

CHAPTER 6

MAINTENANCE OF PROVIDENT FUND ACCOUNTS

6.1. General

6.1.1 With the departmentalization of accounts in the Ministries/Departments of the Government of India, the responsibility for maintenance of Provident Fund Accounts of the following categories of employees (except for the Group 'D' staff and employees covered by the Merged DDO scheme) will devolve on the departmentalized Pay and Accounts Offices of the Ministry/Department concerned.

- (a) All regular employees of Ministries/Departments;
- (b) Those on deputation from other Central (Civil) Ministries/ Departments;
- (c) All regular employees on foreign service with Public Sector Undertakings, Corporations, etc; and
- (d) All regular employees on deputation with Railways, Defence, Posts, Telecommunication Department and other State and Union Territory Governments.

The Accounts Officer of their respective Government Departments shall maintain the G.P.F. accounts of All India Service Officers borne on State cadres and Officers of State Governments, Railways, Defence, Posts and Telecommunication Departments. The Pay and Accounts Office, Delhi Administration, No.VI, Tis Hazari, shall maintain the G.P.F. accounts of All India Service Officers borne on Union Territory cadre centrally, and the credit and debit shall be passed on to him by cheque, duly supported with schedules and vouchers.

6.1.2 G.P. Fund Accounts of Group 'D' employees and the employees covered by the Merged DDO scheme will continue to be maintained by the Head of Offices. The drawing officers are required to furnish along with bills for Group 'D' staff, certificates showing the total amount of Provident Fund subscription deducted from each bill. The Pay and Accounts Offices will maintain a DDO wise broadsheet on the basis of these certificates and effect reconciliation between broadsheet and account figures.

Note: GPF subscriptions have to be recovered from those Government servants who had joined service under Central Government on or prior to 31.12.2003.

6.2 NOMINATIONS

6.2.1 As soon as a Government servant starts subscribing to the Fund, the Pay and Accounts Office should ensure that the subscriber furnishes a nomination in the prescribed form as required under the rules of the Fund.

6.2.2. (i) On receipt of the nomination, it should be scrutinized to see that it is complete and has been furnished up in accordance with the provision of the rules regulating the Fund. On acceptance of the nomination a suitable note in that regard shall be made at the top of the account of the subscriber in the ledger folio that shall be carried forward to new ledger folio and also in the General Index Register. Acknowledgement shall also be sent to the subscriber through his office.

(ii) The nomination shall be filed in a General File of Nominations and kept in the personal custody of the officer-in-charge of the Fund Section. At least once in 3 years, a physical verification of the nominations shall be conducted and a record of conduct of the verification will be kept in the General Index Register. The officer-in-charge shall attest the entry in the General Index Register regarding receipt of nominations over his dated initials. Whenever a revised nomination is received from a

subscriber, the superceded nomination would be cancelled and returned to the subscriber.

6.2.3. Immediately after the final payment in each case, a record to that effect should be made on the nomination with the initials of the Accounts Officer. All such nominations shall be removed from the General File of Nominations and placed in a separate guard file, in chronological order of payment. A nomination filed with the Accounts Office is one of the most important documents and serves the same purpose as a will of the subscriber, and should therefore be most carefully preserved by the Accounts Officer. Whenever the subscriber's account is transferred from one circle to another, the nomination in original will be transferred to the other Accounts Officer.

6.3 SUBSCRIPTIONS

6.3.1 If a subscription is made for the first time or whenever a revised rate of subscription is adopted, it should be seen that the amount of subscription is within the minimum and maximum limits prescribed under the relevant rules of the Fund. The emoluments as on 31st March of the preceding year shall be taken for the calculation of subscription under the rules of the Fund.

6.4 ADVANCE FROM THE FUND [RULE 12 OF GPF (CS) RULES] AND CORRESPONDING PROVISION IN CPF (INDIA) RULES

6.4.1 Before admitting claims for advance from the Fund the following checks are required to be conducted-

- i. That the advance has been sanctioned by the competent authority;
- ii. That the amount sanctioned is covered by the balance at the credit of the subscriber;
- iii. That the conditions under which the advance can be granted under the relevant rules of the Fund are fulfilled; and
- iv. That recovery on account of principal is being made regularly.

