

# GPF Final Withdrawal Claims – Role-wise Checklist (Dos & Don'ts)

Office of the Principal Accountant General (A&E), Himachal Pradesh, Shimla – 171003

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## DDO (Drawing & Disbursing Officer)

### ✓ DOs:

- Forward the claim of the **Final Payment case within one month of retirement**
- Certify the **Last Fund Deduction (LFD)** clearly with **Treasury Voucher No. With Amount and Date.**
- Fill in the **TA/NRA Advance/ drawal** for the last **12 months** preceding retirement/death.
- Verify the **name, GPF A/C number, and date of retirement** against the latest GPF statement.
- Ensure **GPF deductions are stopped** in the **last 3 months before superannuation.**
- Ensure the Nomination form and application form for **GPF A/c Number allotment** is duly filled by eligible government employees and forwarded to the AG office .
- The copy of accepted Nomination returned by the A.G. office with the letter intimating the allotment of account number must be safely retained in the office records preferably by pasting in the service Book so that it could always be available with the present DDO of the subscriber having custody of his service book
- **GPF subscription schedule duly signed by the Drawing & Disbursing Officer (DDO)** with the monthly pay bill should be submitted to the Treasury, keeping a distinct schedule for All India Services(AIS)
- Prepare all **GPF advance/withdrawal bills** using the **official prescribed form** and ensure they contain the **correct account classification.**

### ✗ DON'Ts:

- Do not forward only the bill number without complete LFD details in Final Payment/Retain cases.
- Don't allow GPF subscription of **less than 6% of Basic Pay or more than the (Basic Pay + DA).**
- Do not delay forwarding the claim after retirement.
- Do not allow GPF deductions during the last 3 months before retirement.
- Do **not sanction any advance or withdrawal** that exceeds the prescribed limit (90% /75% available GPF balance)