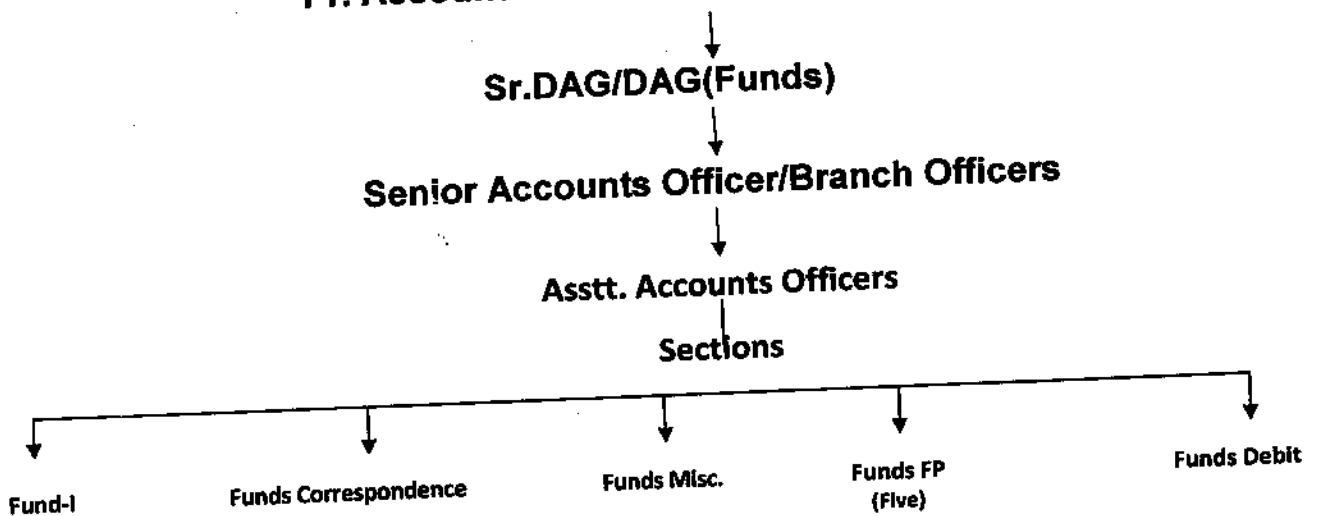**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL**

(ACCOUNTS AND ENTITLEMENT),

HARYANA, CHANDIGARH

Manual of General Provident Fund - Final Payment Authorization Management System (GPF-FAMS)

Introductory

Principal Accountant General (A&E) Haryana, Chandigarh is maintaining GPF accounts of the Haryana State Government employees including AIS cadre of Haryana State and Class IV employees recruited prior to 01.01.2006. As on 30.06.2023, 98023 number of G.P.F. statements were uploaded on official website. The whole work of GPF is being carried out under the supervision of Deputy Accountant General (Pension &Funds). The work of final payments of all series of GPF is distributed among Fund FP Sectionson round robin basis online except AIS series which is dealt offline in Fund-I Section. Organizational set-up of the Funds Wing is as Follows:

Pr. Accountant General/Accountant General (A&E)

↓

Sr.DAG/DAG(Funds)

↓

Senior Accounts Officer/Branch Officers

↓

Asstt. Accounts Officers

Sections

Fund-I	Funds Correspondence	Funds Misc.	Funds FP (Five)	Funds Debit

Funds Debit Section is an integral part of VLC, is engaged in posting of Advance/Withdrawal Sanctions, Debit Vouchers and Final Closing of GPF Accounts as well as storing the Final Payment cases in VLC Database and printing of Final Payment Authorities. Credit posting of GPF is done in VLC through Accounts Sections.

Procedure regarding processing of Final Payment of GPF Cases

Initially, a GPF Final Payment Case duly signed by the subscriber/claimant and duly recommended &forwarded by the respective Drawing and Disbursing Officer (DDO) is received in ERS Section online through Online Diary Management System (ODMS). Unique application/inward number is allotted to each case through the system. Thereafter, the case is forwarded to the concerned Fund Final Payment Section on round robin basis for calculating and authorizing the Final GPFPayment to the subscriber/claimant.