6.4.2 The cheque Drawing and Disbursing Officers of Ministries/ Departments are also authorised to make payment of advances out of Provident Fund after sanction of the competent authority. A copy of the sanction is required to be endorsed to the Pay & Accounts Office vide Para 3.1.3 to Chapter 3. On receipt of sanction in such cases, the full particulars of the sanction shall be noted by the PAO in the ledger folio. The Cheque Drawing D.D.O is required to forward the receipt of the statement of the amounts paid along with the particulars of the sanction, names of the subscribers, the account numbers etc. to the P.A.O. every month. The PAO shall keep a watch on this to enable him, and ensure that the debit vouchers are received and posted in the accounts of the subscribers, and the debits that are to be adjusted by Accounts Officers of other Departments/Governments are passed on to them immediately.

Note:

(A) For the All India Service officers on deputation to the Central Government, the concerned Pay and Accounts Officer will make payment of the GPF advance / part final withdrawal based upon sanction issued by the competent authority in the Central Government. He will classify the payment under the Major Head 8658-P.A.O. Suspense and promptly raise debit against the A.G. concerned for getting the reimbursement.

(B) However, the PAO will not be involved in case of All India Service Officers on deputation to autonomous bodies or public sector undertakings under the Central Government. The autonomous bodies/Public Sector Undertakings will make payment of the GPF advance/withdrawals sanctioned by the respective Ministries controlling the autonomous body/P.S.U. to the subscribers and claim reimbursement directly from the State Accountant General concerned.

(C) For the other officials of State Governments or autonomous bodies who are on deputation to the

Central Government, only the concerned State Government or autonomous body can grant advances or withdrawals. In cases where the concerned State Government or autonomous body has delegated powers to the Central Government departments for grant of advances/withdrawals from provident fund to such officials, the concerned PAO will make the payment and claim reimbursement. However, even if such powers have been delegated by a State Government or autonomous body to Central Government departments, the provident fund rules of the concerned State Government/ autonomous body should be followed for granting advances/withdrawals from their provident fund accounts. The concerned Central Government department should ascertain in writing from the State Government/autonomous body concerned whether such delegation has been made.

6.4.3 The recovery of instalment towards an advance shall be started from the pay of the month following the month in which the advance was drawn.

6.4.4 The Accounts Officers are not empowered to disallow an advance sanctioned by the competent authority. In cases where the sanction does not conform to the rules, objections should be pursued initially with the sanctioning authority till the defects are removed and a revised sanction is issued. In case the subscriber has drawn an advance granted to him, and it is subsequently disallowed before the repayment is completed, the subscriber shall immediately repay the whole or balance of the amount withdrawn to the Fund. In case the subscriber defaults, the Accounts Officer shall order recovery through deduction from the emoluments of the subscriber as per the provisions in Rule 13(5) of the GPF (CS) Rules.

6.5 WITHDRAWAL FROM THE FUND [RULE 15 OF GPF(CS) RULES] & CORRESPONDING PROVISION IN CPF (INDIA) RULES

6.5.1 For withdrawal from the Fund for the purposes specified in Rule 15 of GPF Rules and corresponding provisions in the CPF Rules, the following checks shall be exercised by the PAO-

- i. Withdrawal has been sanctioned by the competent authority;
- ii. The amount is covered by the balance at the credit of the subscriber; and
- iii. The sanction is in conformity with the rules of the Fund.

6.5.2 After scrutiny of the sanction as above, they shall be entered in the "Remarks" column of the ledger folio. Payments against such sanctions will be made only after pre-check of the bill by the P.A.O.

6.5.3 Final withdrawal of the entire balance in the account at the time of quitting the service shall be authorized and paid only after pre-check by the P.A.O. This shall be done in accordance with the procedure laid down in G.I. M/Per. & Trg. O.M. No. 13(3)/84-Per dated 12.6.1985, incorporated as G.I. Decision No. 2 below Rule 34 of G.P.F. (CS) Rules, 1960. The progress of settlement of final payment cases will be watched through a Register of Final Payment Cases in Form CAM-51. The P.A.O. will watch the receipt of the certificate of actual disbursement to the correct payee, that will be submitted by the D.D.O, through the Register of Settlement of Final Payment Cases.

6.5.4 In the case of final withdrawal of part of the balance for specific purposes also, the scrutiny of sanctions will be done by the P.A.O who will also enter the details in the 'Remarks' column of the Ledger card/Folio. Such payments shall be made only after pre-check by the P.A.O. In case of advances sanctioned by the competent authority in terms of Rule 34(3) of the G.P.F. (CS) Rules, after forwarding the application for final payment to the Accounts Officer, and the payment shall be made only after pre-check of the bills by the P.A.O.

