

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)



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(CIN):
GST No.
Telephone No.
Website address:
Email:



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Ref. No. HPSEB Ltd./F&A/GPF-Instructions/2024-25-1402-1608
To

Dated- 24-01-2025

All the Chief Engineers/Superintending Engineers
in HPSEB Ltd.

Subject: - Instructions regulating GPF Accounts.

Sir/Madam

It has been observed that the GPF subscriptions and payments are not being processed and submitted by the units by the scheduled date. This delay results in the late transfer of these amounts to the GPF Trust, which not only causes a delay in crediting the same to the GPF accounts of the concerned employees but also exposes the organization to penalties from regulating agencies such as the Income Tax Department. Additionally, it has been noticed that some DDOs are still preparing GPF schedules manually instead of using ERP-generated schedules, leading to errors during posting. In order to avoid such incidences and to facilitate smoother processing for the employees, the following decisions have been taken which must be implemented in letter and spirit:

- 1. Monthly Subscription Schedules:** The monthly subscription schedules should reach the office of the Accounts Officer (Funds), HPSEBL, Shimla-171004, on or before the 5th of each month, enabling timely transfer to the GPF Trust. If the subscription is not received by the scheduled deadline, it will be posted in the next month, and interest will be applicable only thereafter.
- 2. Monthly Subscription:** -The monthly subscription should not be less than 6% of total emoluments and should not exceed 5 lakh in a fiscal year. Further, the amount of subscription can be reduced once or enhanced twice during the course of the year.
- 3. ERP Schedules:-** Only ERP-generated schedules should be entertained. No manual schedules will be accepted. Any errors, including wrong postings or overpayments to any subscriber accounts due to this, will be the responsibility of the concerned DDO.
- 4. IUT of GPF Amount:-** HPSEBL has developed a Tcode (ZFI144) for auto IUT within HPSEBL offices, which will be run by the GPF Section of the F&A Wing on the 5th day of each month. Manual IUTs will not be allowed or entertained after 1st February, 2025.
- 5. Withdrawal and Advances from GPF Accounts:** - It has been noticed that some DDOs are not observing to GPF Rules when sanctioning GPF advances and withdrawals, and multiple advances/withdrawals for the same purpose are being sanctioned in violation of the rules. DDOs should ensure that any advances/withdrawals are in full conformity with GPF Rules. Further, payments of GPF advances/withdrawals will only be made by the Accounts Officer (Funds).

6. **Compulsory discontinuation of GPF subscription before 3 months of superannuation:** - The GPF subscription is required to be stopped three months before the superannuation of the Govt. servant.
7. **Final Withdrawal Cases:** - As per GPF (CS) Rules, the application for final payment due to the retirement or death of a subscriber should be processed immediately after the event. It is the responsibility of Head of Office to process the case for payment and ensure timely payment of the same. It has been observed that some offices have not adhered to these instructions. Any delay or interest resulting from such delays will be the responsibility of the concerned DDO.
8. **Scrutiny of Bank Details/Nominations:** - While processing final payment cases, the bank account details and nominations must be carefully checked. A visible copy of the bank passbook or statement should be attached with the case. Any incorrect payment due to incorrect details will be the responsibility of the DDO concerned.
9. **Retention of GPF:** - If an employee wishes to retain their GPF accumulation with HPSEBL after retirement, they must submit a written request along with the application for final payment through the concerned DDO before the date of retirement. Direct requests from subscribers will not be entertained by the Office of the Chief Accounts Officer, HPSEBL, Shimla. If the employee intends to retain the GPF beyond the prescribed limit of 6 months, a written request must be submitted before the expiry of the permissible period. However, this benefit/option is not available to the family of a deceased employee.
10. **Nominations:-** It has been noted that some subscribers have not updated their nominations, which could cause delays in the finalization of final payment cases for deceased employees. DDOs should guide employees under their control to ensure their nominations are updated, especially when there are any changes.

It is requested that all the DDOs under your control be advised to adhere strictly to the provision of GPF (CS) Rules, 1960 and other instructions with above issued by HPSEBL and to ensure the strict compliance of the same. These instructions should also be brought to the notice of all concerned.

Yours faithfully,

H. Singh
Chief Accounts Officer,
HPSEB Ltd., F&A Wing,
Shimla-4.

Copy forwarded for information and similar necessary action to: -

1. The Sr. Private Secretary to worthy Chairman/Managing Director/ Director (F&A)/ (OP)/ Tech./ Civil/Executive Director (Personnel) for the information please.
2. The Managing Director, BVPCL, Jogindernagar.
3. All the Chief Engineers in Head Office, HPSEBL, Shimla.
4. The Chief Auditor, HPSEBL, Shimla-4.
5. The Superintending Engineer (IT), HPSEBL, Shimla-4 with request to get the same uploaded on HPSEBL website.
6. All other Departments where employees of HPSEBL working on deputation (through emails).
7. All the Accounts Officers in HPSEBL, F&A Wing, Shimla.

H. Singh
Chief Accounts Officer,
HPSEB Ltd., F&A Wing,
Shimla-4.