

DOs & Don'ts for GPF For Treasury Officer.

1. While passing the salary bill it should be ascertained that GPF schedules showing the names and Account numbers of subscribers are properly shown and totals of GPF schedule agrees with the amount shown in the bill under GPF.
2. To check that proper sanction orders are attached with the debit voucher pertaining to GPF.
3. Payment conditions shown on the final payment authority such as NOT payable before, No advances drawn during any particular period etc. are invariably be checked & fulfilled. Proper certificate may be obtained from the DDO before its payment.
4. The Authority for GPF final payment is valid for 6 months. Hence, no payment should be made on lapsed authorities unless it is got revalidated from this office.
5. Separate debit vouchers should be prepared for Class 3 & Class 4 employees.