6.6 TRANSFER OF G.P. FUND ACCOUNT

6.6.1 In respect of transfer of a subscriber from one Pay and Accounts Office to another within same or to a different Ministry, the transfers will be settled by issue of cheque of the category "Government Account-Not payable in cash". The cheque will be drawn in favour of the Accounts Officer to whose circle the Government servant has been transferred by (-) crediting major head "8009- State Provident Funds".

6.6.2 The transfer of GPF balances of a subscriber's account from one PAO to another due to transfer of the subscriber, would not be accompanied by the original ledger folio/ card maintained by the PAO. In such cases, only an extract from the ledger folio/card shall be appended, duly attested by the Pay and Accounts Officer, indicating the following details-

- (i) Closing balance as on 31st March of the preceding financial year including interest on that date and any other amounts creditable to G.P.F. but not payable in cash;
- (ii) Month wise subscriptions and repayment of temporary advance etc. credited to the GPF account, during the relevant months of the year;
- (iii) Temporary advance/ part final withdrawal, if any, with the amount and month of drawing;
- (iv) Balance at the end of the relevant month, that should be equal to the cheque or the proforma statement enclosed;
- (v) Details of temporary advance and withdrawal payments during the preceding three years, or a certificate for 'nil' drawing, as the case may be ; and
- (vi) Closing balance of the account in the three preceding financial years, as on 31st of March.

If there are any missing debits/credits for the post-departmentalized period, such details should also be furnished. The PAO transferring the balances will however be responsible for taking necessary action to trace out missing credits / debits, and to pass on the same to the new PAO.

6.7 MAINTENANCE OF G.P. FUND ACCOUNT

6.7.1 The accounts of subscribers shall be maintained in a Ledger Folio in Form CAM-47, with one complete folio allotted to each subscriber. The receipt and acceptance of nominations will be noted at the top of this folio with the entries duly attested under the dated initials of the Sr./Accounts Officer. The entries relating to Name, Account Number, and the fact of discontinuance of subscription shall be attested by the Assistant/Jr. Accounts Officer. Again, whenever a new ledger folio is opened, the Assistant / Jr. Accounts Officer should attest all the opening entries namely, subscription, opening balance, advances outstanding, and acceptance of nominations. At the time of closing of the subscriber's account, the date and the reason for the closure shall be noted in the ledger folio as well as in the General Index Register under the dated initials of the A.A.O./J.A.O.

The reasons for the closure of account like retirement, resignation, quitting, transfer out of the accounting circle etc. shall be noted prominently in the ledger card by using a rubber stamp. In each case, the amount of final payment made to the subscriber or the balance transferred to the Pay and Accounts Officer will also be indicated.

6.7.2 The ledgers should be treated as confidential documents and being important original records, they will be kept in an almirah and locked. The ledgers may be taken out whenever necessary, but before leaving office the dealing hands should ensure that all the ledger are placed back in the almirah.

6.7.3 The ledger accounts should be posted from the following sources-

- a. Provident Fund schedules attached to pay bills paid by P.A.Os and D.D.Os with cheque drawing powers;
- b. Challans for cash deposits made at the banks by the subscriber;
- c. Schedules supported by vouchers of withdrawals from Provident Fund; and
- d. Other details of debits and credits to Fund appearing in accounts, for example, transfer adjustments, inward accounts, etc.

The Compilation Section will pass on the schedules and debit vouchers to the Fund Section along with a covering statement after (i) verifying that the subscriptions/refunds shown in the schedules agree with those shown in the bills, (ii) effecting an agreement of the total credits and debits as per the covering statement, with the figures in the classified abstract.

6.7.4 GPF accounts in respect of the All India Service Officers borne on State/ UT cadre and officers of State Governments, Railways, Defence, Posts and Telecommunications shall be maintained by the Accountant General/ Accounts Officer of the respective Government/Department. For this purpose, the credits relating to the contribution and recovery of advances shall be remitted by the concerned departmentalized Pay & Accounts Officer on monthly basis to the respective AG of the State/ Accounting authority. This shall be done by issue of cheque in his favour and sent by Registered Post along with the original GPF schedules. The acknowledgement is required to be watched by the PAO. The Pay & Accounts Officer shall also prepare and send annual statement as indicating the details of credits along with the particulars of cheque through which credits were passed on and the details of debits of advances and withdrawals.

