

# pGPF 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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## Treasury

### DOs:

- **Book GPF transactions under the correct minor head: Use 104 for AIS officers and 101 for non-AIS officers under Major Head 8009-GPF.**
- **Always** send complete debit vouchers **for the amounts booked.**
- **Pass bills** only after proper verification **and full satisfaction.**
- **Carefully** check the account classification **for both credit and debit entries.**

### DON'Ts:

- Don't **write incorrect account numbers or series codes** on schedules, vouchers, or related correspondence.
- Do not allow **double deduction** of GPF in a single month
- Don't permit **any advance withdrawal** after the **Final Payment (FP) application** is submitted, unless it is acknowledged by the AG office.