

## ANNEXURE

## LIST OF HEADS OF DEPARTMENTS/HEAD OF OFFICES WHO ARE TO MAINTAIN G.P. FUND ACCOUNTS, AFTER 1ST APRIL, 1989

1. **Chief Secretary Organisation :**
  - (i) Joint Secretary Personnel for I.A.S. and P.C.S. Officers.
  - (ii) Joint Secretary, Secretariat Administration/Deputy Secretary, Secretariat Administration for P.S.S.-I, II and III Officers/Officials.
2. **Financial Commissioner's Office :**
  - (i) Deputy Secretary, Administration for Establishment of F.C. Office.
  - (ii) Joint Secretary, Revenue/Deputy Secretary, Revenue for Revenue Officers and Tehsildars.
3. Secretary,  
Punjab Vidhan Sabha Secretariat,  
Chandigarh.
4. Deputy Secretary, Rehabilitation  
in the case of Rehabilitation Department.
5. Secretary,  
Punjab Public Service Commission,  
Patiala.
6. Secretary to Governor, Punjab  
(staff other than deputationists).
7. Director of Public Instruction(s),  
Punjab, Chandigarh.
8. (i) Director, Public Instructions (P), Pb., Chandigarh  
(Allotment of G.P. Fund series of New numbers to each District Education Officer and Consolidation and Compilation of data).  
(ii) District Education Officer(P) of each District will maintain G.P.F. of J.B.T. Teachers.
9. Director General of Police, Punjab, Chandigarh.  
(for I.P.S. Officers, other than officers and other ranks).

10. Director,  
Health and Family Welfare,  
Punjab, Chandigarh.
11. Chief Engineer,  
Irrigation, Punjab,  
Chandigarh.
12. Chief Engineer,  
P.W.D. (B.&R.), Patiala.
13. Director,  
State Transport, Punjab,  
Chandigarh.
14. Chief Engineer,  
Public Health, Punjab.
15. Director,  
Animal Husbandry,  
Punjab, Chandigarh.
16. Director,  
Agriculture, Punjab,  
Chandigarh.
17. Director of Public Instructions  
(Colleges) Punjab, Chandigarh.
18. Director, Technical Education,  
Punjab, Chandigarh.
19. Director,  
Food and Supplies, Punjab,  
Chandigarh.
20. Director,  
Rural Development and Panchayats, Punjab,  
Chandigarh.
21. Director,  
Research and Medical Education, Punjab,  
Chandigarh.
22. Inspector General of Police,  
Punjab, Chandigarh.

23. Additional Director,  
Treasury and Accounts Organisation,  
Punjab, Chandigarh.
24. Principal,  
Chief Conser ator of Forests,  
Punjab, Chandigarh.
25. Director,  
Hospitality, Punjab,  
Chandigarh.
26. Chief Director, Vigilance Bureau,  
Punjab, Chandigarh.
27. Legal Remembrancer to Govt., Punjab,  
Chandigarh.
28. Director, Prosecution and Litigation,  
Punjab, Chandigarh.
29. Advocate General, Punjab,  
Chandigarh.
30. Director General Home Guards and  
Civil Defence, Punjab, Chandigarh.
31. Administrator General Official Trustee and  
Treasurer, Endowment, Punjab,  
Chandigarh.
32. Director, Information and Public Relations,  
Punjab, Chandigarh.
33. Director,  
Cultural Affairs, Archaeology, Museums,  
Punjab, Chandigarh.
34. Joint Chief Electroral Officer,  
Punjab, Chandigarh.
35. President,  
Sikh Gurdwara Tribunal, Sector-8,  
Chandigarh.
36. Director,  
Consolidation and Land Acquisition,  
Punjab, Chandigarh.

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Pu38. Ex  
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Pu40. Di  
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Pu42. M  
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37. Director, Land Records,  
Punjab, Chandigarh.
38. Excise and Taxation Commissioner,  
Punjab, Patiala.
39. Chief Conservator of Soils,  
Punjab, Chandigarh.
40. Director,  
Colonisation, Punjab, Chandigarh.
41. Director, Horticulture,  
Punjab, Chandigarh.
42. Milk Commissioner, Punjab,  
Chandigarh.
43. Director,  
Sainik Welfare, Punjab,  
Chandigarh.
44. Chief Architect, Punjab,  
Chandigarh.
45. Director,  
Institutional Finance and Banking,  
Punjab, Chandigarh.
46. Director,  
Financial Resources and Economic Intelligence, Punjab,  
Chandigarh (Pb. Civil Sectt.).
47. Director,  
Lotteries, Punjab, Chandigarh.
48. Director, Homoeopathy, Punjab,  
Chandigarh.
49. Director, Ayurveda, Punjab,  
Chandigarh.
50. Director, Language, Punjab,  
Patiala.
51. Director,  
Youth Services, Punjab,  
Chandigarh.



