

GOVERNMENT OF JAMMU & KASHMIR,
FINANCE DEPARTMENT
(www.jkdat.nic.in)

Subject: Guidelines to Sanctioning Authority/Drawing and Disbursing officers for sanctioning of GP Fund advance /withdrawal.

C I R C U L A R

It has been observed that Drawing and Disbursing Officers are not adhering to GP Fund (Central Service) Rules 1960 and O.M No. 3/2/2017-P&PW(F)(ii) dated 07-03-2017. Drawing and Disbursing Officers need to ensure that following guidelines are adhered to in letter and spirit:

1. A subscriber is **not** permitted to take an advance more than once in six months under Rule 12 of GP Fund (Central Service) Rules 1960.
 2. GPF Withdrawal cannot be applied for more than one house (M.F. O.M No. F.4(1)-E.V(b)/62 Dated 17.04.1962).
 3. No temporary advance or withdrawal to be sanctioned during last three months of service. (Ministry of P&PW O.M No. 13(3)-Pen/85, dated 31.1.1986. In exceptional circumstances which should be rare, part final withdrawal may be sanctioned with the approval of the Head of the Department.
 4. GPF withdrawal/Advance should be in accordance to amount permitted under GP Fund (Central Service) Rules 1960 and G.I. Department of P& PW, O.M No. 3/2/2017-P&PW(F)(ii) dated 07-03-2017).
 5. The competent authority while sanctioning withdrawal or refundable advance shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the employee as per Rule 15(2) of GP Fund (Central Service) Rules 1960.
 6. Drawing and Disbursing officers shall ensure that individual bill is generated for individual employee for drawal of GP Fund, rather than clubbed bill for more than one employee, a practice which is to be discouraged.
 7. There shall be only one withdrawal for the one purpose. An advance and withdrawal not to be applied/sanctioned for the same purpose together (M.F. O.M No. F.23 (2) -E. V (b)-66 dated 07.01.1966).
 8. Utilization Certificate that the GP Fund Advance/withdrawal is utilized for the same purpose as applied for is compulsory for further GP Fund Advance/withdrawal. If the sanctioning authority is not satisfied regarding proper utilization of above, the amount can be recovered from the subscriber according to provisions of Rule 14. Wrongful use of Advance/withdrawal shall be dealt with disciplinary action under rules and amount shall be recovered in one go.
- 4/8/239. The Drawing and Disbursing Officers must ensure that any GP fund advance/withdrawal bill sent to Treasury is included in the Form 10 and Form 10A at the time of submission of final payment case.

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Sanctioning Authority/Drawing and Disbursing officers must examine the cases thoroughly so that they are compliant with the GP Fund (Central Service) Rules 1960 before sanctioning advance /withdrawal in favour of the subscriber.


Sd/-
(Santosh D.Vaidya) IAS,
Principal Secretary to Government,
Finance Department.

No. DGAT/PS/DR/CC-7251080/258

Dated 04.08.2023

Copy to the:-

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3. Principal Accountant General J&K Srinagar.
4. All Principal Secretaries to the Government.
5. Director General of Police J&K.
6. All Commr/Secretaries to the Government.
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8. Principal Secretary to the Hon'ble Lieutenant Governor.
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22. Joint Director Funds Organization Jammu/Kashmir.
23. **All Treasury officers. They are directed to entertain GP Fund bills of individual employee only.**
24. General Manager, Government Press for publication in Government Gazette.
25. Pvt. Secretary to Advisor (B) to the Hon'ble Lieutenant Governor.
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28. I/C Website Finance Department. (www.j&kfinance.nic.in).
29. I/c Website, gAD (www.jkgad.nic.in).
30. Circular file.


(Mahesh Dass), 4/8/23
Director General,
Accounts & Treasuries,
Finance Department.