

Do's & Don'ts for GPF: -

DDO

Full name (not abbreviation) and correct GPF Account Number along with the suffix may be quoted in the GPF schedules, sanction orders of Advances/withdrawals, Bills drawing money from GPF and other correspondence regarding the GPF.

Schedules with full names and correct account numbers may be printed or cyclostyled legibly and changed periodically to prevent copying error.

The account number may be arranged serially in ascending order in the schedule.

Separate P.F. schedules may be prepared for subscribers holding separate suffixes viz. GA(O), EDN(O).

In case of subscriber joining or transfer from some other office, the fact may be mentioned in the remarks column of GPF schedule.

Change of rate of subscription may be recorded in the remarks column of the schedule.

Recovery of advances may be shown in a separate column of the GPF schedule.

When the GPF money deposited in treasury full particulars viz. full name, correct account numbers, subscription, refund, total in respect of each subscriber may be maintained in the challan itself.

Copy of the latest GPF account slip and a copy of the sanction order may be attached to the Bill drawing money from GPF.

The account slip issued by Accountant General, Orissa may be checked before handing over to the subscriber. The omission/mistake, if any, may be brought to the notice of A.G. Orissa within three months. Special care may be taken, if there is any omission in the withdrawal column of the account slip. Failure to bring the missing withdrawals to the notice of A.G may result minus balance in subscribers account at a later date which may cause hardship after retirement.

The final payment application may be obtained well in time before retirement of the subscriber.