6.7.5 GENERAL INDEX REGISTER (FORM CAM-44)

An entry regarding allotment of Account Number should be made in the General Index Register in Form CAM-44 and the alphabetical Index Register that is maintained. The entries in the General Index Register will be made serially in the order of receipt and acceptance of application for enrolment to the Fund. The designation of the subscriber shall invariably be noted in the relevant column in this register. If the names are identical in any case, the name of subscriber's father or in case of a married female subscriber, the name of husband shall be ascertained and noted in the register. The Asst./Jr. Accounts Officer, who will be responsible to keep the register up-to-date, shall attest the entries in this register.

6.7.6 The disbursing officers are required to attach a schedule in Form No. GAR-41 to the Establishment Pay Bill. This schedule indicates the account number, name and pay of the subscriber, the rate of subscription and the amount realised towards refund of withdrawal, if any.

6.7.7 When schedules and vouchers are received in the Fund Section, the Sr.Acctt/ Accountant concerned shall proceed to post the figures in the ledger folio of the subscriber. He should take out the schedules and post the amounts shown as subscription/refund of advance, in the ledger folio of the concerned subscriber against the relevant monthly column of the account. After posting the credits in the ledger, the letter 'P' shall be marked against the amount in the schedule indicating that the item has been posted in the ledger folio. This process shall be continued until the entire posting work is completed.

6.7.8 The month to which the credit pertains shall also be noted in the ledger folio if the recovery of the subscription or refund relates to any previous month(s). Similarly, for recoveries relating to arrears of dearness allowance etc, their details will be noted in the relevant monthly column of the account.

Note:1 The name, designation and account number shown in the schedule should be tallied with those shown in the ledger folio, and in case of any discrepancy/omission, it shall be pointed out to the concerned D.D.O.

Note:2 Every year, the deduction for April should be checked with reference to the rate of pay drawn by each subscriber on the preceding 31st March, and similar check should be made on deductions made for the first time during the course of the year.

Note:3 If the subscription is paid in subsequent months, it should be verified that the amount of subscription is same as the rate adopted in the first month of the year, unless the rate of subscription has been altered during the course of the year under the Fund rules.

Note:4 The date of receipt must invariably be noted in the ledger folio for every case of deposit of subscription or refund of advance in cash.

6.7.9 If any credit or debit cannot be posted in the ledger folio for want of correct account number, name, etc. it should be encircled and the word 'M' recorded against it. This will indicate that it has not been posted. Such items should then be posted in the 'Explanation Sheet of Differences of the Broadsheet' with sufficient details of particulars, in the broadsheet itself, so as to enable action for their subsequent clearance without reference to the original records.

6.7.10 The items that are cleared from the Explanation Sheet of Differences of previous months should also be posted, and the month to which the credit pertains should invariably be noted in red ink against the month in which the credit is adjusted. In the cases where the account number and the name do not tally with each other, the Alphabetical Index Register shall be referred to ascertain the correct account number for posting the items in the ledger folio. The payment vouchers relating to the drawing of temporary advance from G.P. Fund by the cheque drawing D.D.Os, shall also be posted in the proper column of ledger folio.

6.7.11 After the postings in the ledger are completed, the figures entered in the ledger account of the subscriber shall be carried over to the relevant broadsheet.

6.8 BROADSHEETS (FORM CAM-48)

6.8.1 A GPF broadsheet in Form CAM-48 shall be maintained through convenient volumes of ledger accounts. For the purpose of verification of the postings made in the ledger with the monthly account, the figures entered in each ledger folio shall be posted against the respective account number in the broadsheet. After this, page wise totals of credits and debits should be calculated in the broadsheet, and carried over to the consolidated sheet to arrive at the final totals. This will represent the total of the amount posted in the ledger folio which should also match with the total of the schedules, excluding the amount kept as un-posted in the Explanation Sheet of Differences. If they do not match, the broadsheet entries should be checked with the entries in the original schedules by ticking the amount shown in each schedule against individual account numbers, with the corresponding figures posted in the broadsheet.

6.8.2 The transactions in the broadsheet relating to a month, should be closed on or before 2nd day of the second succeeding month following the month of transaction, and submitted to the officer in charge for review. For example, the broadsheet for the month of April is required to be closed and submitted to the Accounts Officer by the 2nd June of that year.

