



GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
AN-VII SECTION
10-A, S.K. BOSE ROAD, KOLKATA: 700001

E-mail ID : cda-cal@nic.in
Website : www.pcafys.nic.in

Phone No : (033) 2248-5077 to 5080
FAX No. : (033) 2248-0991

No:525/AN/VII/Circular/2017

Dated: 26.09.2018

To

- 1) The CFA
All Gr. of Fys.
- 2) All Br. Account Offices

Sub: Speedy clearance of GPF Final Settlement: DAD Estt.

It has been noticed that Br. Account Offices are forwarding GPF final settlement claim to CDA(Fund), Meerut for payment at belated stage which may cause delay in payment of GPF accumulation to retirees. In this connection, reference is invited to this office important circular dated 5.11.2012(copy enclosed) which is self explanatory. A check list circulated by CDA(Fund), Meerut vide their circular no. AN/Funds/Coord/Circular dated 25.8.2015 is also enclosed herewith for strict compliance.

Encl: As above.


(Praveen Ranjan)

Dy. Controller of Account (AN)

Copy to :-

Officer-in-charge -----
EDP Section
M.O. (Local)

For uploading the contents on the
official website of PCA(Fys), Kolkata.


Sr. Account Officer (AN)

Important Circular

**Office of the Principal Controller of Accounts (Fys)
10A, S.K. Bose Road, Kolkata- 700 001.**

No. 525/AN/VII/GPF/Circular

Dt. 05.11.2012.

To


*All Controller of Accounts (Fys)
All Section, Main Office, Local
RTC, Kolkata.*

Subject:- Speedy Settlement of GPF Claims/Grievances.

A copy of DO letter No. DAD/I/Misc. dt. 17.10.2012 issued by CDA (Fund), Meerut addressed to PCA(Fys), Kolkata along with Appendix-B regarding speedy settlement of GPF Claims/Grievances is circulated herewith for further guidance and necessary action at your end please.

Please acknowledge receipt.

Encl:- Two


(ABHIRAM MANDAL)
Asstt. Controller of Accounts(AN)
O/o the Principal Controller of Accounts(Fys)
10A, S.K. Bose Road, Kolkata- 700 001.

Faint official stamp and text, possibly a routing slip or administrative note, mostly illegible due to fading.

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Product No.
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जगजीत सिंह आर्य, माओरओकेओ
नियन्त्रक
Jagjit Singh Arya, IDAS
Controller

Ph: (0121) 2648754 (O)
Fax: (0121) 2647022 (O)
रक्षा लेखा नियन्त्रक (निधि),
मेरठ छावनी-250001
Controller of Defence Accounts (Funds)
Meerut Cantt.- 250001

अओसओपत्र सं/DO No.DAD//Misc.

दिनांक:/Dated: October 17, 2012

Dear Madam,

This is regarding the speedy clearance of GPF final settlement, final withdrawals and DLIS cases as well as settlement of discrepancy occurring in the GPF account of DAD subscribers whose fund account are being maintained by this office.

Additional efforts are being made to issue the GPF final settlement intimation memo to a subscriber prior to his date of retirement. A tentative month wise list of DAD subscribers who are going to retire between November' 12 to March' 13 are enclosed herewith.

May I request you to instruct the concerned officers/ task holders to forward the final settlement claims duly completed in all respects (invariably mentioning the IFSC Code & the Bank) well in advance in such a manner so as to received at least 2 months before the date of retirement in this office to enable this office to review the GPF account and make payment on the week following the month of his retirement (since the Bank takes 4 working days in crediting the amount) to the payees' account.

Before sending any claim/ letter for rectification of discrepancy to this office it may be ensured that the requisites furnished at the Appendix- 'B' to this DO letter have been fulfilled to facilitate speedy settlement of claims/grievances resulting in decrease of avoidable correspondence.

Expecting fullest cooperation in achieving our target of 'ZERO' complaints, 'ZERO' delay.

With regards

Yours Sincerely
[Signature]

Smt. Sanhita Kar, IDAS
Controller
Office of the Pr. C of A/Cs (Fys.)
10-A, SK Bose Road,
KOLKATA 700 001

[Signature]

P. S. : Kindly bring the above to various Group Controllers.

Go Fund
31/10
Take care
Issue circular to notify GPF Contractors
sk
30/10

APPENDIX B**Final Settlement Claims**

1. The GPF A/C No. of the claimant.
2. The Part II OO indicating the date of retirement.
3. The Contingent Bill signed by the claimant and countersigned by the competent authority
4. The last 5 year withdrawal statement duly verified.
5. The mode of payment viz. name and address of the bank, S.B. A/C No. of the claimant and the IFSC code.
6. A copy of cancelled cheque , if available.
7. The correspondence address and the telephone no. of the subscriber/ claimant.