52. Labour Commissioner, Punjab,  
Chandigarh.
53. Director,  
Employment, Punjab,  
Chandigarh.
54. Director, Local Government,  
Punjab, Chandigarh.
55. Deputy Director,  
Municipal Elections, Punjab,  
Chandigarh.
56. Director,  
Housing and Urban Development,  
Punjab, Chandigarh.
57. Chief Town Planner, Punjab,  
Chandigarh.
58. Director,  
Sports, Punjab, Chandigarh.
59. Director, Industries,  
Punjab, Chandigarh.
60. Director and Warden, Fisheries,  
Punjab, Chandigarh.
61. Director, Social Welfare,  
Punjab, Chandigarh.
62. Director,  
Welfare of Scheduled Castes and Backward Classes,  
Punjab, Chandigarh.
63. State Transport Commissioner, Punjab,  
Chandigarh.
64. Adviser, Civil Aviation,  
Punjab, Chandigarh.
65. Economic Adviser, Punjab,  
Chandigarh.
66. Examiner, Local Fund Accounts, Punjab,  
Chandigarh.

67. Controller,  
Printing and Stationery, Punjab,  
Chandigarh.
68. Registrar, Co-operative Societies,  
Punjab, Chandigarh.
- 68-A. Chief Auditor, Co-operative Societies,  
Punjab.
69. Director, Industrial Training,  
Punjab, Chandigarh.
70. Resident Commissioner, Punjab,  
Punjab Bhawan, Copernicus Marg,  
New Delhi.
71. Commissioners of Divisions :--  
Ferozepur, Jalandhar and Patiala--
- (i) In respect of Ministerial Staff under his Administrative Central; and
- (ii) In respect of Naib-Tehsildars.
72. District and Sessions Judges concerned.
73. Deputy Commissioners concerned :--
- (i) In respect of Ministerial staff of offices under administrative control; and
- (ii) Patwaries and Kanungoes of the District..

## P.F.I

## APPLICATION FOR ADMISSION TO THE GENERAL PROVIDENT FUND

1. Name of the Applicant
2. Father's/Husband's Name
3. Designation
4. Department
5. Place of Posting
6. Permanent Home Address
7. Date of joining the Govt. Service
8. Pay
9. Amount of Subscription
10. A form of nomination in the prescribed *pro forma*, duly filled in, is enclosed.
11. Account number to be allotted by the Government/Department.

Signature of the applicant.

Signature of the Head of Office and  
Designation.

P.F. 2

ACCOUNT NO. \_\_\_\_\_

FORM B.F.

[Referred to in Rule 13.7(3)]

FORM OF NOMINATION

When the subscriber has a family/not having family and wishes to nominate one member thereof.

2. I hereby nominate the person mentioned below, who is a member of my family or not as defined in Rule 13.2 of the Punjab Civil Services Volume II, to receive the amount that may stand to my credit in the Punjab General Provident Fund, in the event of my death.

Name and address of nominee	Relation-ship with subscriber	Age	Contingen-cies on the hap-pening of which the nomi-nation shall be-come invalid	Name, address and relationship of the person or persons, if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency specified in the previous columns

Dated this.....day of .....19

Two witnesses with signatures :

1. ....
2. ....

Signature of subscriber,

Father's Name.....

Office/Branch.....



## P.F.3

PROFORMA FOR APPLICATION OF ADVANCE FROM PROVIDENT  
FUND(REFUNDABLE)

Department of \_\_\_\_\_/Office

## APPLICATION FOR ADVANCE FROM

(Here enter the name of Fund)

1. Name of the subscriber \_\_\_\_\_
2. Account Number (with Departmental suffix) \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Pay \_\_\_\_\_
5. Balance at the credit of the subscriber on the date of application as below :--
  - (i) Closing balance as per statement for the year \_\_\_\_\_ Rs. \_\_\_\_\_
  - (ii) Credit from \_\_\_\_\_ to \_\_\_\_\_ Subscription \_\_\_\_\_ Rs. \_\_\_\_\_
  - (iii) Refunds \_\_\_\_\_ Rs. \_\_\_\_\_
  - (iv) Withdrawals during the period from \_\_\_\_\_ to \_\_\_\_\_ Rs. \_\_\_\_\_
  - (v) Net balance at credit \_\_\_\_\_ Rs. \_\_\_\_\_
6. Amount of advance/outstanding, if any, and the purpose for which advance was taken then.
7. Amount of advance required.
8. (a) Purpose for which the advance is required.
- (b) Rules under which the request is covered.
9. Amount of the consolidated advance (items 6 & 7) and number of monthly instalments in which the consolidated advance is proposed to be repaid.

