
Maintenance of GPF Accounts

The following tasks are carried out by this office under Maintenance of GPF Accounts Groups

1. Opening of Fresh Account / Closing:

Requisition for opening of fresh GPF accounts w.r.t to state government are received from fund sections and also directly from state govt. Following jobs are carried out by the staff in this regard.

- a) Scrutinizing of the all essential documentations submitted with the application.
- b) If all the documentations are correct submitted to AAO for verification and obtaining orders for allotment of account no.
- c) After Approval Account no is allotted and copy of the same is forwarded to concerned fund sections or directly to state govt./subscriber as the case may be, for information.
- d) In account of incomplete documentations, after approval of AAO, letter is issued to the concerned office to obtain the required document/clarification.
- e) After obtaining the documents accounts are allotted and intimated as mention in (c) above.

2. Subscriber Master Data Correction:

Corrections in Subscribers' master data as per requirement of Sr.AO/AAO of fund sections. Correction registers are maintained by fund sections which are used to put up requisitions for corrections in subscribers' data namely Spellings in Name, Date of Birth, Date of joining service, Date of retirement etc. After corrections the updated / corrected data is reflected in the master database and the registers are returned to the concerned sections.

3. Cancellation of Authority:

Cancellation of authority are requested by fund sections on exceptional occasions such as

- Expiry of validity period
- Typing errors
- Occasions arising due to extension of retirement age.
- Any other unavoidable circumstances as higher authority feels necessary.

4. Allotment of New Account Number to AIS / IAS / IFS:

Allotment of New Account Number to AIS / IAS / IFS subscribers is done by the basis of allotment form (along with Gazette Notification Nomination) received through General Section II. Office copy and original application is sent to Fund 1 after allotment.

5. Unlocking / Un-authorizing:

The following jobs are performed under this classification

- Unlocking of abstract on requisition made by AAO of concerned sections.
- Un-authorizing the abstract.
- Unlocking of Final Payment calculation case.
- Adjustment entry
- Incorporation of NPR items for making necessary corrections.

6. Checking of Monthly Account Report / Closing of Account:

A list of GPF account holders whose authorities have been issued and dispatched for payment are prepared by concerned fund sections and submitted to EDP for closing the same. These numbers are periodically closed in GPF application.

7. Disposal of letters received from Grievance Cell:

Requisitions are received from Grievance cells to carry out certain tasks in GPF application in order to perform redressal of grievances lodged by GPF subscribers.

8. Maintenance of Server and database application:

Maintenance of dedicated servers and associated tasks for the maintenance of the database of the state government. The tasks involve as follows.

- Entry and updating of database application
- Posting of monthly subscribers' data received from treasuries.
- Clearance of NPRs/Missing Credits/Part Want/Full Want and related tasks.
- Updating of Subscribers' master and database cleaning.