

HIMACHIAL PRADESH STATE ELECTRICITY BOARD LIMITED.
(A STATE GOVT. UNDERTAKING)

No. HPSEBL /F&A /Funds/Instructions /2019-20- 3451-2651 Dated:- 2-3-20
To :

All the Chief Engineers,
in HPSEBL.
All the SEs/Sr. Xens/REs in HPSEBL.

Subject: - Change of procedure for submission of copies of sanction orders in respect of GPF withdrawal (NRA)/GPF Advance to F&A Wing and final payment of GPF instructions thereof.

Sir,

As you are aware that the instructions regarding submission of copies of sanction orders in respect of GPF withdrawal (NRA)/GPF Advance and final payment of GPF were issued vide this office letter No. HPSEBL/F&A/Fund/Instructions/2013-3723-4073 dated 14.3.2014, No. 26861-27061 dated 18.2.2015 and even No. 29242-442 dated 19.3.2015. In this regard, it is informed that presently sanction order of GPF withdrawal (NRA) and GPF advance of HPSEBL employees are received in this office through postal dak. After receipt of the GPF sanction orders from field offices in Fund sanction of F&A Wing Shimla, these are being processed within one or two days of its receipts and payments are released/made every monday through RTGS directly in to the saving bank account of concerned subscriber by the Sr. Accounts Officer (Bkg) HPSEBL, Shimla-4.

Now HPSEBL Management has been decided that to avoid delay being occurred in postal level and for speedy disposal of GPF cases of field employees, all the DDOs/sanctioning authorities of field offices have to mail the scanned copy GPF sanction orders of field employees directly through mail address of the Accounts Officer (Funds) HPSEBL, Shimla-4 so that the GPF payment of field employee could be released timely. Thus it is proposed to obtain the GPF sanction of field employees including head office through mail w.e.f. 01.04.2020. As such, following instructions may be adhered to while sending the scanned copy of sanction order of GPF withdrawal (NRA)/ GPF advance and copy of bank pass book to this office:

1. All the DDOs/sanctioning authorities should send scanned copy of GPF withdrawal (NRA) /GPF advance sanction through his office e.mail ID to this office e.mail ID aogpfnra@gmail.com

SE (IT)

2. It may be ensured that visible scanned copy of GPF sanction along with photo copy of bank pass book duly attested by the sanctioning authority should be send through his office mail ID to this office on above ID e.mail address of the Accounts Officer (Funds). Copy of GPF sanction mailed through personal mobile cannot be entertained.
3. Copy of GPF sanction marked to Chief Accounts Officer/Accounts Officer (Funds), HPSEBL, Shimla-4 shall be considered/entertained only.
4. Legible scanned copy of bank pass book of employees applying for GPF duly countersigned by the sanctioning authority may be sent to avoid wrong payment.
5. It may be ensured that name of bank branch (with IFS code) and account No. should be properly/clearly mentioned in the photo copy of bank pass book.
6. Copy of sanction order of GPF shall not be entertained send through personal e.mail ID of the employee.
7. The procedure for obtaining the GPF sanction through mail from field offices shall be commencement w.e.f.01.04.2020 and no hard copy of GPF sanction accorded by the sanctioning authority from 01.04.2020 shall be entertained from above date.

However, procedure of final payment of GPF in respect of retiring/retired employees shall not be changed. The field offices may follow the instructions in this regards issued by this office time to time. However, while submitting the application for final payment of GPF to this office following instructions may also be adhered to:-

- (i) The subscription of GPF must be stopped three months before retirement as per GOI decision dated 12.6.1985 below GPF Rule 7, but it has been observed that GPF Rule is not implemented by many DDOs and in some cases it has been seen that GPF subscription of retiring employee is deducting till the date of retirement which is a violation of Rules. Therefore, all the DDOs may ensure not to deduct the GPF subscription of retiring employee during the last three months.
- (ii) It has been noticed that arrear of retired employee is credited in GPF even after retirement despite of instruction issued by this office. As such it may be ensured that no arrear should be credited to the GPF during the last three months of retirement of employee and same may be paid to the retiring/retired employee in cash.

- (iii) No temporary advance may be sanctioned during the last three months of retirement keeping in view of provision contained as per GPI decision No12 below GPF Rule 12. In case if GPF advance is sanctioned, it may be ensured that full amount is recovered before three months of retirement.
- (iv) It has further observed that retiring employee are not submitting application form for final payment of GPF on the prescribed format circulated vide this office letter No.HPSEBL/F&A/Fund/Instructions/2014-26861-27061 dated 18.2.2015 which may be ensured. However, sample application form is again enclosed. Different format shall not be entertained.
- (v) It may be ensured that application for final payment of GPF may be obtained from the retiring employee and sent to this office before retirement i.e. immediately after GPF subscription is stopped. The application form must be authenticated by the DDO/controlling officer.

DA:-As above.


Chief Accounts Officer,
F&A Wing, HPSEBL,
Shimla-4.

Copy for information and similar necessary action to the following please:

1. The Managing Director, HPPCL/HPPTCL/BVPC/BCS Shimla-9/Below MLA Qtrs Tutikandi/Jogindernagar.
2. The Director (Pers), SJVNL, Sanan, Sanjauli Shimla-6
3. The Executive Director (Pers), HPSEBL, Vidyut Bhawan, Shimla-4.
4. The SE(IT), HPSEBL, Shimla-4. He is requested to upload the above instructions in the website of HPSEBL.
5. The Dy. Secretary/Under Secretary, (Gen)/FT/GE/NGE HPSEBL, Vidyut Bhawan, Shimla-4.
6. The Deputy Secretary (Deputation), HPSEBL, Shimla-4. He is requested to circulate the above instructions to all the deputations/secondment offices under intimation to this office please
7. The Accounts Officer (Admn./PG), F&A Wing, HPSEBL, Shimla-4.


Chief Accounts Officer,
F&A Wing, HPSEBL,
Shimla-4.