

Most Important Circular

No. DDP/351/GPF SCH Corr/ Vol-I
O/O the CDA Guwahati (DDP SEC)
Udayan Vihar, Narangi
Ghy- 781171
Dated: - 30/05/2017

To,

Subject: - Non receipt of monthly GPF Credit/Debit Schedule
-----XXX-----

1. It has been observed that some offices are not forwarding the monthly GPF Credit/Debit Schedules in due time to this office. As a result this office is unable to reconcile the same with reference to printed sectional compilation and submit it in time to the CDA (Funds) Meerut along-with the monthly report.
2. It is therefore, enjoined upon you to forward the monthly GPF Credit/Debit Schedules under separate top list for credit and debit schedules along-with copy of PM duly rectified and tallied with PM and also correct GPF account No., with correct name so as to reach this office (DDP Section) latest by last day of every month concerned for onward transmission to the CDA (Funds) Meerut within stipulated time to avoid adverse comments from higher authority.
3. AAO Shillong is specially requested to forward the Credit/Debit Schedule of each class (viz class-I, Class-II, Class-IX etc) under separate top list duly verified and tallied with PM .
4. It is further informed that some offices are furnishing the above schedules quoting there in wrong GPF Account number which does not tally with the name of the individual concerned.
5. Finally it is requested to fill the format mentioned below and forwarded to this office at an early date along with a photo copy of current CCO-9 of all individuals serving under your jurisdiction for further necessary action at this end.

SL No	Personal No	Name, & Grade	GPF Account No	Mobile No	Signature of the individual


G.O. has seen


Sr. Accounts Officer
(DDP Section)

Copy to:-

1. The Oi/c
EDP Cell

For uploading in the web side of CDA Guwahati


Sr. Accounts Officer
(DDP Section)

F/GPF Schedule