Till 1997-98, the GPF accounts were maintained manually and thereafter on computer. On receipt of Final Payment Case of GPF, subscriptions, drawals, refunds, calculations of the credits, debits for the last 5 years are checked and difference/discrepancy, if any, found the same is to be rectified after confirmation from DDO. The dealing assistant, then submits the case to the Assistant Accounts Officer (AAO) for checking the amount to be authorized. AAO after checking, submits the case to the Branch Officer for approval.After approval, Input sheet for the approved amount is sent to the Funds Debit Section for printing of Office Copy of the GPFAuthority.
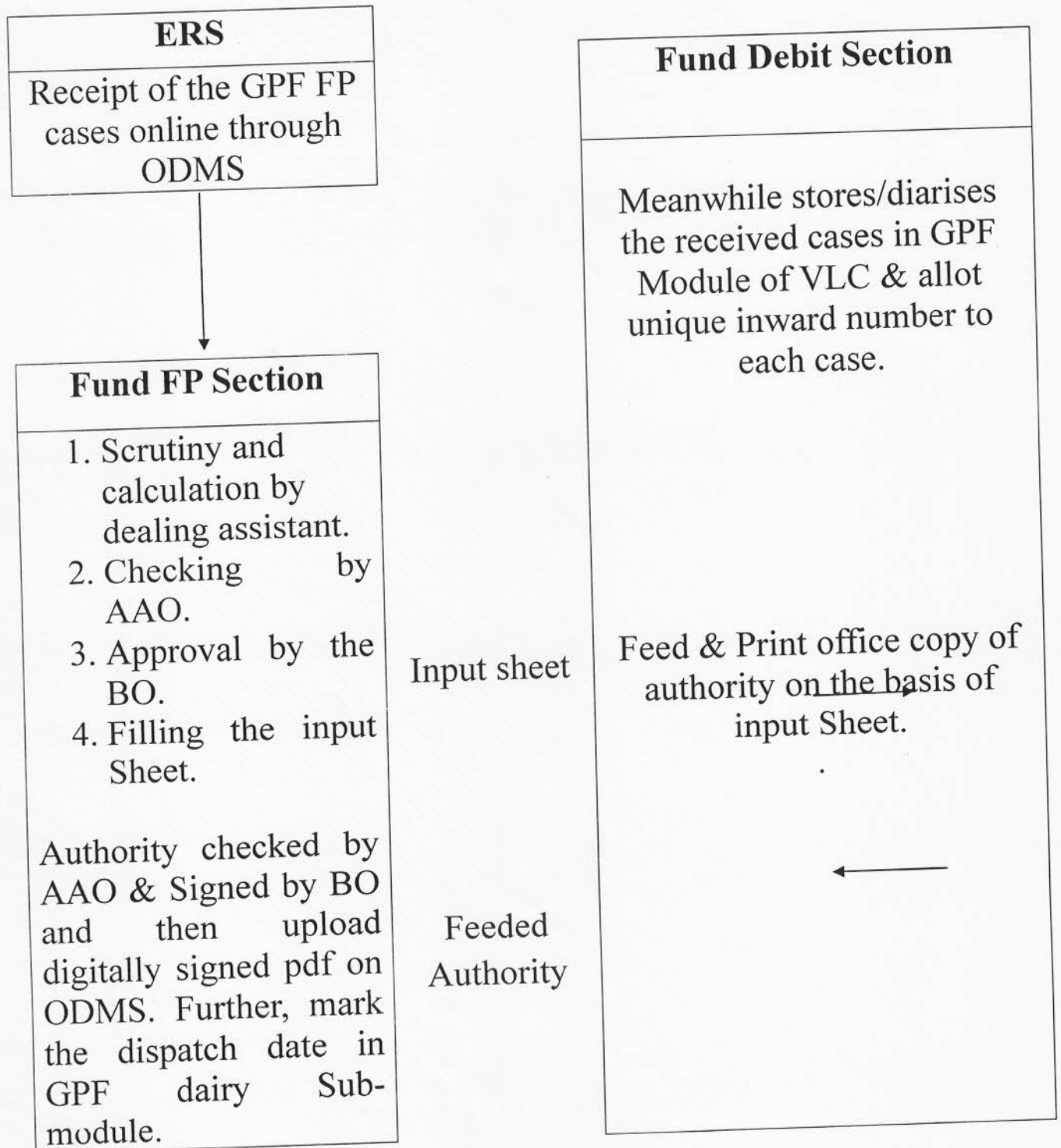
The objective of this office is to issue authorization of the GP Fund payment to the retirees ahead of retirement so that they can get payment immediately after retirement. With a view to accomplish this function, Sections are sent messages to subscriber's likely to retire in near future in advance with a request to send their Final Payment applications timely. The payments in final payment cases received complete in advance are authorized almost 15 days ahead of retirement to enable them to get payment immediately on retirement.