10. Full particulars of the pecuniary circumstances of the subscriber, justifying the application for the advance.

Signature of applicant

Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Designation \_\_\_\_\_

Office/Branch \_\_\_\_\_

Dated \_\_\_\_\_

### P.F.3-A

#### APPLICATION FOR WITHDRAWAL (NON-REFUNDABLE ADVANCE) FROM PROVIDENT FUND

1. Name of the subscriber.
2. Account No. (With Department Suffix).
3. Designation.
4. Pay.
5. Date of joining service and date of superannuation.
6. Balance at the credit of subscriber on the date of filing application as under :-
  - (i) Closing Balance as per statement for the year \_\_\_\_\_ (Original statement of G.P.F. attached).
  - (ii) Credits from \_\_\_\_\_ on account of monthly subscription.
  - (iii) Refund made to the funds after closing balance *vide* (i) above.
  - (iv) Withdrawal during the period from last statement to the date of application.
7. Amount of withdrawal required :--
  - (a) Purpose for which the withdrawal is required.
  - (b) Rule under which the request is covered.
  - (c) Documentary evidence about the purpose for which the amount is required.

8. Whether any withdrawal was taken for the purpose earlier, if so indicate amount and the year.

Signature of the applicant  
with designation.

Branch \_\_\_\_\_

Floor \_\_\_\_\_

Room No. \_\_\_\_\_

P.F. 4

FORM S.T.R. 17

SCHEDULE OF GENERAL PROVIDENT FUND DEDUCTIONS

1. This form should be used for Transactions for General Provident Fund deductions only.

2. In remarks column give reasons for discontinuance of subscription such as "Proceeded on leave". "Transferred to..... office.....,.....District". "Quitted Service", "Died or Discontinued".

3. In the remarks column write description against every new name such as "subscriber", "came on transfer from..... office.....District" resumed subscription.

4. Figures should be rounded off in whole rupees.

5. Accounts Numbers may be written as  $\frac{P.S.S.}{1200}$

6. The total of schedules should be written both in figures and words.

Office of the .....(Here write the designation of the Drawing Officer and the Station).

Deductions made from the salary for (month).....

Payable on Last of the month.

Designation of the Officer who maintain these accounts.

Accounts Number	Name of the subscriber Father's/ Husband's name	Pay or/ and leave salary this month	Monthly subscription	Refund of Withdrawal			Remarks
				Amount	No. of instalments	Total realised	
1	2	3	4	5	6	7	8

P.F. 5

ANNUAL STATEMENT OF PROVIDENT FUND ACCOUNT

Office of the.....

Year of account.....

Rate of interest.....

Name of Subscriber	Account No.	Opening Balance	Deposits/ Recoveries during the year	Interest allowed during the year	Withdrawal during the year	Balance
1	2	3	4	5	6	7

Signature.....

Head of Department/Office..



## P.F. 6

## GENERAL INDEX REGISTER

Account No.	Ledger folio	Name and Designation of subscriber	Date of Receipt/acceptance of nomination	Attestation of receipt of nomination by officer	Date and reasons for closure of account	Old A/c No. of A.G. Punjab	Remarks
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## P.F. 7

## (ACKNOWLEDGEMENT FORM OF NOMINATION)

Office of the \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Shri \_\_\_\_\_

(Through the) \_\_\_\_\_

Sir,

I have the honour to acknowledge the receipt of the form of Nomination in respect of your General Provident Fund Account No. \_\_\_\_\_ received with letter No. \_\_\_\_\_ dated \_\_\_\_\_ from the \_\_\_\_\_.

Yours faithfully,

Head of Department/Office

## P.F. 8

REGISTER SHOWING THE TOTAL DEBITS AND CREDITS OF GENERAL  
PROVIDENT FUND ACCOUNTS OF EMPLOYEES  
(CADRE-----)

For the month of.....

Name of the Head of Department.....

Name of Head of Deptt./ Office	Opening balance (i.e. closing balance of the previous month)	Credits on account of subscrip- tion and refund of advances	Debits on account of withdrawals	Balance	Closing balance (3 minus 4) (2 plus 5)	Remarks
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## P.F. 10

## PROFORMA FOR FINAL WITHDRAWAL OF G.P.F.

1. Name
2. Father's name
3. Account No.
4. Balance according to the last annual statement of G.P.F. *plus* subsequent deposits.
5. Permanent address
6. Date of retirement or other event.
7. Date on which applied for final payment.

Signature of the applicant



6.87 Final payment of G.P.F..... Maintenance of G.P.F. accounts of Class I, II and III Punjab Govt. employees including the IAS Officers of the Punjab State.

