

Government of West Bengal
Finance Department
Audit Branch

No.1115-F(J)W.B.

Dated, 29th March, 2018

NOTIFICATION

Sub: Modalities of Sanction and Final Payment of GPF balance standing at the credit of Group-D employees of the State

Reference: Finance Department Notification No. 734-F(J) W.B. dated 28/02/2018

The Finance Department vide No. 734-F(J) W.B. dated 28/02/2018 has notified that the Heads of the Offices (HOOs) shall cease to maintain the General Provident Fund (GPF) Accounts of Group-D employees w.e.f. 01/04/2018 and instead the Directorate of Pension, Provident Fund and Group Insurance, West Bengal (DPPG) shall maintain the GPF Accounts in an online 'GPF Module' w.e.f. 01/04/2018.

The Online GPF Module shall manage the entire process starting from commencement of subscription to final payment of GPF. Now, the Governor is pleased to prescribe the following process flow for application and processing of final payment of accumulated GPF through the online GPF Module:

1. Final payment of accumulated GPF becoming payable to Group-D employees before 01/04/2018 due to retirement, death, resignation or otherwise shall be paid in the manner as laid down earlier in the Finance Department vide No. 4576-F dated 27/10/1969 regarding "Maintenance of G.P. Fund Accounts of certain Class IV Government servants of the State".
2. Final payment of accumulated GPF becoming payable to Group-D employees on or after 01/04/2018 due to retirement, death, resignation or otherwise shall be guided by Finance Department No 734-F(J) dated 28/02/2018 and as per instructions laid down hereinafter in this Notification.
3. **Application for Final Payment of GPF by Group-D employees:**

(A) A Group-D employee going to retire on superannuation after 01/04/2018 shall apply in **Form-10A Part-I** to the DPPG through the concerned HOO for final payment of the accumulated fund with interest. The timelines for submitting applications are:

Sl. No.	Superannuation on	Last date of Application by employee for Final payment of GPF
1.	30/04/2018	Within 18/04/2018
2.	31/05/2018	Within 10/05/2018
3.	30/06/2018	Within 31/05/2018
4.	31/07/2018 or afterwards	Immediately after stoppage of subscription before 3 months of retirement as laid down in FD No. 1991-F dated 01/03/1999

(B) A Group-D employee who will resign or gets dismissed from Service on or after 01/04/2018 shall apply in **Form-10A Part-I** to the DPPG through the concerned HOO immediately after dismissal from service or acceptance of resignation.

(C) Application for final payment of GPF as stated in Sl. No. 3(A) and 3(B) above may be made online by the respective Group-D employees using their own user credentials, i.e. the Login ID/Unique ID and password created by them for Employee Self Service (ESS) in IFMS Portal. However, where the employee is not able to apply online, employee may submit duly filled up **Form 10A Part-I** to their HOO. The HOO shall transmit it online to the DPPG in GPF Module.

(D) In case of demise of a Group-D employee, the nominees or claimants shall apply for final payment in duly filled up **Form-10B Part-I** through the concerned HOO to the DPPG. The HOO shall transmit it online to the DPPG in GPF Module.

4. **Sanction for Final Payment of GPF to Group-D employees by Head of Office.**

(A) HOO shall immediately on receipt of online or physical application, as the case may be, process the final payment application online in GPF Module and accord sanction in **Form-10A/B Part-II**, after which the application will automatically be forwarded within GPF Module to DPPG. Therefore, HOO need not send any physical documents to DPPG unless otherwise asked for by DPPG in any particular case separately.

(B) In accordance with FD No.734-F(J) dated 28/02/2018, the GPF balance as on 01/04/2018 must have been approved by HOO in GPF Module already before processing any application for according sanction.

5. **Issuance of Final Payment authority of GPF for Group-D employees by Directorate of Pension, Provident Fund and Group Insurance, West Bengal.**

DPPG shall on receipt of online sanction from HOO, process the final payment sanction and issue final payment authority of GPF online. This final payment authority shall be for the accumulated GPF standing at the credit of the subscriber together with admissible amount of interest. The Final Payment Authority to the Drawing & Disbursing Officer (DDO) for drawal of bill shall become available in the respective IFMS logs of the employee, HOO, DDO and concerned Treasury.