ComputerisationofReceiptofFinalPaymentCases:

This office has computerized the receipt of final payment cases through ODMS for keeping a watch and track on all the cases so that the payments are authorized timely. As and when the finalpayment cases are received Online, SMS messages are sent on the registered mobile number of the subscriber. The objectives are to:

> Authorizethe final payment of GPF balances ahead of retirement in respect of the cases received inadvance.

> Ensure issuance of GPF authority (where due) within one month from the receipt of duecases.

> Upload updated status of final payment cases on official website to facilitate the retirees to view details at a glance by using respectivePIN. SMS messages on diarisation and authorization of final authority are also sent on the registered mobile number of the subscriber.

> Ensure error free print of authority of GPF Final Payment as it is generated on computer in main data baseitself.

> Eliminate risk of posting of credits after retirement by deactivating the accounts of subscribers after final payment in main database itself.

Flow Chart of GPF Final Payment Cases Authorisation

ERS
Receipt of the GPF FP cases online through ODMS

Fund Debit Section
Meanwhile stores/diaries the received cases in GPF Module of VLC & allot unique inward number to each case.

Fund FP Section
1. Scrutiny and calculation by dealing assistant. 2. Checking by AAO. 3. Approval by the BO. 4. Filling the input Sheet. Authority checked by AAO & Signed by BO and then upload digitally signed pdf on ODMS. Further, mark the dispatch date in GPF dairy Sub-module.

Input sheet

Feeded Authority

Feed & Print office copy of authority on the basis of input Sheet.

Advantages of GPF - Final Payment Authorization ManagementSystem (GPF-FAMS) Modules

1. Authorization of the amount of GP Fund Final Payment ahead of retirement / within one month of receipt of due FPcase.

2. Easy tracking of FPcase.

3. Issuance of computerized authority, thereby ensuring correctness and eliminating scope ofmistake.

4. Automatic comparison/linking of the payments made with the amountsauthorized.

Platform:

- OperatingSystem : Linux (Version6.9)
- Databasebackend : Oracle 11g (Release2)
- Application-frontend : Oracle 11g (Release2)

Sub-Modules:

1. GPF Diarysub-module.
2. Final Payment Authority sub-module.

Processing in Funds Section by dealing Assistant

1. Scrutiny of application forms/papers by theAccountant/ Dealing Assistant.
2. Scrutiny of subscriptions,drawals and refunds for the last five years.
3. Submission of processed sheet in hard copies to AAO and Sr. AO for approval.
4. Input sheet for printing of Final Paymentauthority.

Checking by Assistant Accounts Officer

Thorough checking of the Final Payment Case by AAO.

Review and approval for authorisation by Branch Officer (BO)

1. The Branch Officer will carry out the required checks.

2. If satisfied with accuracy of the case, he will initial the calculation sheet and authorize the case for final payment. The amount of Final Payment is finally approved by BO. In case he has some observation, the case is sent back to the AAO.

Printing of Authorities

1. Entries in the Input Sheet are fed in the Final Payment Authority sub-module by the dealing assistant of Fund Debit section and the Authority is generated by computer.