It is to refer to para 8(vi) of the instructions issued by the Punjab Government,--vide letter No. 12/229/80-4FP. II/4688, dated 2nd May, 1989, on the subject noted above, which lays down that during the transit period from First April, 1989 to September, 1989 the final payment cases of the G.P.F. will be finalised by the A.G. Punjab. Now the A.G. Punjab has brought to our notice that the Comptroller and Auditor General of India has not approved this arrangement as after 1st April, 1989, the A.G. Punjab would not be competent to issue authority for the final payment of G.P.F. of the State Government Employees. In view of this, the A.G. Punjab has decided to stop issuing payment authorities on account of G.P.F. to the Treasury Officers with immediate effect. In most of the cases of retirement upto September, 1989 the applications have already been received in that office and their accounts have already been reviewed in the A.G. office. Their final balances as on 31st March, 1989 or on the date of retirement as the case may be, will be forwarded alongwith the application in the original to the concerned G.P.F. maintaining authority in the enclosed proforma. The payment authority in these cases will therefore be issued by the G.P.F. maintaining authority of the State Government. You are accordingly requested to take necessary action in this behalf. You are however, requested to continue to send the final payment applications to the A.G. Punjab as heretofore complete in all respects to enable them to intimate the amount payable to the retiring employee etc.

2. In addition you are requested to send the list of persons retiring in October, November and December, 1989 to A.G. office so that accounts could be sent to the concerned departments well in advance of the date of retirement.

(No. 12/229/80/4FP/III/5834, dated, Chandigarh the 14th June, 1989).

OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB CHANDIGARH

To

The \_\_\_\_\_

Subject :-- Transfer of G.P. Fund balance/final payment case  
Shri/Smt. \_\_\_\_\_  
holder of G.P. Fund Account No. \_\_\_\_\_  
from Account General (A&E), Punjab to the G.P.F.  
Maintaining Authority of the State Govt.

Sir,

The final payment case of Shri/Smt. \_\_\_\_\_  
holder of G.P. Fund Account No. \_\_\_\_\_  
was received in this office from the office of \_\_\_\_\_  
vide his letter No. \_\_\_\_\_  
dated \_\_\_\_\_.

The work relating to maintenance of G.P. Fund accounts of the employees of the State Government of Punjab has been transferred to Government of Punjab w.e.f. 1st April, 1989. Henceforth the administrative responsibility for maintenance of G.P. Fund account and issuing authority for the payment of the G.P. Fund balance of the above subscriber will devolve upon you as per instructions issued by Government of Punjab, Department of Finance, — vide their circular letter No. 12/229/80/4FP/III/4688, dated 2nd May, 1989. Shri/Smt. \_\_\_\_\_ holder of G.P. Fund Account No. \_\_\_\_\_ is retiring/has expired on \_\_\_\_\_ . The G.P. Fund Account of the above subscriber has been reviewed in detail by this office. There is a balance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in the G.P. Fund account of the above subscriber as on 31st March, 1989. (interest in the above case has been calculated upto 3/89). You are requested to arrange payment of the above mentioned balance to the subscriber/legal heir under intimation to the Drawing & Disbursing Officer and the subscriber/legal heir. Interest for the subsequent months if any, may be calculated at your end.

2. Credits for the paid months of \_\_\_\_\_  
\_\_\_\_\_ are missing.

3. The above subscriber has drawn the following RA/NRA Advances from his G.P. Fund account during his entire service.

\_\_\_\_\_

\_\_\_\_\_

In case the subscriber has drawn any other advance in addition to the above mentioned advances, the same may please be taken into account before arranging the final payment.

4. Nomination in the above case exists and is enclosed in original/does not exist.

5. The final payment application of the above subscriber is sent herewith in original for necessary action.

6. The receipt of this letter may please be acknowledged.

Yours faithfully,

Accounts Officer,

Asstt. Accountant General

Copy to \_\_\_\_\_  
with reference to his letter No. \_\_\_\_\_  
dated \_\_\_\_\_ referred to above. He/She may  
approach the new G.P. Fund Maintaining Authority for further  
action in the case.

Accounts Officer,

Asstt. Accountant General

Copy to Shri/Smt. \_\_\_\_\_  
He/She is requested to approach new G.P. Fund Maintaining Authority  
for authorising payment.

Accounts Officer,

Asstt. Accountant General

**6.88** Maintenance of G.P.F. accounts of Class I, II and III  
Punjab Government employees.....Clarification of para 10(ii)  
of the Scheme.

Attention is invited to para 10(ii) of the Scheme circulated,--  
vide Punjab Government Finance Department letter No. 12/229/80-  
4FP. III/4688, dated 2nd May, 1989,--vide which heads of Departments  
were required to inform the borrowing departments....Boards and  
Corporations or the Central Government or State Governments about  
the nominated authorities in the lending departments in whose  
name the Bank Drafts etc., towards the G.P.F. contributions are  
to be received. But it has been noticed that the lending departments  
have not intimated the names of the officers in whose name the  
Bank Drafts should be sent by the borrowing departments. As  
a result of this, the borrowing departments are sending Bank  
drafts etc. in the name of Head of Department as indicated in  
the Annexure of the Scheme. This has created problem for the  
lending department and it has been noticed that the Bank Drafts  
are being returned by the parent department to the borrowing

department. It is apprehended that Bank Drafts may be lost in transit and to get duplicate draft from the Bank is very time-consuming and cumbersome. In order to remove this bottleneck, It is accordingly to request you to direct your O.S.D.(G.P.F.) or any officer appointed for this job, to issue necessary letters to the borrowing authorities where your officials/officers are on deputation, informing them the name of the officer in whose name Bank Drafts in respect of G.P.F. should be sent by them to your department. An intimation that you have issued such letters to the borrowing authority, may be sent to the Finance Department.