6. **Drawal of Bill for Final Payment of GPF to Group-D employees by Drawing and Disbursing Officer.**

On receipt of the Final Payment Authority from DPPG, the DDO shall prepare bill in TR Form No. 50 for final payment to the beneficiary account(s).

7. **Passing of bills for Final Payment of GPF to Group-D employees by Treasury Officer.**

Treasury Officer on receipt of bill for final payment in TR Form No. 50, shall process the bill only if the Final Payment Authority issued by DPPG is also made available by the DDO in IFMS with the bill. Upon payment from the Treasury, disbursement details shall be updated online against the GPF Account Number of the employee.

8. This order will take immediate effect and shall be applicable only in case of Group-D employees having HRMS Unique ID. Group-D employees posted on deputation and/or not having HRMS Unique ID shall be brought under the purview of online GPF Module in due course. Final payment of GPF in respect of those Group-D employees posted on deputation shall continue to be processed as per earlier existing procedure laid down in No. 4576-F dated 27/10/1969 until further order.

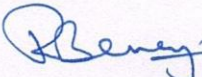
9. Necessary amendments in "The General Provident Fund (West Bengal Services) Rules" will be made in due course.



(H.K. Dwivedi)
Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Financial Advisor, _____, Department.
6. Commissioner of Police, Kolkata, Lalbazar, Kolkata-700001.
7. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, Finance Department.
8. _____ Department.
9. Commissioner, _____ Division.
10. Director, _____
11. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
12. Director, Directorate of Pension, Provident Fund and Group Insurance, West Bengal, Purta Bhavan, 2nd Floor, Salt Lake, Kolkata-700091
13. District Magistrate / District Judge / Superintendent of Police, _____
14. Sub-Divisional Officer, _____.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700073.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata - 700106.
18. Treasury Officer, _____
19. Group ____ / _____ Branch, Finance Department.
20. Regional Director, RBI, N.S. Road, Kolkata - 700001.
21. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

 29/3/2018

**Additional Secretary to the
Government of West Bengal**

FORM – 10A / (Part – I)

Name: _____
HRMS Unique ID: _____
GPF Account No: _____
Date of Superannuation: _____

Application for Final Payment of the Balance of the Provident Fund Account

To
Accounts Officer,
(Through the Head of Office/
Appointing Authority)

Sir,

I am due to retire / have retired /have been discharged / dismissed / have resigned finally from Government Service and my resignation has been accepted with with effect from -----forenoon / afternoon. The amount lying in my GPF Account No..... against HRMS Unique ID No_____ may be disbursed in the Bank Account

The final payment of G.P.F. money may be disbursed in my existing Salary Account.
Or

The final payment of G.P.F. money may be disbursed in such bank account as will be submitted by me to the D.D.O after receipt of final payment authority from Accounts Officer.

I declare that any overpayment, if any, is made to me I shall or my heirs shall be bound to the Government for repayment of the same.

Yours faithfully,

Date:

(S I G N A T U R E)

Designation of the Head of Office/ Appointing Authority:
Designation of the DDO:
DDO Code:
Request Id: (System generated)

_____ : 2 : _____
FORM – 10A / (Part - II)

(For use by the Head of Office/ Appointing Authority)

Forwarded to the Accounts Officer.

Request ID: _____

Name: _____

HRMS Unique ID: _____

GPF Account No: _____

Date of Retirement/Dismissal/Discharge/Resignation: _____

Date of Sanction: _____

1. Certified that Shri./Smt./Kumari. _____ is going to retire/has retired on _____/ has been discharged/ dismissed/ has resigned from Government Service and his/her resignation has been accepted w.e.f. _____ forenoon/afternoon.
2. (a) The opening balance standing at the credit of GPF Account of Shri./Smt./Kumari. _____ as on 01/04/____ and the accumulated deposits, withdrawals, adjustments (if any) on/after 01/04_____ to arrive at the closing balance till date is given hereunder:

	Balance-I (Withdrawable)	Balance-II (Non-Withdrawable)	Total	Balance-III (un-authorized)
Opening Balance				
Add: Deposits				
Less: Withdrawals				
Add/Less: Adjustments				
Closing Balance				

- (b) There is no missing credit pending for adjustment against the closing balance shown in 2(a) above/ The following missing credits are yet to be adjusted against the closing balance shown in 2(a) above.

