

GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT

-.-

Subject: Maintenance of Pass Book of G.P.Fund subscribers : A facility for the convenience of Employees.

C I R C U L A R

Attention of all the "Drawing and Disbursing Officers" is invited to Rule 17-A (Maintenance of Pass Books of Subscribers) of the General Provident Fund Rules, which reads as under:-

" A Pass Book in the form prescribed in the Schedule III appended to these rules will be maintained in respect of each Subscriber in which shall be recorded all transactions pertaining to the monthly subscriptions, withdrawals, advances from the fund and recovery thereof and the interest accrued thereon. The following instructions should be followed in maintaining these Pass Book:-

- (i) The Pass Book will be kept under the custody of the subscriber himself.*
- (ii) The disbursing officer will make these entries in the Pass Book under his attestation."*

The issue relating to non maintenance of G.P.Fund Pass Books and inconvenience experienced by the G.P.Fund subscribers at the time of settlement of Final Refund (FR) cases, Transfer Entry (TE) Cases and adjustment of missing/un-posted debits/credits came up for discussion in the Review Meeting of the J&K Funds Organization held on 28.04.2010 under the chairmanship of the Hon'ble Minister for Finance & Ladakh Affairs. It was decided that instructions regarding maintenance of Pass Books of G.P.Fund subscribers are made compulsory for each DDO and for the purpose of settlement of G.P.Fund cases the G.P.Fund Pass Books, so maintained and authenticated by the concerned Drawing & Disbursing Officers (DDOs) should be entertained by heads of concerned Fund Offices in lieu of the debit/credit statements at the time of settlement of FR cases, TE cases and adjustment of missing/un-posted debits/credits.

Accordingly, the following instructions are issued for strict compliance by all the DDOs, Treasury Officers and heads of Fund Offices :-

1. All the Drawing & Disbursing Officers shall, therefore, maintain Pass Books, in the prescribed format, of all the subscribers/employees and make relevant entries in the Pass Books in respect of whom they draw salaries. At the close of the each month they will make relevant entries in the Pass Books and authenticate them. At the close of each year (ending February each year) they shall prepare an abstract of G.P.Fund

debits/credits in the Pass Books, authenticating the Opening Balance, Subscriptions/Refunds and withdrawals under their seal and signatures.

2. All the Treasury Officers shall invariably obtain a certificate on the salary bills, starting for the month of August, 2010, from all the DDOs operating upon their treasuries to the effect that relevant entries have been made in the Pass Books of all the employees billed for. Action Taken Reports in this behalf shall be submitted by all the Treasury Officers to the Directorate of Accounts & Treasuries through the respective Joint Directors.
3. All the officers in charge of the Fund Offices shall entertain the extract of G P Fund Pass Books duly attested by the concerned DDOs in lieu of G.P.Fund debit/credit statements at the time of settlement of FR cases, TE cases, adjustment of missing G.P.Fund debits/credits etc.

All the Administrative Secretaries are also requested to pass on these instructions to all the Head of Departments and Drawing & Disbursing Officers of their respective departments so that the inconvenience and delays in settlement of G.P.Fund cases of the employees is avoided.

Sd/-
(Sudhanshu Pandey),
Commissioner/Secy. to Government,
Finance Department.

NO: DGAT/PS/DR/572

Dated: 22 -07-2010

Copy to the:

1. Principal Resident Commissioner, J&K Government, 5-Prithvi Raj New Delhi.
2. All Administrative Secretaries.
3. Principal Accountant General J&K Srinagar.
4. Divisional Commissioner Jammu / Kashmir.
5. All Deputy Commissioners.
6. Director Audit & Inspections J&K / J&K Funds Organization.
7. All Heads of Department.
8. Joint Director Accounts & Treasuries Kashmir / Jammu.
9. All Treasury Officers / All heads of Fund Offices.

(Wali Mohd. Batt)
Director General,
Accounts & Treasuries,
Finance Department.