2. After printing the Final Payment authorities, the account of the subscriber is deactivated to avoid further posting of credits in theaccount.

3. Office Copy is sent to the concerned Branch Officer forits approval.

4. e-Authority digitally signed by the BO is uploaded on ODMS fordrawal of payment to DDO, TO and Subscriber.

5. After uploadingto the FinalPayment authority, date of uploading is marked in FP register maintained in the Section and in GPF diarysub-module.

MIS Reports available in the Computer Database

Following reports are generated from the system:
1. Report of casesfinalized.
2. Advance cases i.e. cases received in anticipation ofretirement.
3. Report of casesdelayed.
4. Report of Returnedcases.
5. FP DiaryReport.

To bring transparency in the maintenance of Provident Fund Accounts, GPF balances and status of final payment cases are intimated through SMS and are displayed on Website. http://www.aghry.gov.in.

Submission of Monthly Reports to the Group Officer

A report relating to the Final Payment Cases received/settled during the month on the basis of sectional diary maintained in the Final Payment Sections after comparing with the data in Computer is submitted to the Group Officer (Funds) who ensures that –

- The cases received in advance are disposed of ahead of retirement.
- The authority is issued within 30 days from the date of receipt of the case.
- No case remains unattended at anystage.
- Monthly Report of final payment cases is also submitted by 10th of thefollowing month to the Group Officer.

Key points ensured:

- Final payment cases are put up by the dealing assistant within thestipulated period and the subscriber or beneficiaries are keptinformed through SMS / website.
- No final payment application is returned without the approval ofthe GroupOfficer.
- Scrutiny of the application/GPF caseimmediately.
- Prompt disposal of final payment cases and residual payment casesand authorization of final payment / residual paymentcases.
- Settlement of complaint cases and discrepancies in relation to GPFfinal payments.
- Review of residual payment cases everyquarter.
- Analysis of the cases where authorities are issued after onemonth.
- Accuracy at each of three stages i.e. Dealing Assistant, AAO& Sr.AO.
- In case of substantial difference between the amount authorized and the balance shown in last GPF statement issued to the subscriber, reasons thereof are analyzed, explained to the subscriber along with copies of related ledger cards (where required) with the approval of GroupOfficer.