6.9 ANNUAL CLOSING OF ACCOUNT

6.9.1 Pay and Accounts Officers should calculate and allow interest on GPF balances in respect of each subscriber in terms of Rule 11 of GPF (CS) Rules and the corresponding provisions of CPF (India) Rules. He will also make necessary accounting adjustments to transfer the total interest amount to Fund Account in the March (Supplementary) accounts. After the accounts for March (Supplementary) are closed, the balance at the credit of each subscriber as on 31st of March, including interest for the year should be worked out in the ledger and the broadsheet. The total of closed balances shown in the broadsheets should then be reconciled with total figures under concerned head of account in the annual account. The individual closing balances in the broadsheets should also be verified with those in the ledger folio before they are carried over to the next year's ledger folio and broadsheets as opening balances. The Assistant/Junior Accounts Officer in charge should attest the balances so carried forward.

6.9.2 The subscriber's Annual Statement of Accounts should be prepared in Form CAM 49 and dispatched to the subscribers latest by the 31st of July every year. The accounts statements should be sent to the respective heads of offices who will be called upon to send a certificate to the effect that all the account statements sent to them have been received and delivered to the subscribers. The subscribers will also keep a watch on the receipt of acknowledgement of balances.

6.9.3 In the case of any representation received from the subscribers along with certificates of deductions, pointing at mistake in the annual statement of account, immediate action should be taken to rectify them including locating of the missing credit/debit for adjusting the subscriber's account.

6.9.4 After the dispatch of annual accounts, an Annual Review of Provident Fund accounts should also be conducted. This is mainly to check that opening of ledger accounts are not omitted in any case or to see that duplicate account is not maintained for the same subscriber. This is also done to generally examine that the credits are appearing in all months and reasons for non-recovery or irregular recovery of advances and subscriptions are properly recorded in the ledger folio, and the balances are correctly carried forward from year to year. A detailed re-check of the postings specially those relating to debits should be conducted. It should be done in such a manner that at least one month's credit postings and all the 12 months debit postings are checked fully. This review should be done by the PAO through the staff who are not related to the maintenance of broadsheets and may even be entrusted to the Internal Audit Wing.

6.10 REGISTER OF MISSING CREDIT/DEBIT (FORM CAM-50)

6.10.1 In order to readily locate the missing credits /debits in the Provident Fund Account of subscribers, all the ledger folios shall be reviewed twice a year in the months of September and March, by the Asst./Jr. Accounts Officer. He should enter cases of credits and debits that have not appeared in the respective ledger folios, in the Register of Missing Credits/Debits, and immediately institute an enquiry to trace them. The un-posted items lying in the relevant broadsheets should also be scrutinised for this purpose. To locate the missing credits/debits of the subscribers whose credits are normally received from other Accounts Offices, reference should be made to that office to obtain the particulars of the outward account in which the credits/debits were passed on. In other cases, the Drawing and Disbursing Officers should be requested to provide the particulars of the bills through which the subscriptions were recovered, or the amount was drawn towards temporary withdrawals from Provident Fund Account.

6.10.2 The Register of Missing Credits/Debits has to be closed every month, and submitted to the Accounts Officer indicating the details of action taken in respect of each item, on the last working day of the month.

6.11 TRANSFER OF GPF BALANCES IN RESPECT OF STAFF UNDER THE JURISDICTION OF MERGED DDOs AND RECONCILIATION OF GPF BALANCES MAINTAINED BY MERGED DDOs.

Under the scheme of Merged DDOs mentioned in Para 4.39, the responsibility for the maintenance of GPF accounts of the staff at the Secretariat stands transferred to merged DDOs, who will however function under the control of CCAs/CAs. For the merged DDOs therefore, the following procedure shall be followed from 1st April, 1986 for the transfer of GPF balances to merged DDOs and reconciliation between GPF balances with merged DDOs and the monthly Accounts maintained by PAOs.

(i) After closing of the accounts and issue of annual accounts statements, the PAO will report the balance at the credit of each subscriber under their control to the merged DDO. He should also provide an extract of the accounts of three years along with the 'Nominations' of the subscribers. While transferring the balances to the DDO, missing credits prior to 1.4.86 should be indicated against each name by the PAO, along with the details of the month to which it pertains. The new account number allotted by the merged DDO for the subscribers should be noted by the PAO in the PF ledger of each subscriber, for future reference.

