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"Operation Profound"



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GOVERNMENT OF KERALA

Finance (P.F.) Department

CIRCULAR

No. 1/92/Fin. 2002

Dated, Thiruvananthapuram, 2nd January 1992.

Sub:— General Provident Fund (Kerala)—Expeditious settlement of closure cases—Regarding.

Ref:— Circular No. 46/35/Fin. dated 29.5.1985.

2. Circular No. 80/35/Fin. dated 16-10-1985.

3. D.O. Lr. No. F.M. III/9-438/91-92/323 dated 4-11-1991 of the Accountant General (A&E), Kerala, Thiruvananthapuram.

In the circulars cited, Government have issued instructions regarding the procedure for the final settlement of General Provident Fund closure cases.

2. The Accountant General in his letter 3rd cited has brought to the notice of Government that, as the posting of monthly accounts of General Provident Fund in his office is not up-to-date the statement of credits/debits and the declarations are still necessary for the speedy disposal of closure cases. However, these documents are not being forwarded in most of the cases and many such cases are received in incomplete shape.

3. As part of "Operation Profound", even if the particulars of the pension payment order of a Subscriber cannot be shown in the Declaration (due to closure of General Provident Fund accounts before retirement or delay in authorising pension), the Accountant General has decided to process the cases and authorise the Provident Fund balance wherever possible, accepting the declarations and certified statements of credits/debits if otherwise complete and in order. In such cases, the Accountant General has proposed that, a reference to the application for pension or a statement by the Controlling officer that the application for pension is being processed in his office, may be given in order to enable him to link the pension case at this end.

4. All Heads of Officers (Drawing and Disbursing Officers) and the Controlling Officers forwarding the closure applications for the General Provident Fund are requested to follow the following procedure.

SMT 3/26/92 15,000

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Amount (Temp./N.R.A.) drawn	Treasury from where it was drawn	Date of drawal of	The authority who sanctioned the advance the No. and date of the order sanctioning the same.
(1)	(2)	(3)	(4)

CERTIFICATE

It is certified that the particulars of the General Provident Fund Credits/Debits given in this statement agree with those in the original records and are correct.

Signature and Designation of the Certifying Authority (D.D.O. / Treasury Officer).

Place :  
Date :

- Note:—
- (1) The particulars given in this statement should cover the entire period from the year following the year for which the latest credit card has been issued till the month in which subscription is discontinued.
  - (2) Columns 9 to 11 should be used when General Provident Fund subscriptions are remitted in chalangans at the Treasury.
  - (3) Full particulars of all the Temporary and Non-refundable Advances drawn by the subscriber since receiving the latest credit card should be given under 'Debit'. If no advance has been drawn during this period, the word 'NIL' should be written in red ink across all the columns under 'Debits'. The columns under 'Debits' should not in any case, be left blank.

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PART II—DEBITS

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- (i) The statement of credits/debits prescribed in the Circular No. 46/85/Fin. dated 29-5-1985 covering the entire period from the date of the last credit card received till the month in which subscription is discontinued should accompany all applications for closure of General Provident Fund accounts.
- (ii) The statement should be in the form prescribed in the Annexure to this circular to facilitate quick processing of the closure case.
- (iii) The statement should be duly certified by the Treasury Officers (in the case of Gazetted Officers) and by the Heads of Office (in the case of Non-gazetted Officers).
- (iv) In all pending cases where statement of Credits/Debits and the declarations have not been furnished along with the application for closure the subscriber/departamental Officers may arrange to furnish them to Accountant General immediately without waiting for Accountant General to call for them.

V. N. AMBIKA DEVI,  
Additional Secretary (Fin.)

- The Accountant General (A & E), Kerala, Thiruvananthapuram.
- The Accountant General (Audit), Kerala, Thiruvananthapuram.
- All Heads of Departments and Offices.
- All Departments (All sections) of the Secretariat.
- The Secretary, Kerala Public Service Commission (with C.L.)
- The Registrar, High Court of Kerala, Ernakulam (with C.L.)
- The Registrar, University of Kerala/Calicut/Cochin (with C.L.)
- The Registrar, Kerala Agricultural University, Trissur (with C.L.)
- The Advocate General, Ernakulam (with C.L.)
- The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L.)
- The General Manager, Kerala State Road Transport Corporation Thiruvananthapuram (with C.L.)
- The Secretary to Governor.
- The Private Secretaries to the Chief Minister and other Ministers.
- The Private Secretary to the Leader of Opposition, Room No. 28, Legislature Hostel (Old Block), Thiruvananthapuram.
- The Confidential Assistant to the Chief Secretary.
- The Chief Manager, State Bank of Travancore, Thiruvananthapuram.
- The Regional Manager, Union Bank of India, Ernakulam.
- The Assistant Divisional Manager, Central Bank of India, Cochin.
- The Senior Manager, Canara Bank, Thiruvananthapuram.
- The Chief Regional Manager, State Bank of India, Thiruvananthapuram.
- The Divisional Manager, Syndicate Bank, Thiruvananthapuram.

Annexure

STATEMENT OF G.P.F. CREDITS/DEBITS FOR THE PERIOD.....To.....

Name of Subscriber ..... G.P.F. A/C No..... Year to which the latest Credit Card received relates ..... Closing Balance according to latest credit Card Rs.....

PART I - CREDITS

Year	Month	Gross Amount	Net Amount	By deduction from Pay Bills		Date of encashment of A/C.	By remittance in Cash			Amount where remitted Rs.
				Treasury	Amount deducted towards G.P.F. Subscription Total of Rs. Advance		Chalan No. and date	Treasury where remitted		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)