

**OFFICE OF THE
Pr. ACCOUNTANT GENERAL(A&E)
HIMACHAL PRADESH, SHIMLA-171 003**

General Introduction

- This office is maintaining 97000 G.P.F. Accounts of those regular employees of H.P. State Govt. who joined service before 15-05-2003.
- A subscriber can subscribe towards GPF a sum (in whole rupees) as fixed by him/her, subject to minimum 6% of emoluments and not more than his/her total emoluments (i.e. Basic Pay+ D.A.).
- Enhancement/ reduction of subscription
 - (i) Can be reduced once during the course of the year;
 - (ii) Can be enhanced twice during the course of the year.

Maintenance of GPF Accounts

The subscription towards GPF is received by two general modes viz: (i) deduction through monthly salary bills and (ii) deductions/recovery deposited by cash (challan/ cheque). The Debit on account of advances (NRA/RA) and final payment is received through Payment vouchers. The brief procedure involved in the process of maintenance of GPF account is indicated in next slide

1. Receipt of Credit schedule/challan

All the treasuries render their monthly accounts every month to A.G. Office by way of (i) list of Payment and (ii) cash accounts. The GPF deductions in the monthly salary bills received with list of payment are booked by Compilation Section under Major Head of Account 8009 GPF. The GPF schedules are then separated from the salary bill by compilation section and passed on to the concerned Funds Section.

2. Receipt of Payment vouchers

All the treasuries render their monthly account of GPF Payments/advances under 8009-GPF with list of payment.

3. Posting of Credits and Debits

Every month the D.E.O. of the Funds Sections feed the Credits from schedules and challans and debits from debit vouchers in the GPF Accounts of the subscribers by 25th of every month.

Validation for differences, mis-classification, wrong Account numbers.

Every month validation report in respect of posting of Credits and debits are generated by the posters of the Fund Section and handed over to the concerned dealing assistant of the Fund section for analysing the differences /misclassification/wrong numbers etc to carry out necessary rectification.

Annual Closing

- Completion of Posting (25th May).
- Last monthly Validation of posting by 2nd of June.
- Process run.
- Printing of Ledger cards.
- Checking of ledger cards by the respective sections.
- Printing of Annual G.P.F. Statements.
- Dispatch/handing over of Statements Before 31 July
- Data hosting in r/o of G.P.F. accounts by NIC through VLC after closing of G. P. F. Accounts.

Annual GPF Statements

The Annual GPF statements of the Subscribers show :

- 1 Opening Balances of the Subscriber,
- 2 Deposits during the year,
- 3 Withdrawals/Advances during the year,
- 4 Interest earned during the year,
- 5 Closing Balances.

PROCESSING OF FINAL PAYMENT

1. All the Final payment cases from the various departments of the State Govt. are received by the Central Diary Dispatch Section of this office and further distributed to all the concerned Funds Sections by the fund-I Section.
2. The concerned Fund Section scrutinize the Final Payment Case and calculate/finalize the case.
3. After verifying the Final Amount of the GPF accumulation of the Subscriber by the Branch Officer, authority of Final Payment is issued to the DDO for disbursement to the Subscriber.

Retention of G.P.F. accumulation after Retirement

- Government of Himachal Pradesh vide Finance (Regulation Department Notification No. Fin(C)A(3)-6/96-II **dated 28th August, 2007** has amended the Rule 11 of the GPF (Central Service Rules) 1960 in its applicability to the State of Himachal Pradesh and added the following new proviso below second proviso to Rule 11 of GPF (CS) Rules 1960.

“Provided further that where a retiree wants to retain his GPF accumulation with the Government beyond period of 6 months as prescribed under **sub rule(4) of rule 11** *ibid*, he may be permitted to do so by the concerned **Head of the Office**, on receipt of a written request from him to this effect. In such cases, interest as allowed by the State Government on GPF accumulation for the subscribers to the GPF from time to time, will be **payable**”.

COMPLAINTS REDRESSAL

- Web site www.aghp.cag.gov.in
- Grievances and redressal cell.
- Organizing the seminars at Distt. Hqs. time to time to familiarize the DDOs regarding issues involved in finalizing the cases.
- Participating in Radio programmes aired by local All India Radio Station to listen and address the grievances of employee.

GPF INFORMATION

- IVRS No. 2800925
- Web site www.aghp.cag.gov.in
- Department > GPF No. > PIN
- Statements Previous year/Current Status.

SMS Facility

We are shortly introducing SMS facility to the GPF subscribers of HP State Govt. The following G.P.F. information will be given to the subscriber.

- i) Closing balance of G.P.F. at the end of the year.
- ii) Information regarding G.P.F. advance/withdrawal.
- iii) Missing credit.
- iv) G.P.F. Final payment order issued by this office.

Issues involved in the finalisation of G.P.F Cases

- (i) Delay in receipt of GPF Final Payment cases.**
- (ii) Compulsory discontinuation of GPF Subscription before 3 months of superannuation.**
- (iii) Withdrawal/Advances not mentioned in the Application Form.**
- (iv) Minus Balance cases .**
- (v) Proper order in Retention Cases .**
- (vi) Wrong quoting of Head of account etc. in GPF schedules.**

Thanks