2. This also disposes of the letter of T&A Department bearing No. 122-TA(15T)-89/GPF/1/7830, dated 4th July, 1989.

No. 12/229/80-4FP. III/7226, Dated the 1st August, 1989)

**6.89** Maintenance of G.P.F. accounts of Class I, II and III employees.

Your attention is invited to para 8(ii) of the Scheme circulated,-- *vide* Punjab Government letter No. 12/229/80-4FP. III/4086, dated 2nd May, 1989, which, *inter alia*, lays down that in future Treasury vouchers will not be sent by the Treasury Officer to the A.G.(A&E), Punjab. In this connection a point has been raised as to whether the Treasury vouchers are to be retained by the Treasury Officer or to be supplied to the Head of Departments. The matter has been considered in consultation with the A.G. Punjab and it has been decided that the D.D.O. will attach a schedule of G.P.F. withdrawal alongwith debit voucher indicating therein the name of the subscriber, account number, name of the G.P.F. maintenance authority, amount of withdrawal and the purpose for which advance of withdrawal are made. This schedule of withdrawal alongwith debit voucher will be sent to the Treasury Officer who will prepare a covering schedule in duplicate. The payment voucher should then be sent by the Treasury Officer to the A.G. Punjab alongwith one copy of covering schedule. The other copy of the covering schedule duly supported by schedule of G.P.F. withdrawal detached from debit voucher, should be sent by the Treasury Officer to the G.P.F. Maintenance authority for posting of debit in individual account.

2. Amendment in para 8(ii) of the Scheme will be carried out in due course of time.

No. 9/15/89-4FP. III/7685, dated 18th August, 1989)



**6.90 Maintenance of G.P.F. accounts of Class I, II, and III officers/officials of the Government of Punjab--Missing credits.**

Your attention is invited to the subject noted above and to say that it has been brought to the notice of Government by the A.G. Punjab that due to missing credits, various types of cases are pending in his office viz. "objected cases", "residual balance cases" and others. Of these, there are about 408 "objected cases" wherein the payment could not be authorised by him due to some lapses on the part of the departmental authority in preparing/submitting the final payment applications to his office. In certain other cases, wrong numbers have been quoted in the G.P.F. applications. This matter has been considered and it has been decided that "objected cases" wherein correct numbers have been mentioned and detailed review has been conducted, these will be transferred by the A.G. Punjab to the G.P.F. maintenance authority alongwith objections. The final balances in these cases alongwith missing credits will be transferred to the concerned G.P.F. maintaining authority and it will be the responsibility of G.P.F. maintaining authority to get the wanting information from concerned D.D.O./controlling authority and authorise payment. In the second type of cases, the A.G. (A&E) Punjab will return to the D.D.Os all those cases wherein wrong numbers of G.P.F. accounts have been quoted and it will be the duty of D.D.Os to ascertain correct account numbers from their office record and communicate the same to the G.P.F. maintaining authority and the A.G. Punjab. The A.G. will then review their accounts and communicate the final balances to the Accounts Maintenance authorities who will authorise payment to the retiree/legal heirs etc.

It has also been further brought to the notice of Government that there are about 10,000 "residual balance" cases with A.G. Punjab where the available balance, have already been authorised except for some amount on account of some missing credits etc. This matter has also been considered and it has been decided that these cases will be transferred by the A.G. Punjab by September, 1989 to the new G.P.F. maintaining authority and the responsibility of the latter will be to obtain details of the deductions in respect of missing credits from the D.D.Os who are working under their administrative control. Final payment shall be authorised by the G.P.F. maintaining authority after completing the record under intimation to A.G. Punjab.

No. 12/229/80-4FP. III/7668, dated the 18th August, 1989).

**6.91 Maintenance of G.P.F. accounts of Class I, II and III employees including All-India Service Officers of Punjab State with effect from 1st April, 1989.**



It is to refer to the subject cited above and to say that certain departments have raised, the following points with regard to the Scheme for the maintenance of G.P.F. accounts, for clarification:--

- (i) Whether the G.P.F. Maintenance Authority can delegate his powers for sanctioning withdrawals from the G.P.F. to any other officer.
- (ii) Whether Superintendent of the Departments can be designated as OSD (GPF).
- (iii) Who is to sanction withdrawals from the G.P.F. to the Heads of Departments/Heads of Offices who are also the G.P.F. Maintenance Authorities.
- (iv) Proforma for making final payment by the G.P.F. Maintenance Authority.
- (v) Whether there is any change in the Form 'C' meant for final payment in death cases.

