

**GOVERNMENT OF KERALA****Abstract**

AIS - Implementing Digital/Online Transactions Relating To GPF Subscription, Withdrawal and Closure Authorization In Respect Of All India Service Officers Who Are On Deputation To Various Ministries Of The Central Government / Autonomous Bodies - Designating Drawing And Disbursing Officers - Orders Issued.

GENERAL ADMINISTRATION (AIS-C) DEPARTMENT

G.O.(Rt)No.1926/2025/GAD Dated,Thiruvananthapuram, 03-05-2025

- Read: 1. Minutes of the meeting convened by the Accountant General (A&E), Kerala on 21.02.2025.
2. Letter No. FM/I/Minutes/2024-25/667 dated 24.02.2025 of the Deputy Accountant General (Funds), Office of the Accountant General (A&E), Kerala, Thiruvananthapuram.
3. D.O. Letter No. PF-FM/I/AISPF/2024-25 dated 05.03.2025 of the Accountant General (A&E), Kerala.
4. Letter No. H4-3561/2025 dated 11.04.2025 of the Additional Principal Chief Conservator of Forests (Administration).
5. Letter No. N3-71425/2025/PHQ dated 19.04.2025 of the State Police Chief, Kerala.

ORDER

At present, Kerala cadre All India Service (AIS) officers on deputation to various Ministries of the Central Government are remitting their GPF subscriptions to the Accountant General (A&E), Kerala through the concerned Pay and Accounts Office via cheque or demand draft, accompanied by the relevant schedule. Similarly, GPF closure applications of AIS officers on deputation to autonomous bodies and Central Government Ministries are disbursed through demand drafts drawn in favour of the concerned officer. Having noticed that the existing manual procedures are leading to considerable delays, the Accountant General (A&E), Kerala held a meeting on 21.02.2025 with the officials of the

General Administration Department, Finance Department, Directorate of Treasuries, SPARK and NIC to explore the automation of GPF subscriptions and closure authorizations for AIS officers on deputation to Central Ministries and autonomous bodies.

2. The meeting decided that necessary steps should be taken to designate Drawing and Disbursing Officers (DDOs) in the General Administration Department, State Police Headquarters and Kerala Forest Department Headquarters for handling the GPF applications for Temporary Advance (TA), Non-Refundable Advance (NRA) and Closure of AIS officers on deputation from Kerala cadre, as part of implementing the digital/ online GPF transactions. Additionally, it was decided to make the GPF subscription of AIS Officers of Kerala cadre who are on deputation including deputation to Central Ministries through e-chalan portal mandatory.

3. Government have examined the matter and are pleased to designate the following Drawing and Disbursement Officers (DDOs) for handling the online GPF applications for Temporary Advance (TA), Non-Refundable Advance (NRA) and Closure of All India Service Officers on deputation outside the Kerala cadre. For other All India Service officers serving under the Kerala cadre, their respective DDOs are assigned these responsibilities.

Sl. No.	Post	Role
1.	The Under Secretary & DDO, General Administration (Budget Wing) Department	Handling GPF related applications of Kerala cadre IAS officers on deputation
2.	The Administrative Assistant & DDO, State Police Headquarters	Handling GPF related applications of Kerala cadre IPS officers on deputation
3.	The Administrative Assistant & DDO, Kerala Forest Headquarters	Handling GPF related applications of Kerala cadre IFS officers on Deputation

4. The GPF subscription of Kerala cadre AIS Officers, who are on deputation outside Kerala cadre including deputation to Central Ministries, shall be mandatorily made through the e-chalan portal and the Finance Department and Directorate of Treasuries shall make necessary arrangements to facilitate the online GPF subscription of such officers.

(By order of the Governor)
RAJESH G R
ADDITIONAL SECRETARY

To:

1. All AIS Officers.
2. The Accountant General (A&E), Kerala, Thiruvananthapuram.
3. The Accountant General (Audit-I), Kerala, Thiruvananthapuram.
4. The Director General of Police-cum-State Police Chief, Kerala, Thiruvananthapuram.
5. The Principal Chief Conservator of Forests & Head of Forest Force, Kerala, Thiruvananthapuram.
6. The Director of Treasuries, Thiruvananthapuram.
7. The General Administration (SC/ Budget Wing/ Accounts-J/ AIS-A/ AIS-B) Department.
8. The Finance (ITSF) Department.
9. The I&PR (Web & New Media) Department.
10. Stock File/ Office Copy (AIS-C2/33/2025-GAD).

Forwarded /By order

Section Officer

Copy To:-

1. The Officer on Special Duty, Office of the Chief Secretary.
2. The PA to Additional Chief Secretary, Finance Department.
3. The PA/CA to Additional Secretary-I/II, General Administration (AIS) Department.