



GOVERNMENT OF KERALA

Finance (Provident Fund) Department

CIRCULAR

No. 35/10/Fin.

Dated, Thiruvananthapuram, 16th April, 2010.

Sub:—General Provident Fund—Forwarding of sanction orders for Temporary withdrawals from General Provident Fund accounts to Accountant General (A&E), Kerala, Thiruvananthapuram and furnishing of details of non-subscribing periods along with applications for closure of accounts—Instructions—Issued.

Ref:— 1. Letter No. FMI/9-511/2009-10/501 dated 22-3-2010 of the Senior Accounts Officer, O/o the Accountant General (A&E), Kerala, Thiruvananthapuram.

2. Circular No. 80/2009/Fin. dated 14-9-2009.

As per Circular cited 2nd all General Provident Fund advance sanctioning authorities are reminded of the Decision No. 2 below the Ruling to Rule 16 of General Provident Fund (K) Rules and directed to forward copies of Temporary Advance sanctions to the Accountant General (A&E), Kerala soon on sanction, without fail. In the letter cited, the Senior Accounts Officer, has reported that still some of the sanctioning authorities fail to furnish the same to Accountant General. Posting of Temporary advance sanctions in the account records well in advance of posting of vouchers is crucial in account keeping as the sanction details are instrumental in detecting irregular withdrawals and missing debits. It is also informed that sanctions for Temporary Advances will be received and posted only in the Main Office at Thiruvananthapuram, from April, 2010 as part of centralisation of work. Hence Senior Accounts Officer has requested to instruct all Controlling Officers/Heads of Offices to forward all sanctions for Temporary Advance from GPF to Accountant General (A&E), Kerala, Thiruvananthapuram and to furnish details of non-subscribing periods for closure of account.

GCPT. 4/1595/2010/DTP.

In the circumstances, all Controlling Officers/Heads of Offices are directed to follow the instructions below for strict compliance:

1. All sanction orders for Temporary Advances shall be forwarded to the O/o the Accountant General (A&E), Kerala, Thiruvananthapuram, even if the accounts are maintained in any of the Branch Offices at Kottayam/Ernakulam/Thrissur/Kozhikode.
2. Details of periods, if any, during which no subscriptions and refunds are made, and details of service (i.e., office address and periods as in Service Books) of subscribers especially of non-gazetted officers indicating telephone numbers of the Subscribers/Heads of Office shall be furnished while forwarding closure applications of General Provident Fund Account.
3. Nomination in original, and if no nomination exists, the Departmental Enquiry Certificate shall be forwarded along with application for closure on death of employees.

JACOB VARGHESE,
Additional Secretary,
for Additional Chief Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A & E), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
The District Treasury Officer, Thiruvananthapuram.
All District Treasuries, Kerala.
The Director of Public Relations.
All Heads of Departments and Offices etc.
All Departments and Sections of the Secretariat.

The Registrar, High Court, Ernakulam (with C.L.).

The Registrar, University of Kerala/Calicut/Cochin/Mahatma Gandhi/Kannur (with C.L.).

The Advocate General, Kerala, Ernakulam (with C.L.).

The Registrar, Kerala Agricultural University, Mannuthy, Thrissur (with C.L.).

The Secretary, Kerala Public Service Commission (with C.L.).

The Chairman, Kerala State Electricity Board, Thiruvananthapuram.

The Managing Director, Kerala State Road Transport Corporation, Thiruvananthapuram (with C.L.).

The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.

The Secretary to Governor.

The Private Secretary to the Chief Minister and other Ministers.

The P.A. to Speaker.

The Private Secretary to the Leader of Opposition, MLA Hostel, Thiruvananthapuram.

The Additional Secretary to the Chief Secretary.

The Nodal Officer, www.finance.kerala.gov.in.

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TRANSPORT COMMISSIONERATE KERALA					
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GOVERNMENT OF KERALA
Finance (Provident Fund) Department

CIRCULAR

No. 70/2010/Fin.

Dated, Thiruvananthapuram, 23rd July, 2010.

Sub:—Defects/deficiencies in Provident Fund inputs received in the Office of the Accountant General (A & E), Kerala from Various Controlling Officers/Treasuries— Rectification— Instructions—Issued.

- Ref:—**(1) Letter No. FMII/9-451/2010-11/621 dated 12-7-2010 of the Accountant General (A & E), Kerala, Thiruvananthapuram.
- (2) Circular No. 47/2008/Fin. Dated 11-8-2008.
 - (3) Circular No. 90/2008/Fin. Dated 19-12-2008.
 - (4) Circular No. 88/2009/Fin. Dated 21-10-2009.
 - (5) Circular No. 100/2009/Fin. Dated 17-12-2009.
 - (6) Circular No. 60/2010/Fin. Dated 28-6-2010.

1. In the circulars cited, instructions to be followed while providing Provident Fund details were issued to all Controlling Officers/Treasuries for strict compliance. Still the Accountant General (A & E), Kerala, Thiruvananthapuram in his letter cited has brought to the notice of Government the following defects/deficiencies in the inputs on Provident Fund matters received from Various Offices.

(i) Correct Provident Fund Account No. with Department Code and Name with initials are not noted in a good number of PF Schedules and vouchers.

(ii) In the case of Provident Fund Schedules attached with the establishment bill, correct page total and consolidated page total were not arrived at in most cases and the schedule total does not agree with the treasury figure.

(iii) Subscription, refund and arrear amounts should be shown separately in a single row. Separate schedules for arrears should be avoided and the arrear amount should be noted in separate ink or different font size to distinguish easily.

(iv) Besides DDO code, Office phone number or mobile number of Drawing and Disbursing Officers should be noted on the 1st page of the PF schedule.

(v) During transfer, some officials subscribe twice. More than one subscription in a month should be avoided.

2. All Controlling Officers/Heads of Departments/Drawing and Disbursing Officers/Treasury Officers are therefore directed to avoid the above mentioned defects/deficiencies while providing input relating to Provident Fund.

JACOB VARGHESE,
Additional Secretary,
For Additional Chief Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A & E), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All District Treasuries, Kerala.
The Director of Public Relations.
All Heads of Departments & Offices
All Departments and Sections of the Secretariat.
The Registrar, High Court, Ernakulam (with C. L.).
The Advocate General, Kerala, Ernakulam (with C. L.).
The Registrar, Kerala Agricultural University, Mannuthy,
Thrissur (with C. L.).
The Secretary, Kerala Public Service Commission (with C. L.).
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy
Secretaries and Under Secretaries to Government.
The Secretary to Governor.
The Private Secretary to the Chief Minister and other Ministers.
The P. A. to Speaker.
The Private Secretary to the Leader of Opposition, M. L. A. Hostel,
Thiruvananthapuram.
The Additional Secretary to the Chief Secretary.
The Nodal Officer, www.finance.kerala.gov.in.