2. These points have been considered and are clarified as under :--

- (i) The powers for withdrawals from the G.P.F. are not to be delegated by the G.P.F. Maintenance Authority to any other authority during the current financial year.
- (ii) Only Class I Officer may be designated as OSD(GPF). This job may be assigned to Class II Officer only in the event of non-availability of Class I Officer.
- (iii) Withdrawals from the G.P.F. to the Heads of Departments and Heads of Offices (who are also the G.P.F. Maintenance Authorities) shall be allowed by the Administrative Department and the Heads of the Departments, respectively.
- (iv) Proforma as evolved by A.G. (A&E), Punjab, for making final payment of G.P.F. to the subscribers may be adopted.
- (v) Proforma as is being used for making final payment of G.P.F. in the case of death of Class IV employees of the Punjab Government, may be adopted for making similar payment in the case of other Punjab Government employees.

3. These instructions/guide-lines may please be brought to the notice of all the concerned under your control.

(No. 12/229/80-4FPIII/8746, dated Chandigarh, the 27th September, 1989).

**6.92** Maintenance of G.P.F. accounts of Class I, II and III Officers/Officials including All-India Service Officers of Punjab State with effect from 1st April, 1989.

It is to refer to the subject cited above and to say that as per para 2(ii) of the Scheme for the Maintenance of G.P.F. accounts circulated,--vide Punjab Government letter No. 12/229/80-4FP-III/4688, dated 2nd May, 1989, the Drawing and Disbursing Officer is to send one copy of the schedules of the G.P.F. deductions to the G.P.F. Maintenance Authority on the next day of the disbursement of pay. It has, however, been brought to the notice of the Government that schedules of G.P.F. deductions are not being sent regularly by the Drawing and Disbursing Officer to the G.P.F. Maintenance Authority, with the result that the latter faces a great difficulty in maintaining the G.P.F. accounts of the subscribers properly. In order to ensure that no difficulty is caused to the G.P.F. Maintenance Authority, in the proper maintenance of G.P.F. accounts, it has been decided that the Drawing and Disbursing Officer shall record a certificate on the pay bill of the following month that the G.P.F. schedules for the previous month have been furnished to the G.P.F. Maintenance Authorities, whereafter the pay bill shall be passed by the Treasury Officer. The instructions contained in para 2(ii) of the scheme stand modified to this extent.

(No. 12/229/80-4FP-III/8868, dated Chandigarh, the 3rd October, 1989).

**6.93** Maintenance of G.P.F. accounts of Class I, II and III Officers/Officials of the State of Punjab by the Heads of Department/Heads of Offices.

It is to refer to the subject cited above to say that as per para 8(V) of the Scheme for the maintenance of GPF accounts of the Punjab Government employees circulated,--vide Punjab Government letter No. 12/229/80-4FP-III/4686, dated 2nd May, 1989, the nomination forms and related files are to be destroyed after one year of the final payment of the fund to the subscriber. This matter has been considered in consultation with the Accountant General(A&E), Punjab, and it has been decided that the nominations and the related files of the final payment cases of GPF shall be preserved till audit is completed by the Accountant General (Audit), Punjab.

The instructions contained in para 8(V) of the Scheme stand modified to this extent.

(No. 9/66/89-4FP III/9617, dated 2nd November, 1989).

**6.94** Maintenance of GPF accounts of Class I, II and III Officers/Officials of the State of Punjab by the Heads of Departments/ Heads of Offices...Para 14 of the Schemes.

It is to refer to the subject noted above and to say that as per para 14 of the Scheme for the Maintenance of GPF accounts of the Punjab Government employees circulated,--vide Punjab Government letter No. 12/229/80-4 F.P. III/4688, dated 2nd May, 1989, the total figures of receipt and interest are to be sent by the Departments annually to the Finance Department by the end of June every year for onward transmission to the Accountant General (A&E), Punjab, for compilation purpose. The matter has been reconsidered in consultation with the Accountant General (A&E), Punjab, and it has been decided that the interest figures received from the G.P.F. Maintenance authorities and consolidated by the Finance Department, Punjab (Finance Personnel III Branch) will be intimated to the Accountant General (A&E), Punjab, by 15th July every year, for adjustment in the accounts. These figures shall also be sent to the Budget Branch of the Finance Department by 15th July every year. You are requested to take further action in the matter accordingly. The instructions contained in para 14 of the Scheme stand modified to this extent.

(No. 9/62/82-4FP III/9621, dated Chandigarh, the 2nd November, 1989).

