

GOVERNMENT OF KERALA
Finance (P.F) Department

CIRCULAR

No 15/93/Fin

Dated, Thiruvananthapuram 11th March 1993

Sub:-Deficiencies noticed in the inputs received in Accountant General's Office from the Heads of Departments/Controlling Officers and DDOS-Instructions issued

Ref:-1.Circular No.66/94/Fin dated 27-12-1991.

2.Circular No.61/92Fin dated 1-12-1992

3.Letter No.FM 11/9-451/92-93/305 dated 5-2-1993 from the Accountant General (A & E) Kerala, Thiruvananthapurampuram.

The Accountant General in his letter cited has reported that the following defects/omissions have been noticed in the input materials relating to General Provident Fund, received from the various heads of Office/Treasuries in inspire of repeated instructions from Government.

1. The statements showing the credit/withdrawal particulars after the last credit card issued, are not furnished along with sanction order of N.R.A

2. The Name/Designation and Address of the Drawing and Disbursing Officer and the Name of the Treasury through which payment is to be made are not specified in the N.R.A. sanction orders/forwarding letters.

3. In many cases, the date of Commencement of service (which is the vital factor for deciding the month from which payment is to be made be commenced and for computing the arrears of subscription if any) is not noted in the application for admission to General Provident Fund.

4. It has been noticed in some cases, that the closure application submitted to the Heads of Office by the subscribers/claimants are forwarded to Accountant General after pales of considerable time. (Sometimes after six or seven months) GPT. 4/1729/93.

5. Some tings the closure application are received without the statement showing the deposits/withdrawals. The declaration are not seen enclosed with closure application in many cases.

6. There are many instances of misclassification of General provident Fund recoveries/withdrawals under some other heads eg. Panchayat Employees Provident Fund, Kerala Aided School Employees Provident Fund etc. This renders debits go unnoticed at the time of authorizing N.R.A and during the final settlement of the accounts of the subscribers. The number of cases of

misclassification in respect of Panchayat Employees Provident Fund as General Provident Fund and vice-versa is in the increase in some transfers and the trend has to be arrested.

All heads of Departments. Controlling Officers, Drawing and Disbursing Officers and Treasuries are once again requested to avoid the defects pointed by the Accountant General and scrupulously follow the instructions issued in this circular while preparing the input materials relating to General Provident Fund.

V.N.AMBIKA DEVI,
Additional Secretary to Government (Finance)

To

The Accountant General (A & E/ 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 Manager, Kerala State Road Transport Corporation, Thiruvananthapuram
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government
The Secretary to Governor
The Private Secretary to the Leader of Opposition, M.L.A Hostel, Thiruvananthapuram
The Under Secretary to the Chief Secretary