

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED GPF TRUST**

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**No. HPSEBL-GPF Trust-Instructions/2023-24-706-906 Dated: 14-09-2023**

To

All the Drawing & Disbursing Officers (DDOs)  
 in HPSEBL.

**Subject: - Non adherence of instruction issued under General Provident Fund (GPF), Rules, 1960 by the DDOs in HPSEBL.**

Sir,

It has been generally noticed by undersigned that the DDOs in the field / HO in the HPSEBL are not adhering the General Provident Fund Rules, 1960 and the instructions issued in this regard by this office from time to time. The GPF Trust, while maintaining the GPF records/finalizing the final cases of GPF withdrawal of employees facing difficulties to settle the same and delay is being occurred for making the payment to the concerned employee. The followings types of shortcomings are being noticed while dealing the GPF cases:


1. The GPF nomination are not being updated.
2. The GPF subscription of the employees are not being deducted as per the instruction issued by CAO, HPSEBL vide letter No. HPSEBL/F&A/GPF Tax/2022-23-1729-1928 dated 28.12.2022.
3. Proper GPF advance/withdrawal rules, banks details have not quoted in the sanction order while according sanction of GPF advance/withdrawal.
4. GPF deduction is not being stopped as per rules before the date of superannuation of employee.
5. Delay by the DDOs in furnishing the Final GPF cases. Final GPF withdrawal case needs to be furnished to this office well before the date of superannuation as per guidelines laid down in the General Provident Fund Rules, 1960.
6. The request of the employee to retain his GPF accumulation is not being sent to this office well in time by the DDO concerned.

To avoid any delay in settlement of a GPF case and also to ensure timely delivery /settlement of GPF cases, I hereby enclosed a guide to all the Drawing & Disbursing Officers (DDOs) in HPSEBL requesting them to peruse the same carefully and observe these meticulously, so as to help us to maintain the General provident Accounts (GPF) of the employees accurately and to settle the cases of the GPF promptly as per timeline.

It is therefore, requested to ensure the adherence of the guide and also the General Provident Fund Rules, 1960 while dealing the cases of GPF of employees in letter and spirit. Any failure to comply the instruction by the DDOs, the responsibility rest on the concerned DDO.


DA: As above.

Yours faithfully,

  
Secretary,  
HPSEBL GPF Trust-cum-  
Sr. A.O.,(Funds),F&A Wing,  
HPSEBL,Shimla-4.

Copy of the above is forwarded to the following for information:

1. The MD, HPPTCL, Panjri, Shimla-5.
2. The MD, HPPCL, New Shimla-9.
3. The Secretary, HPERC, Khalini, Shimla.
4. The Director, Directorate of Energy, Shimla.
5. The General Manager, SJVNL, Shakti Sadan, Shimla.
6. The Secretary, BBMB, 19, B Madhya Marg, Chandigarh.
7. The Executive Director (Pers.), HPSEBL, Vidyut Bhawan, Shimla-4.
8. The Secretary, Consumer Grievances Redressal Forum (CGRF), HPSEBL, Kasumpti, Shimla-9.
9. All the Chief Engineers in HPSEBL (including MD BVPCL) Jogindernagar.
10. The Chief Electrical Inspector to the Govt. of HP Kasumpti, Shimla.
11. All the Dy. Chief Engineers/Superintending Engineers in HPSEBL.
- ✓ 12. The Superintending Engineer (IT), Vidyut Bhawan, Shimla-4 for information with a request to upload the instruction of the Web of HPSEBL.
13. The Chief Accounts Officer/Chief Auditor, HPSEBL, Shimla-4.
14. The Dy. CAO/Dy. CA in HPSEBL.
15. All the Sr. Executive Engineers (Except DDOs), in HPSEBL.
16. All the Sr. AOs/AOs in F&A Wing, HPSEBL, Shimla-4.
17. All the AAOs in (OP) Circle of HPSEBL.

  
Secretary,  
HPSEBL GPF Trust-cum-  
Sr. A.O.,(Funds),F&A Wing,  
HPSEBL,Shimla-4.

## **INSTRUCTIONS TO THE DDOS**

### **Membership of the General Provident Fund (GPF):**

(1) Ensure that nominations duly filled in, are obtained from all newly recruited employees and forwarded to the Accounts Officer (Funds) HPSEBL Shimla-4 well before the employee complete one year of service.

(2) After issue of GPF accounts number by the Accounts officer (Fund), maintain complete Register of subscribers along with their account numbers in respect of their office, arranged strictly in serial order with distinct prefixes, if any.