**6.95** Maintenance of GPF accounts of Class I, II and III Officers/Officials of the State of Punjab by the Heads of Departments/ Heads of Offices--para 12 of the Scheme.

It is to refer to the subject cited above and to say that as per para 12 of the Scheme for the maintenance of GPF accounts of the Punjab Government employees circulated,--vide Punjab Government letter No. 12/229/80-4FP III/4688, dated 2nd May, 1989, the Provident Fund Accounts maintained by the Heads of Departments/ Heads of Offices are to be checked cent per cent by the Finance Department and that the Accountant General (Audit), Punjab is to carry out test checking of these accounts, annually. This matter has been reconsidered in consultation with the Accountant General (A&E), Punjab and it has been decided that the Accountant General (Audit), Punjab will decide the periodicity of test checking of the accounts maintained by the Heads of Departments/Heads of Offices. The

instructions contained in para 12 of the Scheme will stand modified to the extent indicated above.

(No. 9.67/89-4FP-III/9624, dated Chandigarh, the 2nd November, 1989).

**6.96** Maintenance of GPF accounts of Class I, II and III Officers/Officials of the Punjab Government by the Heads of Departments/ Heads of Offices--Nominations of Officers for Signing Annual Statement of G.P.F. deductions.

It is to refer to the subject noted above and to say that some departments have raised a point as to who shall sign the Annual Statements of G.P.F. of the subscribers. The matter has been considered and it has been decided that every G.P.F. Maintenance Authority shall nominate a Gazetted Officer (Class II) available in his/her office for signing the Annual Statements of the GPF of the subscribers.

(No. 12/229/80-4FP-III/9881, dated Chandigarh, the 9th November, 1989).

**6.97** Maintenance of G.P.F. Accounts of Class I, II and III Officers/Officials of the State of Punjab by the Heads of Departments/ Heads of Offices--Supply of nomination papers by the AG, Punjab.

It is to refer to the subject noted above and to say that it has been brought to the notice of the Government that the Accountant General (A&E), Punjab, while forwarding the final balances cases of G.P.F. of the deceased Government employees, has not sent to them the nomination filed by them, with the result that they are facing a great deal of difficulty in making final payment to the nominees of the subscribers (deceased). The Accountant General (A&E) Punjab with whom the matter was taken up, has intimated that the nomination papers, where existed, have been sent to the G.P.F. Maintenance Authorities while forwarding to them the final balances and that in many cases, the nomination papers were not sent to him along with the application for admission to GPF.

2. The matter has been considered and it has been decided that the final payment of GPF in such cases, may be made to the legal heirs of the deceased subscribers after observing required formalities. You are, however, requested to ensure that all the subscribers who have now been allotted new GPF account numbers have filed their nominations so that complications which may arise later on in the absence of any valid nominations, could be avoided.

(No. 12/229/80-4FP III/10230, dated 24th November, 1989)



**6.98** Maintenance of G.P. Fund Account of Punjab Government employees. Amendment of Proviso to Rule 13.13(4) of Punjab C.S.R. Vol. II.

It is to refer to the subject cited above and to say that the proviso to Rule 13.13(4) of Punjab C.S.R. Vol. II provides that in the case of Government Employees other than Class IV employees, the payment of interest on the fund balances beyond a period of six months up to any period may be authorised by the Accountant General, Punjab, after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and that the Administrative delay involved in the matter shall be fully investigated and action if any, required be taken.

2. The matter has been re-considered and it has been decided that the payment of interest as provided in proviso to rule 13.13(4) of Punjab C.S.R. Vol. II may be authorised by the Head of Department instead of Accountant General Punjab on the lines similar to those enjoyed by the Accountant General, Punjab hitherto.

3. Amendment to the relevant Rule will be effected in due course.

(No. 2/4/89/5 F.P. III/11225, dated Chandigarh the 29th December, 1989)

**6.99** Maintenance of GPF accounts of Class I, II and III Officers/Officials of the Punjab Government Employees by the Heads of Departments/Heads of Offices--Sanction of advances to the employees on deputation to other Governments/Departments and State Boards/Corporations.

It is to refer to the subject noted above and to say that as per instructions contained in para 8(i) of the scheme for the maintenance of G.P.F. accounts of the Punjab Government employees circulated,--vide Punjab Government letter No. 12/229/88-4F.P. III/4688, dated 2nd May, 1989, the refundable/non-refundable advances to the employees out of their G.P.F. are to be allowed by the concerned GPF Accounts Maintenance Authorities. It has, however, been brought to the notice of the Government that certain Borrowing Authorities are sanctioning these advances to the Punjab Government employees on deputation with them at their own level. This is not in accordance with the instructions of the Government and is grave violation thereof. It is therefore, directed to reiterate that no advance out of GPF to the Punjab Government employees on deputation with other Governments/departments Punjab State



Boards/Corporations shall be sanctioned by the Borrowing Authorities. The application made in this respect by the deputationists shall be forwarded to their parent departments by the Borrowing Authorities for getting the advances/withdrawals sanctioned. These instructions shall, however not be applied to the cases of AIS Officers as in their cases the Provisions contained in All India Service (Provident Fund) Rules, 1955 shall be attracted. These instructions may please be brought to the notice of all the concerned under your administrative control for strict compliance.