Screen Shots of Work Flow inComputerised Environment

(1) F P Cases received from diary branch in GPF Debit Section and diarized in the system through the followingscreens:-
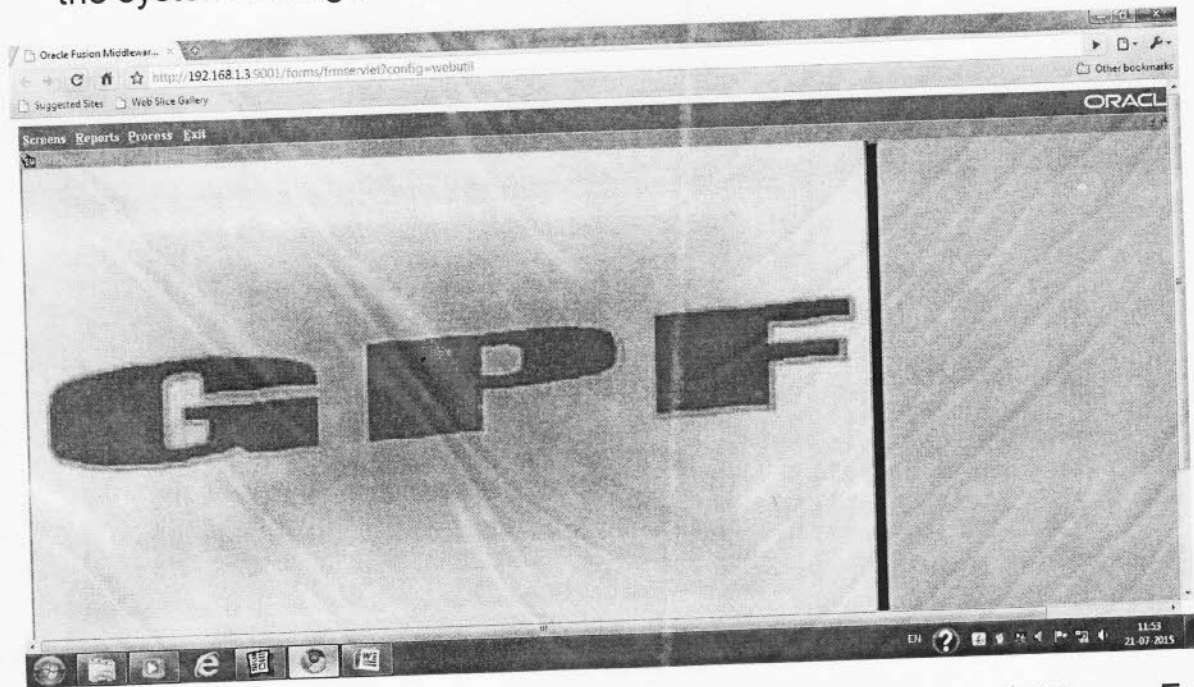
(2) User selects FP Diary Authority Data Input - Final Payment Diary – Fresh Case Diary option under Screen Pull down Menu of GPFModule.
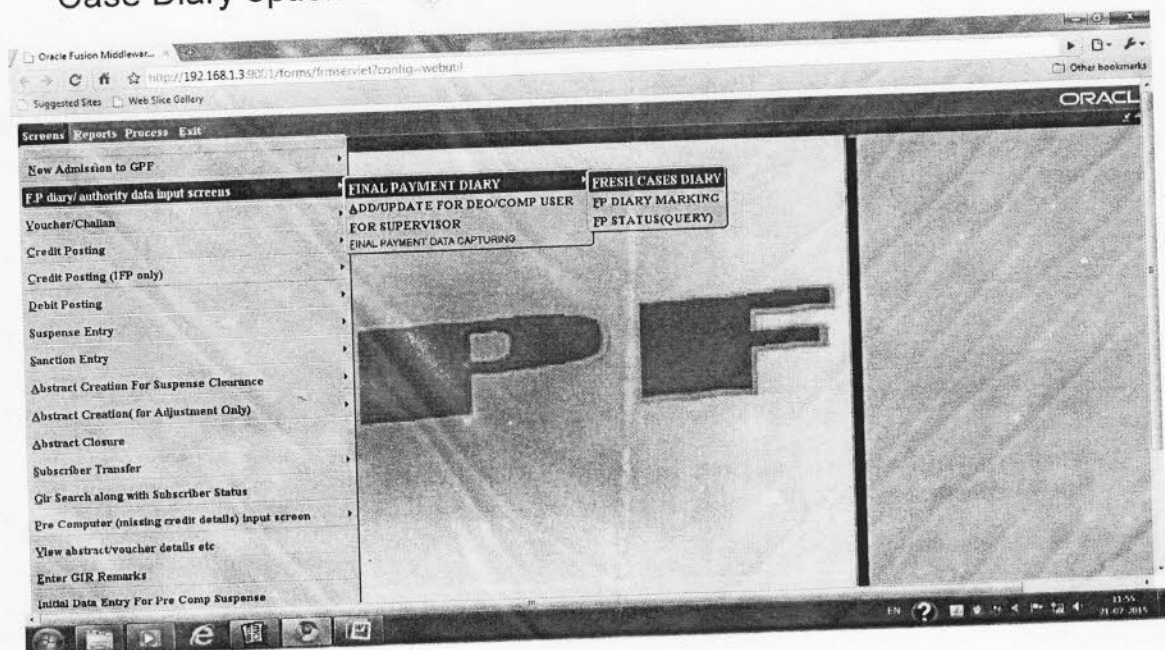
(3) User will get Final Payment Diary Screen for diarizing Fresh FPCases.

(4) System then generates unique Inward No. for each Final Payment Case on diarizing.

(5) Section-wise printouts are then taken out using the following report screen as shown below for sending the same to the concerned GPF Fund Payment Sections on the same date.

(6) Parameter for generating Final Payment DiaryReport.

