

**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-B BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI**

No.F.Pr.AO/GPF/61/T-II/2007/

Date :

**CIRCULAR**

As an administrative convenience and also to facilitate the employees to view their accounts through the allotted User ID and Password, the GPF accounts of the employees were started maintaining through the Pay & Accounts Offices w.e.f. the year 2005-06 through the software developed by the NIC as per the balances in each case transferred by the GP Fund Cell.

At the initial stage the maintenance of GPF accounts of employees in PAOs was manual and considering the incident of wrong/incorrect posting or debits/credits in the system and also to set right the discrepancies pointed out by the subscribers in the GPF balances, transferred by the GP Fund Cell up to the year 2004-05, provisions of "Recasting the Accounts of Employees" was made in the system to facilitate the PAOs to make corrections in the accounts of the employees.

Later provisions have been made in the system to capture the GPF details by the PAOs from the Pay Package developed by the Delhi NIC. The DDOs of the departments who have not been using the pay roll of Delhi NIC have also started the submission of GPF details of the employees along with the monthly salary bills in soft copy. System has also been implemented in PAOs for posting of debits in the system before releasing the payments of GPF advances/withdrawals. Also the Delhi NIC has made the provision of "Mid Year Interest Calculation" to facilitate the PAOs for closing the accounts of the employees at the time of making payments on their retirement, death etc.

The system has since been stabilized, the Delhi NIC has proposed to withdraw the provision of "Recasting the Accounts of Employees" but on our request they have extended the provisions for a further period of 2 months with the advice to ensure the rectification in the accounts of the employees if discrepancies are still persisting.

PAOs are therefore advised to ensure the rectification of accounts of the employees in consultation with DDOs in a extended period of 2 months. Pay & Accounts Offices are also advised to ensure the entry in the GPF withdrawals/advances before releasing the payments. Pay & Accounts Offices are also advised to close the accounts of the employees at the time of releasing of GPF final payment to the employees on their retirement, death etc. by utilizing the option "Mid Year Calculation" available in the system.

Yours faithfully,

(PARKASH CHAND)  
DCA(ADMN./TECH.)

To

All Pay & Accounts Officers  
Govt. of NCT of Delhi,  
Delhi/New Delhi

Contd....

173/EDP  
8/7/15

No.F.Pr.AO/GPF/61/T-II/2007/1388-1390

Date : 08/07/2015

Copy forwarded for information to :

1. The State Informatics Officer (SIO), NIC, Delhi State Unit, Govt. of NCT of Delhi, 3th Level, Delhi Secretariat, I.P. Estate, New Delhi.
2. The DCA (Funds), GPF Cell, Vikas Bhawan-II, Metcalf House, Civil Lines, Delhi.
3. System Analyst, Principal Accounts Office (HQ), Vikas Bhawan, I.P. Estate, New Delhi

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By

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AP (S)

DCA(ADMIN./TECH.)