



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. DDP/351/GPF Sch Cor/Vol-I

Dated. 20/07/2018

14/08/2018

MOST IMPORTANT CIRCULAR NO. 39

To

1. SA Section, MO CDA Guwahati
2. The Area Accounts Office, Shillong – 793001
3. All AO GEs/AGE(I)s
4. All LAO/ALAO

Subject: - Scrutiny of the Final Withdrawal, Final Settlement cases of retiring Defence Civilian.

It has been brought to the notice of this office by the CDA (Funds) Meerut vide their DO letter No. AN/Funds/Coord/Gen dated 09/07/2018 that during the processing of Final Withdrawal, Final settlement cases of retiring Defence Civilians some shortcomings have been observed on regular basis. A detail list of such shortcomings is enclosed as Annexure 'A' to this letter.

2. Lack of the adequate attention while processing the cases in the capacity of PAO by the offices of DAD, and due to other shortcomings the bills could not be admitted and hence have created a lot of inconvenience to the subscriber, and lead to delay in processing of the cases. This may also sometimes leads to undue payment of interest to the subscriber as well as resulting in Minor/Minus balance in the GPF accounts of the subscribers.

3. It is therefore imperative that, the cases of Final Settlement/Final Withdrawal may be scrutinized very carefully, and it should also be ensured that all the connected documents as prescribed may be enclosed along-with the final settlement cases before submitting them to the CDA (Funds) Meerut. As the sole responsibilities of processing of GPF cases rests with the PAO, if any complication arises in future, the PAO will only be held responsible.

Please acknowledge receipt and give it wide publicity among respective DDOs.

This has been issued with the approval of CDA.

Enclosure: As above.


(J N Doley)
Assistant Controller

Copy to:


✓ The Office-in-Charge
EDP Cell
(Local)

For uploading in CDA Guwahati Website.


(J N Doley)
Assistant Controller

List of various shortcomings identified during Final Withdrawal (FW)/
Final Settlement (FS) of GPF assets of the Subscribers:-

1. Bank Details like Bank Name, Correct Account no, IFSC code, Name of place where Bank exists not mentioned or mentioned incorrectly in final settlement claims.
2. Contingent Bill not signed by the Subscriber.
3. Contingent Bill not counter Signed by the OIC Of the unit.
4. 2/5 years withdrawal statement not found attached with claim or differ from broadsheets held in this office.
5. Withdrawal statement not verified by the concerned officials of DDP controller.
6. Bank Account No mentioned on contingent Bill differ from individual mentioned in his application.
7. Nominations not found in Death cases.
8. Last subscriptions not found verified by the concerned officials of DDP Controller, in case of voluntary retirement.
9. Transfer Proforma not signed/submitted by the individuals in Transfer cases.
10. Nomination form not submitted along with Transfer case.
11. In most of the cases withdrawal statement not found attached in transfer cases.
12. Detailed subscriptions mentioned in FS cases differ from data punched by DDP Controller.
13. Missing subscription during previous years not forwarded by DDP Controller at the time of FS cases.
14. In voluntary retirement case, Final withdrawal/Ty withdrawal sanctioned by DDP controllers not mentioned/verified by the concerned officials of DDP Controller.
15. In Death cases DO PT II OO not found attached with the claim.
16. Final Settlement claims are submitted too late. In case of delayed submission, if it is established that the delay was occasioned by the circumstances beyond the control of the subscriber/ due to administrative delay, it should be fully investigated and action taken/ delay report must be submitted along with the claim to justify the interest.
17. GPF subscriptions are not compulsorily discontinued during last three months of service on superannuation as per the provisions contained in GOI Min of Pers & Trg OM No.13(3)/84-PU dated 12.06.1985 incorporated under Rule 7 of GPF(CS) Rules. Immediately after discontinuance of the subscription final settlement claims of the subscriber be processed and should be rendered to this office within a fortnight duly completed in all respect.
18. In order to send the SMS of bill receipt and payment, the mobile numbers of all subscribers may be provided to office of CDA(Funds) Meerut, on immediate basis.


Accounts Officer (AN)