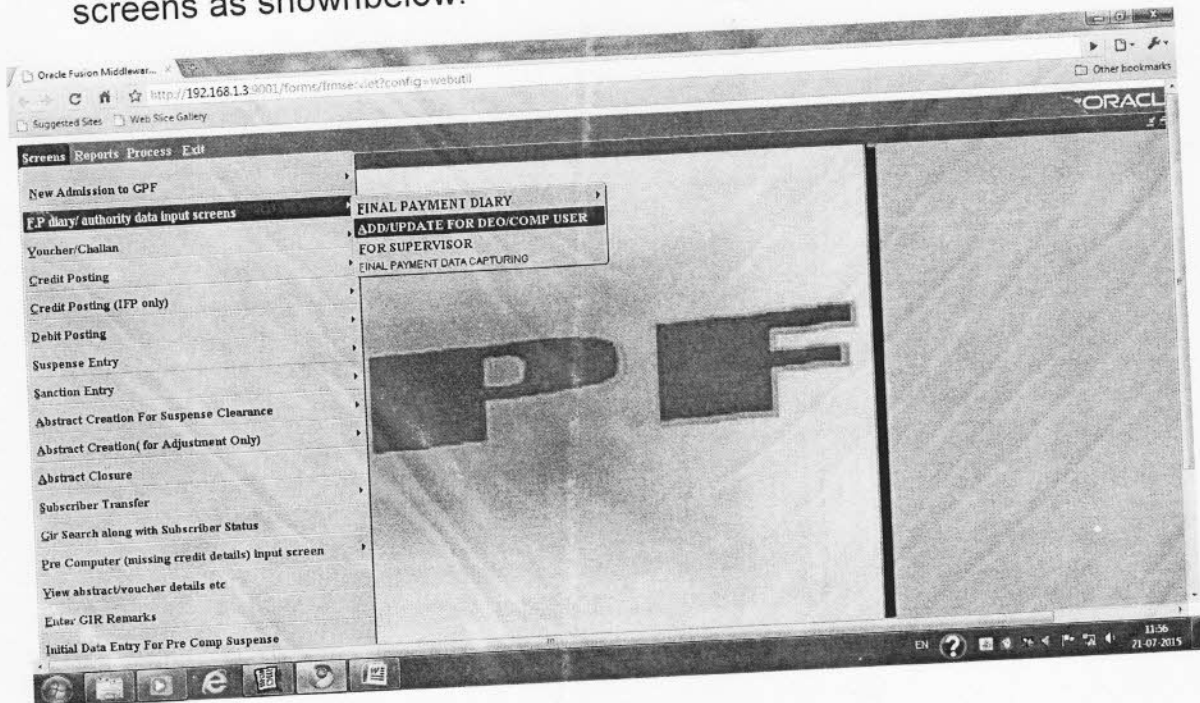**(7) Specimen of F P Diary Report sent to respective sections along with FP cases received from thedepartment.**

(8) Fund FP Sections after scrutiny of case, calculate the Final PaymentAmount.

(9) After approval of AAO/BO, Input sheet in following format is prepared and sent to GPF Computer Cell for generation of Authority.

INPUT SHEET FOR FINAL PAYMENT AUTHORITY

Sectional Dispatch No. : _____

DDO's code : _____

DDO'S Full Address (in capital) : _____

Treasury/Sub-Treasury : _____

DDO's Reference No. & Date : _____

Series and Account Number : _____

Name of Subscriber (in Capital) : _____

Date of Retirement/Date of Death/ Date of Quittal : _____

Amount authorised (in figures) : Rs. _____

In words (Rupes _____

Interest Allowed Upto : _____

Missing Credits: : _____

Withheld amount: : _____

Remarks if any: : _____

DEBIT taken during last 12 months from the DOR/D O D : _____

Case Type (Service/Family) : Service/Family

Name of nominee(s):--

Name	Relation	Share
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Postal Address of the Subscriber (In CAPITAL letters) : _____

Address of Income Tex Commissioner in case payment is more than Rupees: _____

Signature of Sectional Head with date   Signature AO/SAO

(10) On receipt of Input Sheet, DEO feeds the data in the system using following screens as shown below:-

(11) On saving the Input data of Authority, System automatically made the account of the subscriber inactive.

