

PRINCIPAL ACCOUNTS OFFICE (A/CS)
MINISTRY OF HOME AFFAIRS
C-I HUTMENTS, DALHOUSIE ROAD,
NEW DELHI - 110011.
(PHONE NO.23016148), e-mail-23016148@bol.net.in

No. 11-9/Pr.AO(A/cs)/MHA/GPF Circular/2010-11/687

Dated: 26.08.2010.

OFFICE MEMORANDUM

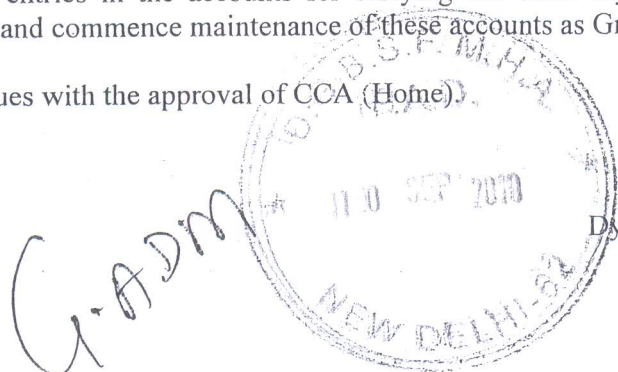
Sub:- Transfer of GPF Balances in respect of Group 'D' staff of CPMFs on conversion into Group 'C' posts.


Ministry of Home Affairs vide their O.M. No.II-27011/26/2009-PF.II dated 29.10.2009 have upgraded all the posts of Followers/other Group 'D' Posts in CPMFs into Group 'C' posts and placed in PB-I with Grade Pay of Rs.2,000/-.

At present the GPF accounts of all the Group "D" employees are being maintained by the concerned Head of Office. In accordance with Govt. orders contained in Appendix 'E' (GPF accounts of Group 'D' employees) to GPF (CS) Rules, 1960. Govt. of India's order No.(4) of appendix ibid provides that when a Group 'D' employee is promoted to a post in Group 'C' and there are reasonable prospects of the employee continuing in Group 'C' for at least one year, the balances in GPF account of the subscriber should be transferred to PAO concerned immediately, who will then commence maintaining these accounts in his office. Accordingly, the GPF accounts of Followers now placed in Group 'C' are required to be maintained by respective PAOs of the CPMFs. In order to ensure proper transfer of individual GPF balances from Head of Office to respective PAOs/RPAOs, the following procedure will be followed :

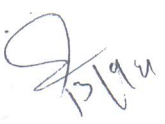
1. All the Head of offices/DDOs maintaining GPF accounts of Group 'D' employees, shall close the GPF accounts of all the staff as on 31.03.2011 (taking into account debits upto 31.03.2011 and credits upto 31.03.2011 excluding salary for the month of March, 2011 alongwith interest upto 31.03.2011) i.e. for the financial year 2010-11 by 15.04.2011.
2. The individual GPF accounts will then be compiled in Form IX (Annxure-A) and reconciled with the Broad Sheet maintained by the Head of Office/DDO and discrepancies, if any, will be rectified.
3. The Head of Office/DDO will request PAOs/RPAOs for allotment of new GPF account number and will furnish details of the employee/nominees in the proforma enclosed (Annexure-B).
4. On allotment of new GPF Account number, the compiled accounts in Form-IX for each employee shall be sent to the respective PAOs/RPAOs of the CPMFs by 30th April, 2011.
5. On receipt of above accounts in Form IX the respective PAOs/RPAOs prepare necessary transfer entries in the accounts for carrying out book adjustment and shall adopt the balance and commence maintenance of these accounts as Group 'C' employees.

This issues with the approval of CCA (Home).




(Nalin Kumar Srivastava)
Dy. Controller of Accounts (Hq)

1348/Dir(CA/3) P&P
10-9-10.


13/9/10

Performa for Allotment of Computerised GPF A/cs Number

- 1 D.D.O Name & Code No.
- 2 GPF A/cs No.
 - i) Old No. (and Complete address of previous office)
 - ii) New No. (to be allotted)
- 3 Type of Subscriber
(Insider/Outsider/Deputation/F.S.)
- 4 Name of Govt. Employee
- 5 Designation
- 6 Father's/Husband's Name
- 7 Date of Birth
- 8 Date of Joining in Govt. Service
- 9 Date of Superannuation
- 10 Basic Pay as on 01 July
- 11 Date of Increment
- 12 Nomination Letter No. & Date
(Urgently required)

NOMINEES'S DETAILS

<u>Sl.No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Address</u>	<u>Percentage of share</u>
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Attested by D.D.O