

Government of Jammu and Kashmir
Finance Department,

Subject: Sanctioning of G.P.Fund Advances/ Withdrawals.

Government Order No: 268-F of 2011

Dated: 23.11.2011

1- It has been noticed that the cases for sanctioning of advances and withdrawals out of General Provident Fund (G.P.F) are not processed in terms of prescribed rules which often leads to undue delay and inconvenience to the subscribers.

2- In view of the above, it is felt necessary to reiterate relevant procedures of the rules for strict observance by sanctioning authorities and Drawing and Disbursing Officers. Treasury Officers are also directed to follow prescribed procedures so that G.P.Fund Account of subscribers is updated regularly and all debits and credits are reflected in their Annual Account Statement (AAS) on regular basis every year.

3- Rule 8:

Amount of advance withdrawn under various provisions of this Rule is recoverable in one lumpsum installment together with interest at the rate determined under Rule 7, if the withdrawal so made is not utilized for the purpose for which it has been withdrawn. In order to ensure speedy disposal of cases and for the objective satisfaction of sanctioning authority under this clause, Performa A is being prescribed as enclosed for withdrawal under Rules 8 C (1) and (2).

4- Advance under Rule 9 (1):

(i) The sanctioning authority is empowered to sanction advances under this Rule as prescribed under rule 9 (1) a,b,c,d,e and f. In order to

Contd-2-

facilitate prompt sanction of cases under this rule, application for advance from G.P.Fund shall be accompanied by the relevant prescribed formats duly filled in by the subscriber. The prescribed formats are attached with this Government Order as Performa A, B, C, D. This would benefit the subscriber by eliminating undue delay.

5- Consolidation of Annual Account Statements.

In order to ensure speedy processing and sanction of cases, it is enjoined upon all sanctioning authorities and Drawing and Disbursing Officers to maintain Annual Account Statements issued by the respective Fund office and also debit and credit statement for the interim period for which Annual Account Statement may have not been issued. In case the subscription period is spread over to more than one District Fund Office, consolidated G.P.Fund, account should be obtained immediately and cases should be processed accordingly. It shall be responsibility of the concerned Drawing and Disbursing Officer with whom officer/ official is working to ensure that these provisions are complied with without fail.

By order of the Government of Jammu and Kashmir.

Sd/-
Commissioner/ Secretary to Govt.,
Finance Department.

No:

Dated:23.11.2011

Copy to :- FD/Coord/130/2011

- 1- Advocate General, J&K.
- 2- Principal Resident Commissioner, 5- Prithvi Raj Road, New Delhi.
- 3- All Financial Commissioners:
- 4- All Principal Secretaries to Government.
- 5- Principal Secretary to Hon'ble Chief Minister.
- 6- Chief Electoral Officer, J&K.
- 7- All Commissioner/ Secretaries to Government.
- 8- Secretary to HE the Governor.

Contd-3-

PROFORMA (A)

(to be attached to application for Advance/ withdrawal from G P Fund)
(Refer Government Order No: _____ Dt: _____)

I- Certified that I, _____ working
as _____ in the office
of _____, have applied for Advance / withdrawal of
Rs _____ from my G.P.Fund CC No: _____ for repairing/ making
additions/ alterations to my residential house situated at _____ as
reflected in the Annual Property Return filed by me for the year ending 31st
December _____

It is further certified that I have not claimed any Rebate on account of
HRA while filing income Tax Return for the year _____

*II- Certified that I, _____ working
as _____ in the office of _____
have applied for Advance / withdrawal of Rs _____ from my G.P.Fund
CC No: _____ for building/acquiring a suitable house for my residence
including the cost of site or repaying the outstanding on account of loan expressly
taken (details of loan sanction alongwith a photocopy) for this purpose from the
Government. It is also certified that I do not own a residential house, as can be
verified from my Annual Property Return filed by me for the year ending 31st
December _____

Counter Signed

Head of Office

Signature of Applicant.
Name
Designation.

* Strike off, if not applicable.