



सत्यमेव जयते

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ASSAM

प्रधान महालेखाकार (ले. एव ह.) असम का कार्यालय

Maidamgaon, Beltola, Guwahati - 781029

मैदामगाँव, बेलतोला, गुवाहाटी - ७८१०२९



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

Guidelines for GPF Subscribers:

- a) The Subscriber is requested to satisfy about the correctness of the Statement and to bring errors, if any, to the notice of Sr. Accounts Officer immediately.
- b) The Govt. officials joined into Govt. service on or after 1-2-2005 or whose services were regularised on or after 01-02-2005 (except regularised MR/WC employees allowed pensionary benefits by the Govt.) are not entitled to subscribe towards GPF as they are guided by NPS. Govt. of Assam Notification No. BW7/2008/Pt/40 dated 6/10/2009. However, the claim for refund of GPF money in respect of subscribers who joined in Govt. service on or after 1-2-2005 and contributed into GPF may be forwarded to this office through their respective DDO quoting PRAN No. in the claim form as per Govt. order No.BW.3/2003/Part-II/322 dated 27-09-2011.
- c) The amount of subscription shall not be less than 6.25% and not more than his total emolument as per Rule 10(1) of GPF (AS) Rules 1937. The sum of monthly subscriptions during a financial year together with arrears shall not exceed Rs. 5 lakh.
- d) It may also be ensured that a PF subscriber due to retire shall not subscribe to the fund during the last 3(three) months proceeding of his/her retirement from service.
- e) For speedy authorisation of final payment of GPF money in the event of retirement, please (i) use the prescribed format of application for final withdrawal of GPF money (ii) quote correct GPF A/C No. and Name (iii) Mention last fund deduction (iv) forward application through the appropriate channel of the Govt. (v) furnish 'Death certificate', in case of claim furnished by the family of the deceased subscriber.
- f) Furnish drawal/non-drawal certificate during last one year prior to retirement/death. (vii) Statement of Missing credits/debits showing the monthly deduction, Gross and Net amount of the bill, TV No(s) and date.
- g) While sanctioning 'Temporary advance' of GPF to Subscriber under your control, please ensure to forward a copy of sanction letter to this office for noting the same in our system for necessary verification.
- h) Please feel free to write to us in case you feel that there are certain issues/points which are further needs to be clarified by this office.
- i) For clearance of missing credits/debits in subscriber's PF account, if any, subscribers may submit a statement of deductions of PF contributions with as well as withdrawals, if any, for a given salary month duly certified by the DDO/Treasury Officer as the case may be.