

DOs and Don'ts for Subscribers

TOPIC	Dos	Don'ts
1. Admission to GPF	<p>a. All Government servants who joined service before 01/04/2003 other than re-employed persons shall compulsorily join the fund. Temporary and officiating persons shall join on completion of six months of service. No such servant who has been required or permitted to subscribe in Contributory Provident Fund (Tamil Nadu) shall be eligible to join the Fund. For more details refer to "Eligibility to Join Fund" under this web site.</p> <p>b. Application for Allotment of new Account Number in the prescribed format (Annexure -M) should be forwarded through the Drawing Officer</p>	
2. Nomination	<p>a. Ensure that nomination is filed for hassle free settlement of GPF to the nominees.</p> <p>b. The nomination has to be made only in favour of the members of the family (if the subscriber has a family at the time of making nomination) and it has to be signed by the subscriber with date and witness by two other officials</p> <p>c. If you have nominated more than one person, ensure that the share payable to each member has been mentioned properly</p> <p>d. Review the GPF nomination once in five years and intimate changes if any by a fresh nomination.</p>	
3. Correct GPF Account number to be noted in S.R	<p>Ensure that the GPF Account number and the suffix like "EDN", "PTPF", "MTPF", "POL" etc., and Name with correct spelling are properly mentioned in the first page of the S.R and the same is also available in</p>	<p>Subscribers working in Government Panchayat Union/Municipal Schools should not have TPF Account numbers starting with 200000 to 499999. You have to get a</p>

	IFHRMS/Web Payroll.	new number from AG by following the procedure.
4. Recovery of subscription / refund / preparing schedules	<p>a. Ensure that your name, account number with departmental suffix (viz) EDN, POL, JUDL, PTPF, MTPF etc., are correctly mentioned in the GPF Schedule/Debit voucher prepared by your office</p> <p>b. If you are on deputation or on Foreign service within Tamil Nadu you can pay the GPF subscription / refund amount through a Treasury Chalan and pay it in any of the banks authorised for this purpose. Make sure to clearly mention GPF account number with Suffix, name and the month for which the amount is being paid and the refund instalment in all copies of challans.</p> <p>c. If you are on deputation or on Foreign service outside Tamil Nadu then you have to take a Demand Draft or issue an at par cheque favouring “The Accountant General (A&E), Tamil Nadu, Chennai payabale at chennai and send the same along with a covering letter and credit schedule to “The Senior Accounts Officer (FM 2 section), O/o the Accountant General (A&E), 361 Anna Salai, Teynampet, Chennai – 600018”</p>	<p>a. Subscription/Refund not to be paid during the last four months of the service before retiring on superannuation</p> <p>b. Subscription / refund need not be paid during Dies-non, leave on loss of pay/half pay</p> <p>c. During Suspension period, recovery of subscription should not be made. Refund towards Temporary Advance drawn by the subscriber should be recovered during suspension period.</p>
5. Mobile Number Registration	<p>a. You are required to register your mobile number in the website</p> <ul style="list-style-type: none"> • to receive periodical SMS regarding your GPF Account • to get secured access to your GPF information in the website with OTP to your registered mobile number • To download the Annual Account Statement every year • To download the intimation regarding Final withdrawal amount at the time of retirement 	

	<ul style="list-style-type: none"> b. You have the option to update your mobile number in case of any change 	
6. Annual Account Statement	<ul style="list-style-type: none"> a. The Annual Account Statements (AAS) are available in the website from the year 2013-14. b. The AAS may be downloaded and kept as soft copy in your home computer or print out may be taken and filed for future reference c. Any Discrepancies noticed in the AAS like missing credits, missing debits, wrong entries in your account, if any, must be brought to the notice of AG for rectification within three months from the date of upload in the website. d. If your GPF Account results in minus balance, your AAS will not be uploaded in the website. The hard copy of the AAS will be sent to your DDO for necessary action. 	
7. Missing Credits	<ul style="list-style-type: none"> a. The missing credits, if any, shown in the AAS has to be attended immediately by providing the details of deduction/challan remittance for the missing months to include the amount in your account b. If no recovery is made for the month shown as missing due to some reasons, the same has to be intimated to AG for clearance of the same 	
8. Sanction of TA / PFW	<ul style="list-style-type: none"> a. The TA shall be recovered in equal monthly instalments not exceeding 36 instalments. b. PFW shall be sanctioned once in a year. c. There shall be a gap of 6 months between two Temporary advances and also between an advance and PFW. d. PCA/UGC to be taken only for the purpose of sanctioning 90% PFW. 	If your GPF Account shows minus balance you are not permitted to take further withdrawals from GPF and you have to remit the excess amount through challan immediately
9. Final withdrawal	<ul style="list-style-type: none"> a. Application for final withdrawal of GPF should be sent in the format prescribed in Annexure -III 	

	<p>of G.O.321 dated 15.10.2019</p> <p>b. Final Closure Application to be sent separately four months prior to retirement (i.e) after last fund deduction period is over or immediately after the event in case of resignation, transfer, dismissal etc along with all the documents as per check list mentioned in the website.</p> <p>c. The GPF Final Withdrawal Application shall be forwarded even if a subscriber is placed under suspension and not permitted to retire or permitted to retire without prejudice to the disciplinary action pending against them</p> <p>d. In case of subscriber whose appeal against the punishment of removal/ dismissal/ compulsory retirement is pending in the Court of Law, the GPF Final Withdrawal application shall be forwarded only after such appeal is disposed of or when the appeal has been withdrawn by the subscriber.</p> <p>e. As soon as the Final Withdrawal Application reaches the office of AG, you will receive an SMS to the registered mobile number.</p>	
10. E-authorisation for GPF Final Payment	<p>a. After the GPF e-authorisation for final payment is sent to Treasury/PAO concerned, you will receive an SMS informing you to download the intimation from the website</p> <p>b. You are required to follow the instructions mentioned in the intimation to receive the payment</p>	
11. Contributory Pension Scheme (CPS)	<p>a. All correspondence relating to CPS should be sent to "Government Data Centre Kotturpuram Guindy Chennai – 600025"</p>	<p>Any correspondence relating to CPS need not be sent to "O/o the Accountant General (A&E) 361 Anna Salai Teynampet Chennai – 600018"</p>