(ii) (a) Final settlement or removal of missing credits for any period prior to 1.4.86 either for the pre-departmentalization period or for the post-departmentalization period will be the responsibility of the PAO. For this purpose, a control register shall be opened in respect of all the accounts transferred to the merged DDOs showing the original GPF Account Number, the Account Number allotted by the merged DDO and the months for which credits were missing up to 31.3.86. Missing credits will be cleared by the PAO with reference to this Control Register.

(b) The missing credits will be cleared either by operating the head of account "Provident Fund Suspense" after accepting the collateral evidence/affidavit wherever applicable, or rectification of misclassification or actual recovery of amount. Since missing credits are adjusted in the accounts, full details of the adjustment including transfer entry number, month, name of the subscriber, account number, month to which the credit relates etc. should be reported to the merged DDO, to enable him to note it in his PBR and allow interest correctly, including for the arrears. Similarly, if any un-posted items are found outstanding in the PAO's books pertaining to any account transferred to the DDO, they will continue to remain in his books until clearance. As soon as the identity of the amount is established along with the name of subscriber, account number etc, the particulars should be reported by the PAO to the DDO along with the details of month of recovery to which the un-posted item relates. The merged DDO will note that amount in the PBR, quoting the advice of PAO as authority.

(iii) For transfer of GPF balances from the PAO to the merged DDO, an accounting adjustment shall be made. This serves the PAOs to separately have the balances of subscribers relating to the merged DDO and the subscribers pertaining to non-merged DDOs, under him. If there are five DDOs under a PAO and out of them two are affected by the merged DDO scheme, the balances relating to the two merged DDOs should be available separately from the balances relating to the non-merged DDOs. For this purpose, the DDOs may be identified as merged DDO-X, merged DDO-Y and non-merged DDOs. Say, the present total of GPF balance under a PAO is Rs.1 lakh as per ledger in CAM- 40. After implementing the merged DDO scheme, the GPF balance pertaining to the subscribers may be, say, Rs.10,000/- for merged DDO-X, Rs.20,000/- for merged DDO-Y and Rs.70,000/- for non-merged DDOs. The adjustment in accounts will be done as indicated below.

(-) Credit

Rs.100,000 8009 State Provident Fund
 - General Provident Fund (Others)

To

8009- State Provident Fund
 - General Provident Fund (Others)

Merged DDO-X	Rs. 10,000
Merged DDO-Y	Rs. 20,000
Non Merged DDOs	Rs. 70,000

Credit

(iv) Maintenance of detailed accounts in the form of Provident Fund Ledgers and/or broad sheets shall be discontinued in Pay & Accounts Offices for the Secretariat staff whose GPF balances stand transferred to merged DDOs. Monthly and annual reconciliation sheets as per Annexure I & II to this chapter will be used for reconciliation between the balances in the books of the PAO and the Merged DDO.

(v) In the case of officials coming on transfer under the merged DDO during the course of a year, which may be of two kinds-

- i. DDOs involved in the transfer being under different PAOs either in the same Ministry or different Ministries, and
- ii. DDOs involved in the transfer being under the same PAO in the Ministry/Department.

In respect of category (i) above, where the DDOs involved in the transfer are under different PAOs, the transfer of GPF balance will be done through monetary settlement. In such cases, when the transfer advice is received by the PAO along with cheque, he should forward the transfer advice to the merged DDO under whom the Govt. servant has come on transfer, intimating the month in which the cheque has been adjusted in the accounts. The DDO will note the GPF balance at the close of the last financial year as well as the outstanding advances, in the appropriate columns in PBR. Monthly subscriptions recovered during the course of the year up to the month of transfer will also be noted in the Section "Deductions/Recoveries" in the body of the PBR, under the appropriate column indicating the month to which each recovery relates. The entry will be made as though the transactions have occurred under the merged DDO.

In respect of category (ii) above, where the DDOs involved in the transfer are under the same PAO, the transfer of balances will be carried out through a transfer entry. The transfer entry will be prepared by treating each DDO under the PAO, whether or not covered by the merger scheme, as a separate detailed Head under the same Major Head "8009-State Provident Fund-General Provident Fund-Others" as already mentioned previously. Action for transfer of balance in this case will be initiated by the merged DDO who will allot a fresh GPF account number to the incumbent Government servant and immediately furnish details of such Government servant to the PAO, so that he can transfer the balance to the merged DDO.

