

## **DO's/DON'Ts for TOs/DDOs and for the information of GPF Subscribers**

Govt of Maharashtra have accepted new Pension Scheme from 1.11.2005 onwards. This scheme is applicable to those employees who were appointed after 1.11.2005. Those employees cannot become members of GPF.

### **GPF Account Number should be obtained in case of the following class of subscribers provided the appointment date is prior to 1.11.2005:**

- All those employees who were promoted from Class IV to Class III.
- After appointment to All India Service (Class I)
- On transfer either from Nagpur region or Zilla Parishad (on promotion to Group B service)

### **Precautions to be taken while filing Nomination (Rule 5 of MGPF Rules 1998)**

- If family exists, name of family members should be mentioned
- Share to be paid to each nominee must be mentioned
- Column no 6 should be filled in correctly
- DDO should sign the nomination as a mark of acceptance
- Benefits to female employee
- When need arises, nomination should be changed (e.g. after marriage, addition in family members)

### **Precautions to be taken while preparing the bill in respect of advances sanctioned from the GPF**

- To check the accuracy of GPF number
- To check the available balance
- In case of transfer from one DDO to another, LPC should clearly state that the GPF has been deducted for the part payment, if any, to avoid double deduction
- If deducted twice and credited to Government account, matter should be reported to Principal Accountant General for GPF credit adjustment

### **Precautions to be taken while preparing the GPF schedules**

- Accurate and complete name to be written
- Correct account number as well as series is to be quoted
- In case of change in name, both the names should be written at least for 3-4 months
- To include names of all the employees in the schedule and reason to be specified in case of non-deduction of GPF (e.g. suspension, EOL, transfer etc.)

### **Precautions to be taken while preparing the challans**

- Complete and detailed classification
- Name and account number
- If consisting of more than one monthly GPF instalment, then complete details should be furnished
- Complete address and phone number of DDO

### **Action to be taken by DDO on receipt of statement of missing credit from AG office**

- Correct details of paid month to be furnished (i.e. if details sought are for the month of 12.2016, then the details of subscription deducted from salary month of 11.2016 paid in 12.2016 should be furnished)
- To furnish relevant documents
- To intimate the reason for non-drawal of GPF subscription
- Wherever details of gross amount and net amount is not available, in such cases, amount deducted on the basis of the detail noted in cash book along with the treasury voucher number may be intimated

### **Action to be taken by DDO on receipt of statement of unposted credit from AG office**

- Correct and full name to be given
- Correct account number and series to be intimated
- For correct GPF number, please see GPF issued by AG office

### **Action to be taken by DDO on receipt of statement of Full want and Part want from AG office**

- To provide complete copy of schedule / challan / voucher

### **Six monthly reports should be sent to AG office with name & A/c No**

- No recovery due to EOL
- Under suspension
- Absconding cases

### **Action to be taken DDO on receipt of final refund application from subscriber**

- Part I of the final refund application to be submitted to the AG office one year prior to the date of retirement and after deducting last fund deduction, Part II may be submitted
- In other cases of retirement or in case of resignation after issue of office order or in case of death, final refund application may be got filled in from the concerned persons immediately
- To use correct form and to fill in following information correctly
  - Name of the subscriber / family members along with the complete address and telephone number
  - GPF account number
  - Type of retirement
  - Certificate regarding advances
  - Details regarding last fund deduction
  - Signature of competent authority

### **Precautions to be taken while filling Form 'C'**

- Copy of death certificate and nomination
- Column no 8 and 9 should be filled in correctly
- If nomination is not as per GPF rules, then details of family members should be mentioned in column No 10. No need for succession certificate. Date of birth of all sons and date of marriage of all daughters may be mentioned
- Minor sons – if required Guardianship certificate and Indemnity Bond
- Absconding employee – FIR from nominee and Indemnity Bond
- In case of death of Hindu employee and if was having two wives, then second wife is not entitled for GPF but children of second wife are eligible for GPF amount
- Absconding employee (Note 5 under Rule 27)
- When a subscriber disappears from the family, the family can be paid the amount of GPF having regard to the nomination made by him subject to the conditions as specified under Sr No i & ii Note 5 under Rule 27)

- Deposit Linked Insurance Scheme – Minimum 5 years of service

**GPF recovery on reinstatement of dismissed employees**

In case of reinstatement of dismissed employees, application for opening a fresh GPF account should be forwarded along with reinstatement order.

**Treasury Officers may take special precaution with respect of following classification while sending the vouchers to AG office**

- Other than Class IV
  - Class IV
  - All India Service
-