

FINANCE (Allowances) DEPARTMENT

**Secretariat,
Chennai-600 009.**

Letter No.965/FS/Fin. (Allowances) /2020, Dated:21-05-2020.

From

Thiru S. KRISHNAN, I.A.S.,
Additional Chief Secretary to Government.

To

All Secretaries to Government.
The Secretary, Legislative Assembly, Secretariat, Chennai-600 009.
The Secretary to the Governor, Chennai-600 032.
The Comptroller, Governors Household, Raj Bhavan, Chennai-32.
The Governor's Secretariat, Raj Bhavan, Guindy, Chennai- 600 032.
All Departments of Secretariat (OP / Bills), Chennai-600 009.
All Heads of Departments.
All Collectors / All District Judges / All Chief Judicial Magistrates.
The Registrar General, High Court, Chennai-600 104.
The Chairman, Tamil Nadu Public Service Commission, Chennai-600 003.
The Commissioner, Greater Chennai Corporation, Chennai-600 003.
The Commissioner, Corporation of Madurai / Coimbatore /
Tiruchirappalli/Salem / Tirunelveli / Erode / Tiruppur / Thoothukudi /
Vellore / Thanjavur / Dindigul / Nagercoil / Hosur / Avadi.
All Divisional Development Officers / Revenue Divisional Officers/ Tahsildars.
All Block Development Officers / Municipal Commissioners.
All Chief Educational Officers / Panchayat Union Commissioners.
The Project Co-ordinator, Tamil Nadu Integrated Nutrition Project, No.570,
Anna Salai, Chennai-600 018.

Sir/Madam,

Sub: **PROVIDENT FUND** – Forwarding of separate applications for final closure of GPF in Part-I and Part-II four months prior to retirement (i.e.) after the Last Fund Deduction (LFD) period is over - Instructions - Regarding.

Ref: 1. G.O.Ms.No.321, Finance (Pension) Department, dated: 15-10-2019.

2. From the Accountant General (A&E), Tamil Nadu, Chennai-600 018 D.O. Letter No.AG(A&E)/FM 1/FW/2020-2021/1/794, dated 13-05-2020.

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I am to invite your attention to the references cited.

2. In the Government Order first cited, separate revised application forms for pension, family pension and final closure of GPF accounts catering to the need of IFHRMS were prescribed and the Heads of Department / Drawing and Disbursing Officers were also directed to adopt the new forms for processing of pension, family pension and final closure of GPF.

3. The Accountant General (A&E), Tamil Nadu in his D.O. cited has brought to the notice of the Government that Part-II of Annexure of the

P.T.O.

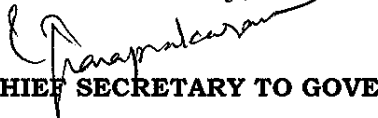
: 2 :

Government Order meant for GPF final closure, containing information mandatorily required for processing of Final Withdrawal of GPF cases viz. details of credits / debit drawn during the last twelve months, 90% Part Final Withdrawal sanctioned, nomination for GPF etc. are not enclosed along with the applications by few of the Drawing and Disbursing Officers (DDOs) which creates difficulty in processing the GPF final payment.

4. I, therefore, request you to instruct the Heads of Office / Drawing and Disbursing Officers under your administrative control to forward the applications separately for final closure of GPF in Part-I and Part-II of Annexure-III of the Government Order cited four months, prior to retirement after the last fund deduction (LFD) period is over, along with the documents required for processing of Final Withdrawal applications as given in the Annexure to this letter and to forward pension / family pension proposals separately in Annexure-I / Annexure-II as per the Government Order cited.

5. This shall be treated as "**MOST IMMEDIATE**". This should also be reviewed every month by the administrative department of Secretariat and Heads of Department.

Yours faithfully,



for **ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.**

Copy to:

The Principal Accountant General (A&E), Tamil Nadu, Chennai-18.
Stock File / Spare Copies.

ANNEXURE

(Letter No.965/FS/Finance (Allowance)/2020, dated 21.05.2020)

CHECK LIST FOR FW CASES

1. FOR ALL CASES :

Details of credit/debit during last 12 months prior to the date of event necessitating closure of GPF account should be enclosed along with final closure application in respect of any event (viz) superannuation, voluntary retirement, compulsory retirement, resignation, dismissal, invalidation, death, disappearance and not permitted to retire.

2. DEATH CASES :

- (1) The application duly signed by the eligible claimant and countersigned by the Head of the office.
- (2) Death Certificate of the subscriber.
- (3) Original nomination filed by the subscriber.
- (4) Attested copy of Legal Heirship Certificate
- (5) If any one of the nominee/Legal heir expired, then Death Certificate of nominee/Legal heir to be furnished.
- (6) Survival status of the person whose name is mentioned in 'Nomination' but not in Legal Heir Certificate.
- (7) In cases where name of the first wife of the subscriber is not included in Legal Heir Certificate and 2nd wife's name is included in Legal Heir Certificate. In such cases:-
 - (a) If 1st wife expired – Death Certificate of 1st wife to be furnished.
 - (b) If Legally divorced - Copy of court order.
 - (c) Proof of 2nd marriage – to verify whether 2nd marriage taken place after the death or divorce of 1st wife.
- (8) Survival status/Legal status of husband, if his name is not in the Legal Heir Certificate.
 - (a) If expired – Death Certificate to be furnished.
 - (b) If divorced – Copy of court order to that effect.
- (9) In case of dispute between Legal Heirs, Copy of final order of Court of Law.
- (10) In case of unmarried subscriber where no valid nomination subsists, Succession Certificate issued by Court of Law.

3. VOLUNTARY RETIREMENT :

Voluntary Retirement orders should be enclosed along with the application.

4. RESIGNATION:

Order of acceptance of resignation should be enclosed along with the application.

5. DISMISSED / REMOVAL / COMPULSORILY RETIREMENT / INVALIDATION FROM SERVICE:

- (a) Copy of order of dismissal / removal / compulsory retirement / invalidation should be enclosed.
- (b) The fact whether appeal has been preferred by the subscriber against such punishment to be clearly mentioned in the application.
- (c) In case subscriber preferred an appeal, application should be forwarded along with copy of final orders issued on such appeal.
- (d) Where the subscriber has not preferred an appeal, the application for final closure may be forwarded clearly mentioning that appeal not preferred by the subscriber. Similarly, if the subscriber gives in writing before the expiry of the time for preferring appeal that he would not prefer appeal – copy of such letter should also be enclosed.

6. IN CASE OF SUBSCRIBERS WHO HAVE BEEN PLACED UNDER SUSPENSION AND NOT PERMITTED TO RETIRE ON ATTAINING SUPERANNUATION :

The order issued on the date of retirement either permitting to retire without prejudice to the disciplinary proceedings pending against the subscriber or orders of not permitting to retire on superannuation, as the case may be, should be enclosed with the application.

7. IN CASE OF DISAPPEARANCE OF A SUBSCRIBER:

1. Copy of First Information Report (FIR).
2. Non traceable certificate issued by Police Department.
3. Original nomination filed by the subscriber.
4. Sanction order for payment of GPF issued by the HoO/DDO.
5. Indemnity Bond obtained from the claimant.

-/ True Copy /-


SECTION OFFICER.