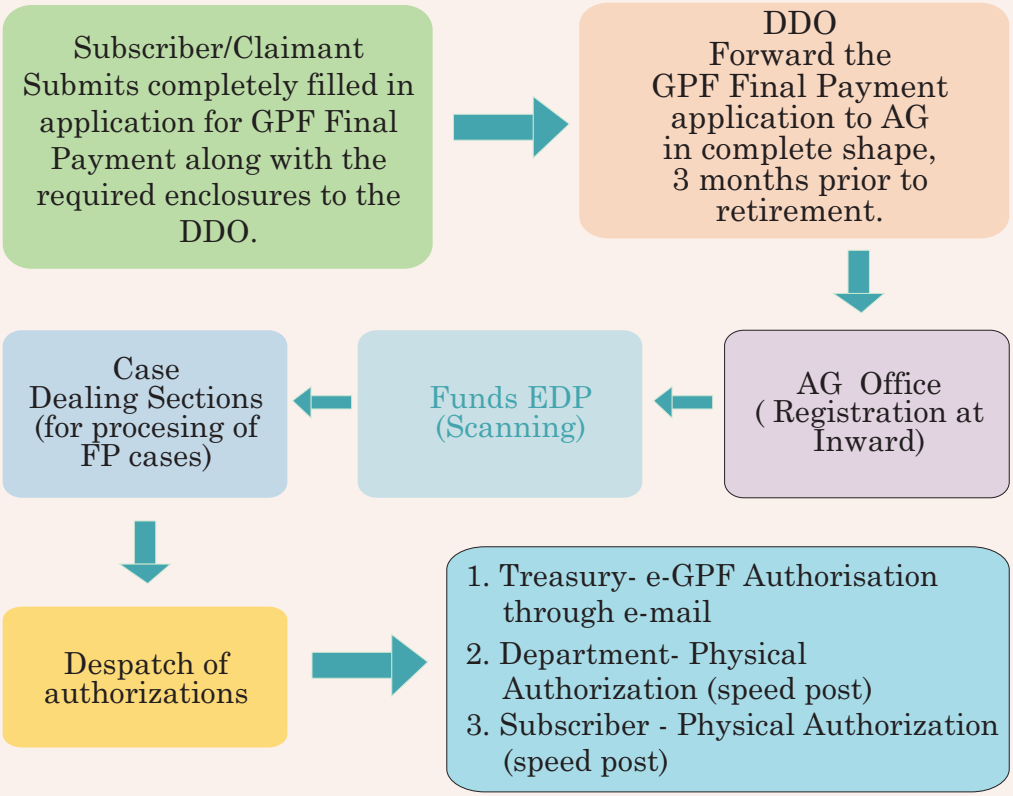
SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) TELANGANA, HYDERABAD

GUIDELINES ON GPF FOR GPF SUBSCRIBERS AND DEPARTMENTAL AUTHORITIES

This is meant to be a useful guide to departmental authorities (Particularly GPF Payment Authorities) and GPF Subscribers. It presents only broad guidelines about the procedures to be followed. They do not modify codal provisions of AP General Provident Fund Rules, 1935 (as adopted by the Telangana Govt.).

FLOW CHART OF PROCESSING OF GPF FINAL PAYMENT



GUIDELINES FOR GPF SUBSCRIBERS

1. As per Rule 7 (1) of AP General Provident Fund Rules, 1935 (as adopted by Telangana Govt.), a subscriber shall, as soon as may be after joining the Fund, send to the Accounts Officer, a nomination conferring on one or more persons the right to receive the amount that may stand to his/her credit in the fund in the event of his/her death before the amount has become payable or having become payable, has not been paid.

2. Every government servant subscribing to GPF must ensure that their GPF subscription is discontinued at least four months prior to their retirement date in case of Superannuation. (Executive instructions 1(ii) under Rule 31 of GPF rules).

3 Every Government servant shall submit a formal application for Final Payment to his Head of the Office as per Appendix-H of GPF Rules, 1935 (as adopted by Telangana Govt.).

4. Every government servant must ensure that all the columns in the application are properly filled in for the Final Payment of GPF and duly signed by subscriber/claimant.

GUIDELINES FOR DEPARTMENTAL AUTHORITIES

1. Role of the DDO:

a. The DDO should ensure that the monthly GPF subscription of the employee is minimum 6 per cent of their basic pay. The maximum contribution can be 100 per cent of the basic pay.

b. The DDO should ensure that the GPF subscription of the subscriber is stopped prior to four months of the retirement on superannuation. (Executive instructions 1(ii) under Rule 31 of GPF rules).

c. While sanctioning of Temporary Advance/Part Final Withdrawal, DDO must ensure that the sanctioned amount is not more than the eligible amount (Rule 14 and Rule 15 of GPF Rules) and not more than the available balance at credit of the subscriber in the fund to avoid over payments and also forward a copy of Sanction Order to AG as an intimation to watch for the corresponding debit voucher.

2. Processing of GPF Final Payment cases and forwarding to AG:

a. After receipt of a formal application for Final Payment in complete shape, the application should be forwarded to the A.G. at least three months in advance of the date of retirement, along with a covering letter.

b. The DDO should ensure that all the columns in the GPF application form for Final Payment are completely filled, duly certified and countersigned by the competent authority, i.e. DDO or next higher authority in case of DDO.

3. GPF Forms:

The following documents are to be sent along with the GPF Final Payment Application:

a. In case of Superannuation / Voluntary Retirement / Death case, three sets of GPF application for final payment, certified by DDO, along with the latest GPF annual statement, should be submitted.

b. In case of a Death case, in addition to the above documents, the death certificate and family members' certificate should invariably be enclosed.

4. Information required for clearance of Missing Credits/ Missing Debits:

To clear/ adjust the Missing Credits/ Missing Debits items, the following classification particulars are required:

a) Voucher Number
b) Booked Amount
c) Sub Account Number
d) Month of Booking
e) Schedule Details

The above particulars should be forwarded through the concerned DTO/ PAO.

If GPF Authorization is not issued within 30 days from the submission of GPF Final Payment Application to AG, such cases may be brought to the notice of Deputy Accountant General (Entitlements).

Contact Numbers for Enquiry/Clarifications

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