

CIRCULAR

Subject :- Guidelines regarding procedure of GPF withdrawal at H.O.O level which are to be sent to PHQ.

It has been noticed that GPF Cases received in this Headquarter are not examined properly at Distts./Units level and as a result unnecessary correspondence is made to get the discrepancies rectified from the Distts./Units. It causes inordinate delay in making payment to the individual concerned. Generally, following discrepancies are found:-

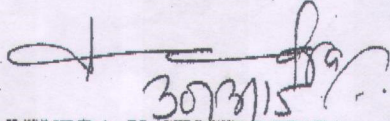
1. Different types of forwarding letter are used, due to which a great difficulty is being faced by the PHQ in checking the cases and feeding data in the computer. A specimen of forwarding letter is enclosed for using the same in future while forwarding GPF withdrawal cases to PHQ.
2. Name of the applicant written in the application form and forwarding letter must be identical with the name recorded in the Balance Sheet. Sur-Name can only be used if the same is recorded in the Balance Sheet. In case Name or spelling of the Name recorded in balance sheet is wrong, the same may be got corrected from PAO, duly attested by the signature authority.
3. Entries made in Balance sheet pertaining to amount deposited, withdrawal/advance taken during the financial year and closing balance must be scrutinized. In case, any discrepancy is noticed in the Balance Sheet, the same should be got corrected from the PAO before forwarding the case to PHQ.
4. Bill Number and date of withdrawal (reason thereof) taken after the issue of Balance Sheet must be mentioned in the forwarding letter.
5. Basic Pay and G.Pay, date of enlistment and Superannuation must be recorded in the appropriate column of forwarding letter.
6. Purpose for GPF withdrawal should be mentioned as per GPF rules. No withdrawal is allowed for the 'Repair of the house'. Proper phrase in this regard is "Upkeep of house" as per GPF Rule.
7. Only one withdrawal shall be allowed for the same purpose under this rule. But marriage or education of difference children or illness on different occasions or a further addition/alteration to a house of flat covered by a fresh plan duly approved by the Local Municipal Body of the area where the house or flat is situated shall not be treated as the same purpose.
8. **Application form should be filled up properly by the applicant him-self and mobile number be also mentioned so that PHQ can start bulk SMS service for intimation of sanction to the applicant.**
9. Application should reach in the Headquarter at least 30 days in advance as already intimated vide the Headquarter order No.4005-60/Acctt./PHQ/GPF dated 23.02.1999. (copy enclosed for ready reference). But in some cases applications are received at the nick of time of the function resulting individual concerned visits PHQ frequently to enquire about their GPF cases.
10. **After receiving the sanctioned from PHQ, payment should be made to the applicant within 3 (Three) working days positively. Non compliance of the order will be viewed seriously.**
11. The utilization certificate in connection with GPF withdrawal may be obtained from the applicant concerned and kept in your office record.
12. All Head of Officers are again requested to direct their DDOs/Accountants to comply with the instruction accordingly and ensure the timely submission of application for G.P.F. withdrawal/advance and making payment to the applicant within 3 (Three) working days positively to avoid inconvenience to the individual concerned as well as office staff.

All Distts/Units,DCsP Including
FRRO&P/PTC,Jharoda Kalan,
Delhi/New Delhi.

Encls. AS Above.

No. 2363-2413Acctt/PHQ/GPF

Dated 30/3 2015


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