Final withdrawal Claims

1. The GPF A/C No. of the claimant.
2. The Part II OO indicating the date of retirement.
3. The Contingent Bill signed by the claimant and countersigned by the competent authority duly supported with sanction of competent authority amount to be withdrawn.
4. The last 5 year withdrawal statement duly verified.
5. The mode of payment viz. name and address of the bank, S.B. A/C No. of the claimant and the IFSC code.
6. A copy of cancelled cheque , if available.
7. The correspondence address and the telephone no. of the subscriber/ claimant.

Complaints & Grievances

1. The correct GPF A/C No. of the complainant.
2. Month wise breakup of the missing subscription/refund/ Ty. /Final withdrawal.
3. The D.V. Nos. and month in support of the credits/debits at sl.2 above
4. It may please be ensured that the missing credits/debits have been booked to DAD GPF code head i.e. 09/015/01.
5. The copy of pay slips in support of the missing credits

Transfer of Fund balance claims

1. The GPF Account No. maintained by this office.
2. New GPF account No. allotted to the subscriber whose fund is to be transferred
3. The O.O. Part II notifying the casualty is enclosed.
4. The name address of the new fund maintaining authority.
5. The authority to whom the cheque is payable.
6. The Last five year withdrawal statement prior to the date of his transfer.
7. The contingent bill/Appendix - 'D' to GPF (CS) Rules, 1960 duly signed by the claimant and countersigned by the authority of the office where the subscriber has served prior to his transfer.
8. The correspondence address of the subscriber whose fund is to be transferred.

In other letters/ correspondences/ forwarding of O.O. Part II, the GPF Account No. has to be invariably mentioned.

17325
2.09.

Dr. Goswami
Pradyutale
17/8

AN-VII

कार्यालय रक्षा लेखा नियंत्रक (निधि) मेरठ छावनी. 250 001

OFFICE OF THE CDA (FUNDS), MEERUT CANTT.
EPBX No. 0121- 2647023 FAX No. 0121 - 2647022

Circular

No.: AN/Funds/Coord/Circular

Dated: - 25th August, 2015

To

All Units/Establishments Formation/DDP Controllers/AO GEs

Subject: - Necessary documents attachment while forwarding FS/FW and death cases claims.

Off late it has been observed that a few cases of the Final Settlement/Final Withdrawal claim relating to the General Provident Fund pertaining to DAD/Non-DAD subscribers are received in this office incomplete in nature particularly Part II-O.O., notifying the casualty are not being found enclosed with the claims. Due to which this office is facing difficulties in passing the claims with-in prescribed time limit. Necessary guidelines and instructions for Pay Audit Office and Unit authorities is available on website of this office i.e. www.cdafunds.nic.in. However, a check list is enclosed for follow up action for submission of the Final settlement/Final withdrawal claims to this office. It is requested to ensure that the requirement as per check list for speedy settlement for the claims may be fulfilled in order to avoid unnecessary correspondence. Necessary instruction may please issued to all concerned staff to take action as per check list while scrutinizing the Claims.

CDA has seen.

August
(A.K. Gupta)
DCDA (AN)

CHECK LIST

1. Is the name correctly mentioned?
2. Is the GPF Account Number Correct? Please double Check:
3. Is the date of retirement correctly mentioned?
4. Is the Bank Name address and Account No. correctly mentioned?
5. Is the IFSC code for the Bank branch correctly mentioned?
6. Have you mentioned the mobile phone number of the subscriber? Please do so for easy contact
7. Has the claim been counter signed by the Competent Authority?
8. Has the claim been checked and verified by the concerned CDA Office/Pay audit Office?
9. Are last two years details of advances/withdrawals provided duly verified by the Pay audit Office?
10. **Is Part II O.O. is enclosed duly signed by the individual with the claim?**
11. Have all documents required been attached with the claim?
12. Has a Home address of the retiree subscriber/beneficiary which will remain valid for at least up to 3 months post-retirement been provided? Please provide the same.
13. Has the complete address with Pin Code, Fax No. and telephone no. of the unit been mentioned on the forwarding memo of the claim?
14. In death cases, the Grade Pay of the deceased Govt. servant mentioned and details of the nominee/beneficiary(s) as per nomination form have been provided?
15. In death cases, it may ensured that the CTC of death certificate and Part II order of the casualty have been enclosed with the claim.

(Signature)
 (A.K. Gupta)
 DCDA (AN)

Copy to:-

(Signature)
 The CGDA
 Office of the CGDA
 Ulan Batar Road
 New Delhi

For information

~~XXXX SA-KK~~
 (A.K. Gupta)
 DCDA (AN)