

**PRINCIPAL ACCOUNTS OFFICE
GOVERNMENT OF NCT OF DELHI
'A' BLOK:VIKAS BHAWAN:NEW DELHI**

No.F.Pr.AO/GPF/16/T-II/2005/1856-1969

Dated: 06/09/2007

To

All Head of Departments,
Government of NCT of Delhi,
Delhi/ New Delhi.

Sub.: Settlement of the payment of Provident Fund to the subscribers on their retirement on superannuation/ death/ quitting service.

Sir,

Attention is invited to this office letter No.F.2/PF.II/GPF/95 dated 31.3.1997(copy enclosed for ready reference) in which revised procedure with regard to the steps to be taken by the Head of Office for timely payment of GPF amount becoming due in the account of Government servant retiring on superannuation as well as to the eligible family members/ legal heirs of the deceased Government servants was circulated. The said instructions were issued in order to ensure the final payment of GPF on the date of retirement to the employees retiring on superannuation as well as prompt payment in respect of the employees retiring otherwise than on superannuation, and also to the family members/ legal heirs of the deceased Government servants.

It has however, been noticed that the procedure intimated in this office letter dated 31.3.1997 has not been followed by the Head of Offices as a result of which the final payment of GPF was delayed in a number of cases and consequently a large number of representations had been received from the retirees/ family members for payment of interest on the delayed payments. The liability on account of payment of interest can not be accepted by the Government as a regular feature due to lapses on the part of the Head of Offices for non-initiating the timely action for processing/ submission of the cases of final payment of GPF with all relevant documents.

It has also been observed that there is a mis-conception amongst the employees that they need not to submit any information/ documents for final payment of GPF along with the GPF pass-book(s) after the requirement of Application Form in the prescribed format has been dispensed with in the relevant rules. The maintenance of GPF accounts in respect of employees of GNCT of Delhi had been started w.e.f. the year 1978-79 centrally through the

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GPE Cell established for the purpose taking into account the GPF balances made available by the erstwhile AGCR. But the system of maintenance of GPF accounts centrally through GPE Cell had not worked properly and most of the records of the employees remained incomplete/ unauthenticated. Thus, still there is a need for submission of the relevant information as prescribed through letter dated 31.3.1997 referred to above except the information regarding Point NO. (iii)(d), for recasting of accounts to ensure accuracy of the amount of final payment of GPF, and also to avoid the chances of any over-payment/short payment.

You are, therefore, requested to please issue necessary instructions to all the Head of Offices/ Officials under your administrative control to follow the instructions issued by this office vide letter dated 31.3.1997 in order to ensure that the relevant documents of GPF are submitted to the GPF Cell immediately after the last fund deduction has been made and the exemption from subscribing to their funds starts operating so that the final payment of GPF could be made to the employees on the date of their retirement. Further, instructions may also be issued to the HOOs to ensure the completion of requisite documents and their submission to the GPF Cell on priority basis in respect of the employees retiring otherwise than on superannuation or to the family members/ legal heirs of the deceased Government servants so that payment in their cases too could also be made promptly.

Yours faithfully,



(C.M. SHARMA)
CONTROLLER OF ACCOUNTS

Encl.: as above.
No.F.Pr.AO/GPF/T-II/2005/ 1856-1969

Dated: 26/09/2007

Copy forwarded to the following:

1. PS to the Pr.Secretary (Finance) for information.
2. The DCA(Funds) for information & necessary action.
3. All PAOs for information & necessary action.



(C.M. SHARMA)
CONTROLLER OF ACCOUNTS

Encl.: as above.

1. All Heads of Department,
Govt. of N.C.T. of Delhi,
Delhi/New Delhi.
2. All Heads of Office,
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: Speedy settlement of Provident Fund Account of the Subscribers on their retirement on superannuation/ death.

Sir/Madam,

Rule 20 of General Provident Fund Rules provides that the amount standing to the credit of a subscriber to the GPF Account becomes payable to his/her, immediately on the day, following the date of his/her retirement / death, in order to ensure the authorization of G.P.F. account of the Govt. servant retiring on superannuation / on the day following the date of his retirement, the Govt. of India, Ministry of For. & Training has laid down revised procedure for speedy settlement of G.P.F. cases in their O.M.No. 15(3)/B-RU dated 12th June, 1995 & dt. 21.11.96 which is as follows:-

- (i) The Head of Office shall stop deducting the subscription from such an official(s) 3 months before retirement and simultaneously submit the following documents to the Pay & Accounts Officer, GPF Cell, Govt. of NCT of Delhi, Old Sectt., Delhi:-
 - a) Copy of office order of retirement along with detail of subscriber;
 - b) GPF Pass Book(s) original since 4/1979 to 3/95 & 4/95 to date;
 - c) Details of subscriptions/Refunds/Advances/Final Withdrawal transactions for the period of last twelve months; and
Specimen signatures of retiree.
- (ii) That the Govt. servant due to retire on superannuation shall not be asked to submit the Appendix B Form for making the final payment of the account standing to his/her credit in the GPF Account.
- (iii) Similarly, in the case of death of a subscriber, action has to be taken by Head of Office to get the final payment of Provident Fund money made to his/her nominee/legally members without waiting for legal heirs to initiate action. In addition to the documents mentioned in Para 1 above, the following documents may also be sent to GPF Cell in death cases:-
 - a) Copy of GPF Nomination alongwith application of the claimant;
 - b) Family details as defined under GPF Rules;

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