(vi) Sanctions for temporary advances and part-final withdrawals from the GPF will continue to be obtained and sent to the Cash Branch as before. Until the PAO reports the outstanding balances as on 31st March of the last financial year to the DDO for being taken in the PBR, copies of the sanctions will continue to be attached with the bills submitted to the PAO for payment. This is to enable the PAO to ensure that the balance at credit covers the amounts drawn on the bill. Once the balances are transferred, the copies of sanctions will not be required to be attached with the claims.

(vii) Interest credited in each GP Fund Account should be posted in the format given in Annexure II, which is meant for annual reconciliation of balances. The PAO will obtain the totals under the two columns in Annexure II from merged DDOs for accounting adjustment. Annual agreement/reconciliation of balances will be done by completing the other columns in Annexure II.

(viii) When the Fund account is required to be closed due to retirement, resignation, death etc. of an employee, the merged DDO will work out the amount admissible to the subscriber, and get the calculations checked by the Examiner. He will present a bill to the PAO for payment with proper classification for GPF and the deposit-linked insurance, wherever applicable. The amount of interest allowed at the time of closing will be noted in Annexure II, as stated earlier.

(ix) When a Government servant is transferred from the merged DDO to another DDO either under the same PAO or outside, the Last Pay Certificate for the outgoing Government servant will be issued in the normal manner. For the transfer of GPF account, the extracts of previous three years accounts and details of recoveries made during the current year will be reported to the PAO together with the nomination. The PAO will make suitable accounting adjustment, if the Government servant has been transferred under the payment control of a DDO under the same PAO. Otherwise, if the DDO under whom the Government servant has been transferred is in another accounting circle, the PAO will carry out monetary settlement.

6.12 BROADSHEET OF GROUP 'D' GOVERNMENT SERVANTS AND EMPLOYEES UNDER MERGED DDO SCHEME

6.12.1 The G.P. Fund Accounts of Group 'D' employees and the employees covered by the "Merged DDO Scheme" in the Central Government are to be maintained by the Heads of Offices. The P.A.Os should maintain broadsheets for each Head of Office in his payment control. This will be required for tallying monthly figures of credits posted from the consolidated certificate of deduction attached to individual pay bills and the vouchers for temporary and final withdrawals shown in the accounts. It will be also used for tallying the figures with the annual statements of credits and debits furnished by Heads of Departments. Interest credit for each year should be incorporated in the accounts on the basis of statements furnished by Heads of Offices. Internal Audit Wing should periodically check the maintenance of G.P. Fund accounts of Group 'D' staff and the employees covered under Merged DDO Scheme.

ANNEXURE I

Monthly reconciliation sheet (Referred to in para 6.11(iv))

I. Amount posted in PBR as per salary bills	
Bill No.	Amount (Rs.)
XXXXXXXXXXXX	XXXX
XXXXXXXXXXXX	XXXX
Total	(A)
Amount booked in accounts by PAO against the above vouchers.	(B)
Difference* (A-B)	
*To be set right by PAOs.	
II. Amount posted in PBR as per PAOs advice.	
Date of advice	Amount (Rs.)
XXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXX	XXXXXXXXXXXX
Total	(C)
Amount adjusted in accounts by PAO- through transfer entries	
Credit scrolls	
Total	(D)
Difference***** (C-D)	

(a) *** To be set right by DDO if any advice has been left out to be posted in PBR.

(b) Action to be taken by PAO in respect of his advices where the amount actually adjusted in accounts differs from the amount advised to the DDO.

(c) Unposted items as on 31.3.86 intimated by PAO to merged DDO for posting in PBR. This will remain as difference and is to be paired with outstanding items in PAOs books.

For debits: Similar analysis to be done

ANNEXURE II
{ Referred to in para 6.11 (iv) }

ANNUAL RECONCILIATION OF BALANCE

For the financial
year _____

Acc.No.	Opening Balance (Rs.)	Subscriptions (Rs.)	Interest (Rs.)	Total (Rs.)	Withdrawals (Rs.)	Closing Balance (Rs.)
1.	2.	3.	4.	5.	6.	7.
Total						

1. Total under Col.2 should agree with the closing balance of previous year.
2. Total under Col.3 should agree with the total of (A) and (C) in the monthly reconciliation sheets for the twelve months
3. Total under Col.4 should agree with the amounts booked in the accounts for the year under 'Interest on GPF/CPF' and "Bonus".
4. Total under Col.6 should agree with the totals of debits shown in the monthly reconciliation sheets.
5. Total under Col.7 should agree with the balance against the DDO shown by PAO in ledger CAM-40.