

**GOVERNMENT OF KERALA**  
**Finance (P.F:)Department**

**CIRCULAR**

*No 31/96/Fin*

*Dated, Thiruvananthapuram 4th June, 1996*

Sub:-Deficiencies noticed in the inputs received in the office of the Accountant General - Further instructions issued.

- Ref:-1. Circular No.40/95/Fin dated 18-8-1995.  
2. Circular No.50/95/Fin dated 6-11-1995  
3. Circular No.3/96/Fin dated 16-1-1996  
4. Letter No.FM II/9-851/95-96/507 dated 15-2-1996 from the Accountant General Kerala, Thiruvananthapuram puram.

The Accountant General in his letter cited has brought to the notice of Government the following defects/omissions noticed in the input material in respect of General Provident Fund received in his office.

**Closure Application**

- (i) Options under 30(c) are not forwarded with the General Provident Fund closure applications even in cases where they were forwarded much earlier than the date of superannuation
- (ii) Statement of recovered/withdrawals after the last credits card as required in Circular No. 745/Fin dated 9-11-1993 are not attached in many cases.
- (iii) Declaration agreeing to refund excess payments if any are not seen enclosed in many cases.
- (iv) In death cases, nomination, enquiry certificate, detaining the numbers if the 'family' as per General Provident Fund (Kerala) Rules Death certificate etc, are not forwarded with closure application.

**Temporary Advance**

- (i) Temporary Advance are seen sanctioned for purpose pilgrimage to religions places which are not of an obligatory nature. The temporary advances may be sanctioned only for purposes permitted under the General Provident Fund (Kerala) Rules.
- (ii) Instances have come to the notice that the arrears of Pay Revision/D.A arrears of Pay Revision/ D.A arrears which cannot be withdrawn before the specified date are also being taken into account for granting Temporary Advance resulting in excess sanctioning of advance.

## **Conversion of Temporary Advance into Non Refundable Advance**

- (i) The Arrears of D.A/Pay r\Revision which cannot be withdrawn before the specified dates are seen included in the credit balance attached with the Non Refundable Advance application,
  - (ii) Consent of the subscriber to accept the amount found admissible by the Accountant General is not seen attached with the application for Non - Refundable Advance.
  - (iii) Refund of Temporary Advance is seen stopped before getting the acceptance of the conversion of Temporary Advance into Non Refundable Advance by the Accountant General and even before applying for conversion.
2. The above defect/omissions invariably causes delay in setting the General Provident Fund cases and results in protracted correspondence.
  3. There fore, all Heads of Departments and Offices Controlling Officers and Drawing and Disbursing Officers are request to take special case to avoid such defects/omissions in future.

**V.K.SREEDHARAN,**  
*Additional Secretary (Finance)*

To

The Accountant General (Accounts and Entitlements), Kerala,  
Thiruvananthapuram  
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram  
All Heads of Departments and Offices  
All Departments and Sections of the Secretariat  
The Registrant of High Court, Ernakulam (with C.L)  
The Registrars, University of Kerala/Cochin/Calicut and Kottayam (with C.L)  
The Advocate General, Kerala, Ernakulam (with C.L)  
The Register. Agricultural University, Mannuthy, Trissur (with C.L)  
The Secretary, Kerala Public Service Commission (with C.L)  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram  
The Secretary, Kerala State Road Transport Corporation, Thiruvananthapuram  
The Commission and 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 Deputy Secretary to the Chief Secretary