GUIDELINES TO GPF SUBSCRIBERS

You are advised to

- ensure that you have filed a valid Nomination and the same is available with the Head of Office (if you are a Non-gazetted subscriber)/Accountant General (A&E) (if you are a Gazetted subscriber).

- verify the correctness of this Statement and bring errors, if any, to the notice of the Accountant General (A&E) latest by 30th September 2010.

- furnish the following details in case of any missing deposits/withdrawals:
  a) GPF Number with Prefix
  b) Gross and Net amount of the bill drawn
  c) Amount of subscription/refund/DA arrears/withdrawals etc.
  d) Date of encashment
  e) Name of Treasury
  f) Head of Account
  g) Voucher No. if any.
  h) Name of the DDO for the period of missing entry.
  i) DDO/SDO Code
  j) Any other reason, like LWA, suspension etc.

  If you are a non-gazetted subscriber, the above details have to be routed through the Drawing and Disbursing Officer.

- Indicate your contact number in applications/correspondence with this Office.

SPECIAL ATTENTION PLEASE

- The Closing Balance shown in this Statement is liable to variation due to incorporation of recoveries/withdrawals/remittances, if any, not reflected in the accounts so far due to various reasons. Further, interest on missing credits/debits would be allowed/charged from the month of original recovery/withdrawal itself.

- Subscribers may, at their option, discontinue the subscription to GPF at any time during the last one year of their service immediately preceding the date of retirement, submit the application for closure opting Rule 30 (c) of GPF (K) Rules and get the balance amount in their PF account.

- The Opening Balance in this Statement may vary from the Closing Balance of the previous Statement due to adjustment of missing credits/debits of earlier periods.