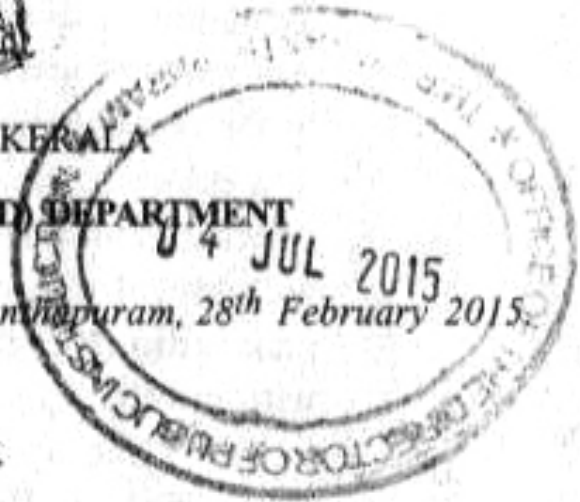


54863



GOVERNMENT OF KERALA
FINANCE (PROVIDENT FUND) DEPARTMENT



No. 24/2015/Fin.

Dated, Thiruvananthapuram, 28th February 2015.

CIRCULAR

Sub:—Defects / Deficiencies noticed in the inputs on Provident Fund matters received in the Office of the Principal Accountant General (A&E) from various Controlling Officers/Heads of the Departments/Drawing and Disbursing Officers/Treasuries—Instructions—Issued.

Ref:—Letter No. FM II/9-451/2014-15/601 dated 15-10-2014 and Lr. No. FM II/9-451/2014-15/844 dated 15-1-2015 from the office of the Accountant General (A&E), Kerala, Thiruvananthapuram.

The Accountant General (A&E) in his letters cited has brought to the notice of Government the following defects deficiencies in the inputs on Provident Fund matters received from various offices.

1. The application form for admission to GPF has a provision at Sl. No. 10 to note the Permanent Employee Number (PEN) of the applicant. In certain cases application for admission to GPF is forwarding without PEN. While forwarding the application for admission to GPF, the PEN should invariably be noted at Sl. No. 10 of Form 'A' for the smooth transfer of electronic data. Applications received without noting the same will be objected.

2. In certain cases copies of proceedings sanctioning Temporary Advance are not received in the office of the Accountant General (A&E), Kerala, Thiruvananthapuram. In the computerized environment, proceedings of sanctions is a pre-requisite for posting the temporary withdrawal vouchers and also an essential document for tracking the withdrawal and accounting of the amounts. Hence the proceedings regarding the sanction of all temporary withdrawals along with the application should be forwarded to the Office of the Accountant General (A&E), Kerala, (Main Branch, Thiruvananthapuram) for noting the same.

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

RAJESH KUMAR SINHA,

Secretary (Finance-Expenditure).

To

- The Principal Accountant General (A & E), Kerala, Thiruvananthapuram (with C.L.).
- The Principal Accountant General (G & SSA), Kerala, Thiruvananthapuram.
- The Accountant General (E & RSA), Kerala, Thiruvananthapuram.
- The Director of Treasuries, Thiruvananthapuram.
- All District Treasuries, Kerala.
- All Heads of Departments and Offices.
- The Director of Information and Public Relations, Thiruvananthapuram.
- All Additional Chief Secretaries / Principal Secretaries / Secretaries/ Special Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries and Under Secretaries to Government.

- The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L.).
- The Registrar, High Court, Ernakulam (with C.L.).
- The Advocate General, Kerala (with C.L.).
- The Registrars, University of Kerala/Mahatma Gandhi/Cochin/ Calicut/Kannur/Sanskrit/Malayalam/Agricultural/Fisheries/ Veterinary & Health (with C.L.).
- The Secretary to Governor, Raj Bhavan, Thiruvananthapuram (with C.L.).
- The Private Secretary to the Chief Minister & Other Ministers.
- The Private Secretary to Speaker.
- The Private Secretary to the Leader of Opposition.
- The Chairman, Kerala State Electricity Board, Thiruvananthapuram (with C.L.).
- The Managing Director, Kerala State Road Transport Corporation Thiruvananthapuram.
- All Departments and Sections of the Secretariat.
- The Additional Secretary to the Chief Secretary.
- The Nodal Officer, www.finance.kerala.gov.in
- The Stock File / Office Copy.

Encl. No. 1 (3) / 54863 / 15 / DP2 dt. 17/15

Copy communicated to all DDC's/DCS's / PEO's / DIET Principals / Heads of schools for information and necessary action.

Shree
15/07/17

Service Form of Officers for Director of Public Instruction

Shree
17/17/17