Sl. No.	Month	Year

3. It is certified that no demand/following demands of Government is/are due for recovery from the incumbent.

- 1)
- 2)

Therefore, sanction is hereby accorded for payment of accumulated fund as shown in 2(a) above along with admissible amount of interest thereon for credit into the Bank (details given below). Recoveries shown in Sl. No.3 above may be recovered from the admissible amount of General Provident Fund accumulation.

Subscriber Name	Bank Account No	IFSC	Remarks

Signature of the Head of Office/ Appointing Authority

FORM – 10B (Part – I)

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE IN THE PROVIDENT FUND ACCOUNT OF A SUBSCRIBER TO BE USED BY THE NOMINEES OR ANY OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS

To
Accounts Officer
(Through the Head of Office /
Appointing Authority)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the Provident Fund Account of Late _____.

The necessary particulars required in this connection are given below:-

1. Name of the Government Employee :
2. Date of Birth :
3. Post held by the Govt. Employee :
4. (a) Date of Death :
- (b) Proof of death in the form of a death Certificate issued by the Municipal Authorities, etc. if available :
- (c) Death Certificate No :
OR
- (a) Missing from :
- (b) Proof of missing in the form of General Diary in Police Station etc. :
- (c) General Diary No. :
6. Provident Fund Account No. :
7. HRMS Unique ID :

8. Myself Shri/Smt/Kumari. _____, _____ (relationship) of Late _____ and a nominee of his/her General Provident Fund is requesting you to release the share of final payment in my Bank Account as mentioned below: (Applicable where nomination exists)

Bank Account No:
IFSC :
Bank/Branch :

OR

Myself Shri/Smt/Kumari. _____, _____ (relationship) of Late _____ and a heir of his/her General Provident Fund money is requesting you to release the share of final payment money in my Bank Account as mentioned below: (Applicable where no nomination exists and heirship certificate has been produced or where nomination exercised by the deceased subscriber has become invalid due to acquiring a family afterwards)

Bank Account No:
IFSC :
Bank/Branch :

Note: In the case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be.

Yours faithfully,

Dated :
Mobile No:

(Signature of claimant)
Full name and address

Form- 10 B/ (part-II)

(For use of the Head of Office / Appointing Authority)

Forwarded to the Accounts Officer-----.

Request ID: _____
 Name: _____
 HRMS Unique ID: _____
 GPF Account No: _____
 Date of Death: _____
 Date of Sanction: _____

1. Certified that Late _____ having Unique ID _____ and GPF Account No. _____ (As verified from the annual statements furnished to him/her) has died/gone missing on _____. A copy of death certificate/General Diary issued by the competent authority has been produced.
2. (a) The opening balance standing at the credit of GPF Account of Shri./Smt./Kumari. _____ as on 01/04/____ and the accumulated deposits, withdrawals, adjustments (if any) on/after 01/04_____ to arrive at the closing balance till date is given hereunder:

	Balance-I (Withdrawable)	Balance-II (Non-Withdrawable)	Total	Balance-III (un-authorized)
Opening Balance				
Add: Deposits				
Less: Withdrawals				
Add/Less: Adjustments				
Closing Balance				

- (b) There is no missing credit pending for adjustment against the closing balance shown in 2(a) above/ The following missing credits are yet to be adjusted against the closing balance shown in 2(a) above.

Sl. No.	Month	Year

3. It is certified that no demand/following demands of Government is/are due for recovery from the incumbent.

- 1)
- 2)

Hence sanction is hereby accorded for payment of accumulated fund as shown in 2(a) above along with admissible amount of interest thereon. Recoveries shown in Sl. No.3 above may be recovered from the admissible amount of General Provident Fund accumulation.

The G.P.F final payment money may be made to the nominees/heirs as mentioned herein below:

Sl. No.	Name of the claimant	Relationship	Adult/ Minor	Share	Bank Account No	IFSC

 Signature of the Head of Office/ Appointing Authority