(12) Now the prints of Authority are generated using the following report screen for sending the same to FundSection.
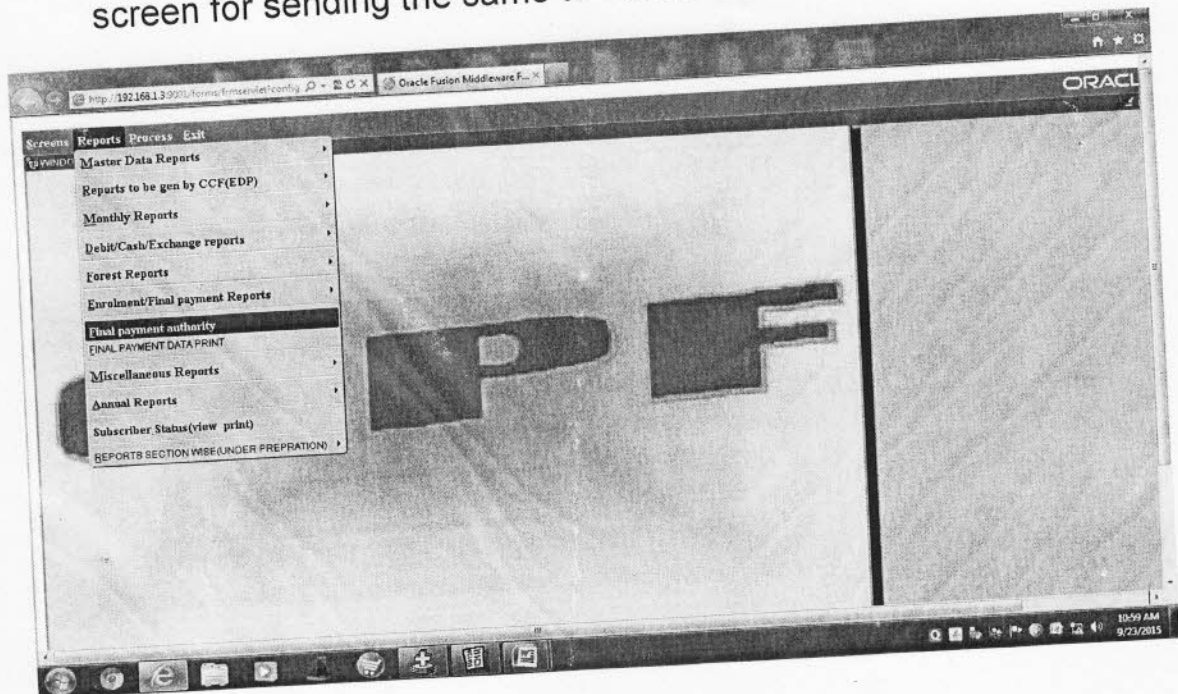
(13) Specimen of Authority printed is asunder:-

कार्यालय प्रधान महालेखाकार (लेखा एव हकदारी) हरियाणा, चण्डीगढ

तिथि   21/09/2015

संख्या निधि   F-12/2015-16/FP/1607-10
रूपये   619965/-   से अधिक नही ।

DY EXCISE AND TAXATION COMMISSIONER, AMBALA
सेवा में   AMBALA

महोदय,   में आपके पत्र संख्या   4943   Dated 09/09/2015   विषयक सूचना के साथ कि
                                                          31/07/2015   को नौकरी छोड़ दी / मृत्यु
श्री / सुश्री   RANJIT SINGH   ने तिथि
                                                          - GA - 24467   ) में जमा
हो गई है तथा उस तिथि पर सामान्य भविष्य निधि (लेखा संख्या एच.आर.
                                                          09/2015   तक संगणित
धन राशि के भुगतान की याचना के संदर्भ में, फार्म टी.आर. 42ए में बिल प्रस्तुत करते हुए
                                                          619965/-
की गई ब्याज सहित समस्त प्राप्त / अवशिष्ट जमा- बाकियों की जमा राशि को प्रदर्शित करने वाली रूपये