(No. 9/11/89-4F.P. III/576, dated Chandigarh, the 18th January, 1990)

**6.100** Maintenance of GPF accounts of Class I, II and III Officers/Officials including All India Service Officers of Punjab State with effect from 1st April, 1989--Remittance of G.P.F. deductions of employees on deputation to the State run Boards and Corporations.

It is to refer to the subject noted above and to say that as per para 10(i) of the Scheme for the maintenance of GPF accounts of the Punjab Government Employees Circulated--*vide* letter No. 12/229/80-4F.P. III/4688, dated 2nd May, 1989, the GPF deductions in respect of Punjab Government employees on deputation with the Punjab State Boards/Corporations are to be remitted by the Borrowing Authority through the Treasury Challans to the nominated authority of the parent department of the employee. It has, however, been brought to the notice of the Government that Boards/Corporations send to the Lending Authority, the hand written/photo Copies of the challans, which are some times not legible. As a result, the Accounts Maintenance Authorities are facing a great deal of difficulty in affording credits to the accounts of the subscribers.

2. With a view to overcome the difficulty being faced by the Accounts Maintenance Authorities, it has been decided that the Boards/Corporations shall prepare three copies of the challan i.e. original/duplicate and triplicate for the deposit of the GPF subscriptions of the deputationists and present the same to the Banks, who in turn shall return the Original and duplicate copy of the challan duly receipted to the depositor. Thereafter, the depositor (Borrowing Authority) shall forward the original copy of the challan along with Form STR 17 to the Accounts Maintenance Authority of the employee nominated by his parent Department. The duplicate copy of the challan shall be retained by the Borrowing Authority for office record. These instructions may please be brought to the notice of all the concerned under your control for strict compliance. The instructions contained in para 10(i) of the Scheme Stand modified to this extent.

No. 9/23/89-4F.P. III/1350, dated Chandigarh, the 15th February, 1990)

**6.101** Emplementation of the recommendations of Third Punjab Pay Commission--Grant of Non-refundable/refundable advance out of G.P. Fund.

It is to say that Government have considered the matter regarding revision of limits for the non-refundable/refundable advance out of the G.P.F. and simplification of procedure for drawing such advances in the light of recommendations made by the Third Punjab Pay Commission. The President of India is pleased to decide as follows :--

- (i) that refundable advances up to one month's pay for any genuine purpose (other than those mentioned in Rules 13.14 of Punjab C.S.R. Volume II) may be granted to a subscriber from his G.P.F. and be recovered in 12 months;
- (ii) that non-refundable withdrawals out of G.P. Fund to the subscriber to meet the expenses for the following purposes will be permissible up to the limits indicated subject to the fulfilment of all other conditions laid down in the respective rules :

	Admissibility conditions	Limit of advance
(a) Purchase of Car [Rule 13.29(H) of Pb. C.S.R. Vol. II]	12 years of service with a basic pay of Rs. 3,000 per mensem	Rs. 60,000 or cost of the Car whichever is less
(b) Purchase of Scooter or Motorcycle [Rule 13.29(J) of Pb. C.S.R. Vol. II]	5 years of service with a basic pay of Rs. 1,000 per mensem	Rs. 10,000 or actual price of the Scooter/Motorcycle whichever is less
(c) Purchase of Moped [Rule 13.29(J) of Pb. C.S.R. Vol. II]	5 years of service with a basic pay of Rs. 1,000 per mensem	Rs. 5,000 or actual price of the moped whichever is less
(d) Purchase of Bicycle [Rule 13.29(J) of Pb. C.S.R. Vol. II]	..	Rs. 700 or actual price of the Bicycle whichever is less

Admissibility  
conditions

Limit of advance

(e) Betrothal of daughter [Rule 13.29(I) of Pb. C.S.R. Vol. II]	20 years of service or 10 years before the date of retirement on superannuation whichever is earlier	Six months pay of the subscriber or 20 per cent of the amount standing to the credit of the subscriber whichever is less;
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(iii) that subscriber may stop contribution towards his G.P. Fund account one year before the date of superannuation/retirement instead of six months, as at present.

2. These orders shall come into force with immediate effect.

3. The relevant provisions of the Punjab C.S.R. Volume II shall be deemed to have been amended to the extent of the provisions of this letter. Formal amendments to these rules shall be notified in due course.

(No. 2/7/86/5FPIII/846, dated Chandigarh the 29th January, 1990)