

Do's &Don'ts for GPF: -

Treasury

Ensure that the copies of the sanction order and Account slip are attached to the Bill for drawal from GPF.

Ensure correct classification of GPF, CPF,AISPF & AEIPF drawals and avoid misclassification of other drawals like HBA, MCA etc. under GPF, CPF,AISPF & AEIPF.

Full name (not abbreviation) and correct GPF Account Number along with the suffix is noted in the sanction order and Bill for drawal from GPF. This can be verified from the copy of the GPF account slip attached to the Bill.

Ensure that properly filled in GPF schedule separately attached with Pay Bill/Vouchers clearly distinguishing between GPF & AEIPF(TPF).

Ensure that full particulars such as name of the subscriber, account number, amount, month of deduction are correctly shown in the challan.