(3) Keep the above-mentioned list up-to-date by noting additions, transfers, deaths, resignations, retirements, etc., with details against the relative entry.

(4) Note the account number in the Service Book and in the Register mentioned in Item 2 above as soon as the number is intimated by the Accounts Officer and communicates the same to the subscriber. This number should be cited in all correspondence with the Accounts Officer in respect of the Subscriber's account.

### **II-Subscription:**

(5) Remember that the amount of monthly subscription should not be less than 6 per cent of pay including dearness pay, and should not be more than Rs. 5 (five) lac during the financial year including arrear, if any.

(6) Do not allow any reduction in the rate of subscription more than once, and/or increase more than twice in the course of the year.

(7) Indicate reasons for non-recovery of subscriptions / advances in the Schedules, especially in the case of transfers indicating the office to which the subscriber has been transferred.

(8) Subscription may be suspended only on the written request of the subscriber when he is on leave carrying no leave salary, or a leave salary equal to or less than half average pay.

(9) Subscription should not be recovered during the period when the subscriber is under suspension. On reinstatement, the subscriber can, at his option, pay in one lump sum the arrears of subscription for such period.

### **III- Nominations:**

(10) Every nomination must be carefully checked to ensure to follow:-

(a) The nomination should be witnessed by two persons, whose names

and full addresses should be furnished. The date of the nomination should also be noted without fail.

(b) When the subscriber has a family, the nomination should be made only in favour of one or more members of the family, as defined in the Provident Fund Rules.

(c) A subscriber who has no family, must state in the appropriate column of the nomination that it will become invalid in the event of his acquiring a family.

(d) Death of the subscriber should not be specified as a contingency on the happening of which the nomination shall become invalid. It may be noted that the nomination is made expressly for the purpose of disposal of the PF money of the death of the subscriber. If the nomination is to become invalid in the event of his death, no purpose is served by making the nomination.

#### **IV – Preparation of General Provident Fund Schedules:**

(11) Prepare the schedules of subscription, recoveries & arrear strictly in serial order on excel sheet and mail these to [gpfshimla@gail.com](mailto:gpfshimla@gail.com)

(12) Agree the total of the monthly Schedules with the total credit of the general ledger accounts (57120000) transferred to HO in SAP ERP.

(13) Prepare separate schedules in respect of subscribers having different departmental prefixes.

(14) Ensure that reasons for non-recovery as well as particulars of additions, if any, such as "come on transfer, from..... (name of office) .....new subscriber, etc.," are furnished against the concerned item in the remarks column.

(15) Ensure that the prescribed certificate as per important instruction printed on form TR 56 is furnished on the schedules.

#### **V- Temporary Advances, Final Withdrawals and Final Payments:**

##### **Advances:**

(16) Ensure that the advance is applied for in the prescribed Form, is covered by the rules and is sanctioned by appropriate authority.

(17) Note the details of advances granted in the Register to ensure proper recoveries.

(18) Note that the advance is to be recovered in not more installments as prescribed under relevant rule.

(19) Remember that when the balance of an advance is sought to be converted into a final withdrawal no recovery of advance should be effected from the date on which the application for such conversion is forwarded to the sanctioning authority.

Final Withdrawals/Final Payments:

(20) Ensure that the final withdrawal/final payment is applied for in the prescribed form.

(21) Ensure in the case of final withdrawals—

(a) That the purpose for which it is required is covered by rules, and the amount required is admissible within the rules.

(b) That the subscriber has completed the prescribed minimum years of services.

(c) That not more than one withdrawal is allowed for one and the same purpose and both advance and withdrawal are not allowed for the same purpose at the same time.

(22) Obtain applications duly filled in by the subscribers/claimants nominees for claiming final payment of balances as soon as events like retirement, dismissal, resignation or death, etc., necessitating such payments occur.

(23) Ascertain from the Accounts Officer the details of nominees in the case of death of subscriber. In case no nomination subsists, payments can be made only to such persons as may be authorized to receive payment under the rules of the fund.

(24) See that the applications for final payments are complete in all respects and furnish the following information/documents to the Accounts Officer along with the application:---

(a) Correct account number.

(b) Details of last fund deduction.

(c) Certificate of advance/withdrawals taken from the Fund during the last twelve months.

(d) (i) Identification papers

(ii) Indemnity Bond

(iii) Succession certificate

(iv) Guardianship Certificate

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