रूपये   Rupees Six Lakh Nineteen Thousand Nine Hundred Sixty Five only
की धन राशि को   AMBALA   खजाना / उप खजाना पर निकालने का आपको अधिकार देता हूँ।

2   संवितरण, सामान्ति नियम   के नियमों की शर्ते के अनुसार किया जाना चाहिए तथा धन राशि के
     संवितरण का प्रमाण-पत्र अपने अगले स्थापन बिल में भेजना चाहिए।
3   भुतक ने घोषणा द्वारा   तिथि को इच्छा की भी कि निधि में उसके संचय को समस्त / आंशिक धन
     को नीचे बताए गए व्यक्तियों की प्रत्येक के सामने दर्शाए गए अनुपातों में भुगतान किया जाना चाहिए।
                        नाम   सम्बन्ध   भाग
     1
     2
     3
     4
4   प्राप्तकर्ता को सूचित किया जाना चाहिए कि उसे प्रस्तुत राशि स्वीकार करनी है तथा आगे कोई ब्याज नही दिया जाएगा।
                                   AMBALA (HARYANA) को इस विषय में आवश्यक निर्देश जारी कर दिये गये है।
5   कोषाधिकारी / सहायक कोषाधिकारी   को मृत्यु से 12 माह पूर्व निधि खाते से सिवाये
6   भुगतान करने से पहले यह सुनिश्चित कर लें कि अभिदाता को नौकरी छोड़ने / मृत्यु से 12 माह पूर्व निधि खाते से सिवाये
                                   कोई अग्रिम राशि नहीं निकलवाई।
7   रूपय्य का प्राधिकार पत्र के भुगतान के बाद भुगतान प्रमाण-पत्र भेजें।
8   दिनांक _____ 01/10/2015 से पहले भुगतान न किया जाए।   भवदीय,
9   मुख्य अंशदान _____ NIL
10   रोकी गई राशि _____ NIL
11   टिप्पणी _____   य. लेखा अधिकारी / सहायक महालेखाकार
     प्रति कोषाधिकारी / सहायक कोषाधिकारी   AMBALA (HARYANA)   को सूचनार्थ एवं
     आवश्यक कार्यवाही हेतु प्रेषित है।
     Expenditure may be debited under sect the head   य0 लेखा अधिकारी / सहायक महालेखाकार
     8009- State Provident Fund 01-CIVIL-101- GPF
प्रति.
1.   श्री / सुश्री   RANJIT SINGH O/O DY EXCISE AND TAXATION COMMISSIONER, (ST)
                     AMBALA HR.   को सूचनार्थ प्रेषित है।
2.   आयकर आयुक्त   ROHTAK   य0 लेखा अधिकारी / सहायक महालेखाकार

टिप्पणी- तबक जमा किए जाने की तिथि से यह प्राधिकार उम्होने के अवधि तक प्रभावी रहेगा, अगर इस अवधि के पश्चात् भुगतान करने के लिए दावा अपेक्षित हो
स (जारी करने वाले) सेन्वाधिकारी द्वारा पुनर्नव्य प्रत्यय जाए। इस वाले, यह प्राधिकार संवितरण अधिकारी तथा खजाना अधिकारी द्वारा अवश्यमी के
प्रमाण-पत्र के साथ लेखा अधिकारी को वापिस किया जाना चाहिए।
प्रधान महालेखाकार(ले एवं ह) हरियाणा, चण्डीगढ को ____ करने के लिए प्रधान महालेखाकार से प्राप्त उनके संख्या _____ तिथि _____ द्वारा
को   रूपये के भुगतान हेतु प्राधिकार की पत्र भेजता हूँ।   संवितरण अधिकारी के हस्ताक्षर

(14)Then Copies of Authority prints are sent to Fund Section for checking,signing and its dispatchand record in Final Payment Diary and Closed AccountRegister.

(15) Finally, after dispatch of Authority, the case is marked in the ComputerSystem by using following two screens as shownbelow: