

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

Memo. No. 33341(210)—GPF-5/88-F.

Bhubaneswar, the 29th August 1989

To

All Department of Government/
Heads of Department.

Subject—Submission of list of retiring persons by 30th September each year.

The undersigned is directed to invite a reference to Finance Department Memo. No. 49304 (130), dated the 25th October 1979 in which it has been stated that Heads of Departments will send a consolidated report of the subscribers who are due to retire during the course of next year to Accountant-General, Orissa by the 30th September each year after collecting information from the Heads of Offices under their control. But it has been brought to the notice of Government by the Audit Office that the Heads of Department are not furnishing such lists to the Audit Office for which settlement of G. P. F. cases of retired Government servants are being delayed causing undue hardship to them.

It is, therefore, impressed upon all Heads of Departments that they should ensure submission of such lists in duplicate with G. P. F. Account Nos. of the subscribers who are due to retire within the course of next year to the Audit Office regularly by 30th September each year after collecting information from the concerned Head of Offices under their administrative control with a view to enable the Accountant-General to review the G. P. F. accounts of the retiring subscribers and to finalise balance for final payment in time. Such list shall contain name of the subscriber, G. P. F. Account No., date of superannuation and should be prepared in separate sheets according to G. P. F. groupwise (suffix with) as is done in case of G. P. F. recovery schedules.

E. B. PALAI

Joint Secretary to Government

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

Memo. No. 36922(226)—GPF-4/88-F

Bhubaneswar, the 27th September 1989

To

All Departments of Government
All Heads of Departments
All District Officers.

Subject—Preparation of G. P. F. Schedule

The undersigned is directed to invite reference to Finance Department Letter No. 17056-F., dated the 22nd April 1989 on the subject mentioned above and to state that as per the Sl. No. 4 of General instructions appended to the said letter the Drawing and Disbursing Officers are required to furnish a half-yearly return showing the name and account number of the employees transferred to/from the establishment in the prescribed pro form enclosed thereto. Some doubts have been raised by certain quarters as to whom and when such return is to be furnished by the Drawing and Disbursing Officers.

In order to remove such doubts it is clarified that such reports shall be furnished to the Accountant-General (F. M. Section) Orissa, Bhubaneswar in every six months once on 30th September pertaining to the period from 1st March to 31st August and once on 31st March pertaining to the period from 1st September and 28 February.

This should be brought to the notice of all Subordinate officers under their control with definite instructions to follow the above procedure strictly without fail.

B. B. PALAI

Joint Secretary to Government