

**PROCEDURE FOR FORWARDAL OF DATA WITH REFERENCE TO
COMPULSORY GPF**

ANNEXURE TO TD 48 MUBANI 2001 DATED 29.12.2001

1. The Heads of Department have to furnish (DDO wise) the information about the non-subscribers in the format A enclosed within one month of the announcement of the scheme in the Gazette. The information has to be furnished either in CDs or 3.5” Computer floppies in MS Excel or Foxpro / dBASE files. Also, the Heads of Departments should ensure that these officials have not already been assigned account numbers and enclose a certificate stating that the applications of the employees whose names are included in the floppy / CD have been verified and found correct. In respect of these cases the DDOs are not to send any application forms from subscribers in hard copies. However, after this one time exercise, for future admissions the DDOs may send to A.G., admission applications of officials becoming eligible for contribution desirous of contributing in respect of optional cases at least 2 months in advance, for allotting numbers. Moreover, while sending the admission applications the DDOs should ensure that the applicants have not got account numbers allotted already. This is essential to ensure that there are no double accounts for the same subscribers.

2. The hard copies of the names of subscribers with numbers allotted by this office have to be sent in duplicate to the respective Heads of Department in a period of a month’s time from the date of receipt of the CDs or floppies. The recoveries are not to commence until the hard copies with numbers given to the subscribers reach the DDOs concerned from the Heads of Department. The reason for this is if the recoveries start without numbers allotted by this office the amount will go into unposted items which would become difficult to trace at a later date.

FORMAT A

INFORMATION REQUIRED BY THIS OFFICE FOR ALLOTMENT OF GPF
ACCOUNT NUMBERS

Name of the Department:

Designation of the Drawing Officer:

Major Head:

Sl.No.	Particulars.
1.	Name of the Subscriber
2.	Designation
3.	Basic Pay
4.	Date of Birth
5.	Date of Joining Service
6.	Sex
7.	Father’s Name