
Do's and Don'ts for Subscribers

General

Do's

1. Ensure that the correct Series and number are quoted with the Account number in the GPF schedules.
2. Ensure that the full name of the subscribers is quoted against the account number. Avoid initializing the name with title of the subscriber.
4. Ensure that minimum subscription is not less than 6 percent of basic pay + Dearness pay and not more than basic pay + dearness pay.

Don'ts

1. Do not omit the account no or name while preparing the schedules. Do not change the series of the Account number unilaterally, just because of transfer from one department to another. Series is a part of the account number which is allotted by this office. Changing the Series unilaterally will create a duplicate account number which will result in missing credits against the subscribers' account.
2. Do not use nick names or short names of the subscribers.
3. Ensure subscriptions to GPF should not be deducted from the pay bills before allotment of account numbers from office of the Accountant General (Accounts & Entitlement) - II.
5. Do not club more than one months' subscription or refund together. If an employee draws more than months' pay at a time, the GPF schedule should either be prepared separately for each month or the amount shown separately for each month.

While forwarding papers for withdrawals from fund

Do's

1. Ensure that the latest and original copy of the GPF statement is attached with the application.
2. Ensure that the Government sanction order is attached with the application forwarded to this office for withdrawals from the fund.

Don'ts

1. Ensure that amounts should not sanction G.P.F advances to any subscribers under their control without paying proper attention to their G.P.F accumulation causing negative balance to their accounts.
2. Do not use photocopies of Statements or older versions of statements for authorizing withdrawals from Fund.

While forwarding papers for Final withdrawal from Fund

Do's

1. Final payments cases (on retirement) should be furnished in 10A Form. All the requisite information/certificates as stated in the form should be in unambiguous form before submission to office of the Accountant General (Accounts & Entitlement) - II.
2. Before submission of the case to the office of the Accountant General (Accounts & Entitlement) - II it must be ensured that the subscriber has signed with date and mentioned residential address with Pin Code in the space provided for the purpose.
3. Authorize amount within available Credit of the Subscriber as per his/her latest GPF statement.

Don'ts

1. Do not send final payment papers directly to this office. Ensure that the papers are routed through the department concerned.
2. Do not use photocopies of Statements or older versions of statements for authorizing withdrawals from Fund.