



OFFICE OF THE DY. DIR. (F&A)-III  
DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005



No.DJB/Fin./DD-III/2015-16

97170

Dated: 05.08.15

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CIRCULAR

It is observed that divisions are not submitting the cases of GPF of retiring officers/officials in time i.e. up to 12<sup>th</sup> of month which cause of great difficulty to get approval from higher authorities. Now, it has been decided that divisions will have to submit the case of GPF of retiring officers/officials upto 12<sup>th</sup> of every month positively failing which concerned DDOs will be held responsible for late submission of GPF cases to AO(PF) office.

Further, all DDOs are requested to send last one year hand written statement of GPF of retiring officers/officials duly verified by AAO. Further, all AAO shall affix stamp on cheque of GPF 'Final Payment' that Not to be paid before 1<sup>st</sup> of forthcoming month.



*Rishi*  
05/08/2015  
(RISHI KUMAR)  
Dy. Dir. (F&A)-III

All DDO's

Copy to:-

1. Director (F&A) for kind information pl.
2. Jt. Dir.(F&A)-I/II -----do-----
3. All AOs/AAOs for necessary action pl.
4. EE(EDP) Cell for uploading on DJB website.

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*Recd*  
*12-8-15*

*Rishi*  
05/08/2015  
Dy. Dir. (F&A)-III