintendent of Police, Commissionerate of Police
14. Sub-Divisional Officer, _____
15. Treasury Officer, _____
16. Block Development Officer, _____
17. Group _____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Special Secretary to the
Government of West Bengal