

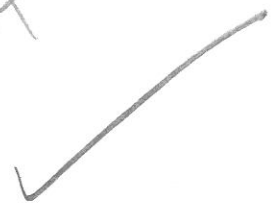
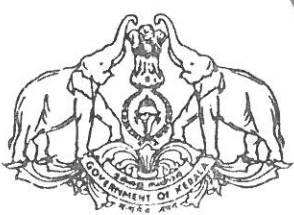
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GOVERNMENT OF KERALA

Finance (PF) Department

CIRCULAR

Dated, Thiruvananthapuram, 29th November, 2000.

*Sub* :—GPF—Defects/Omissions noticed in the input on PF matters received by Accountant General from various Heads of Departments, Drawing and Disbursing Officers, Controlling Officers—Instructions issued.

- Ref* :—1. Lr. No. FM. II/9-451/2000-01/89 dated 16-8-2000 from the Accountant General (A&E), Kerala.  
 2. Circular No. 46/99//Fin. dated 14-7-1999.  
 3. Circular No. 59/99/Fin. dated 13-9-1999.

The Accountant General in his letter cited has brought to the notice of Government, that following Defects/Omissions are often seen in the input on GPF closure application.

- (i) No. 30 (c) Options are received along with the advance closure applications to enable the Accountant General to close the account before retirement.
- (ii) Declaration in the prescribed format is not seen attached.
- (iii) Treasury verified statements for debits/credits after the issue of last credit card in respect of Gazetted Officers and statement of Drawing and Disbursing Officers in respect of Non Gazetted Officers are not seen furnished.
- (iv) Statements attached to the closure applications are often not in prescribed forms.
- (v) While forwarding closure application/NRA Sanction in respect of employees who are on deputation to other Departments/Boards, the name of DDO/Treasury through which payment has to be made is not often noted.

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The above defects/deficiencies will cause undue delay in the settlement of the claim. Though instructions on this line have been issued earlier, it is observed that the same is not strictly followed by the departmental officers.

Hence all the Heads of Departments/Drawing and Disbursing Officers/Sanctioning Authorities are hereby directed to strictly observe all the instructions issued in this regard and to avoid the abovementioned defects/deficiencies in future.

V. S. SENTHIL,  
*Secretary (Finance Expenditure).*

To

- The Accountant General (A&E), Kerala, Thiruvananthapuram.
- The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
- The Heads of Departments and Offices.
- All Departments and Sections of the Secretariat.
- The Registrar, High Court, Ernakulam. (with C.L.)
- The Registrar, University of Kerala/Calicut/Cochin and Kottayam (with C.L.)
- The Advocate General, Kerala, Ernakulam (with C.L.)
- The Registrar, Agricultural University, Mannuthy, Thrissur (with C.L.)
- The Secretary, Kerala, Public Service Commission (with C. L.)
- The Chairman, Kerala State Electricity Board, Thiruvananthapuram.
- The Managing Director, Kerala, State Road Transport Corporation, Thiruvananthapuram (with C. L.)
- The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.
- The Secretary to Governor.
- The Private Secretary to Chief Minister and other Ministers.
- The P. A. to Speaker.
- The Private Secretary to the Leader of Opposition, M.L.A. Hostel, Thiruvananthapuram.
- The Additional Secretary to the Chief Secretary.