

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

No.DAT/GPF/MISC/U-I/2024-25 /60

Puducherry, the 26/04/2024

CIRCULAR

Sub: DAT – GPF Drawal of Advance/Partfinal/Final Withdrawal
– Instruction – Issued – Reg.

It has been brought to the notice that most of the GPF subscribers are drawing Advance/Partfinal/Final withdrawal from their GPF account which shall be thoroughly verified by the concerned DDO's. To facilitate easy and quick access, following instructions shall be strictly adhered to:

Advance/PartFinal withdrawal:

- (i) The relevant rules and reasons for the amount to be sanctioned shall properly be mentioned.
- (ii) The GPF Account Number of the subscriber shall match in the sanction order and GPF bill.
- (iii) The bill type shall be properly mentioned in the BEAMS.
- (iv) Ink signed sanction order or e-sanction order is mandatory. No facsimile copy will be accepted.
- (v) For deputation cases, the challan verification shall be done for having remitted the amount in the GPF account before presenting the bill.
- (vi) All columns should be duly filled in the GPF bills and shall be submitted on or before 20th of every month.

Final Withdrawal:

- (i) Belated submission of the proposal will ^{only} be accepted, along with proper reasons and justification in the covering letter with Office contact number.
- (ii) In Form-1 and GPF recovery statement, the withdrawal amount in respect of Partfinal/Advance has to be mentioned with date ^{bill nos.}
- (iii) In case of death of the GPF subscriber, the nomination copy with countersignature of the Head of Office along with original death certificate shall be furnished.
- (iv) Duly filled undertaking with countersignature of DDO shall be furnished.
- (v) In case of Voluntary retirement, acceptance copy of the VRS is mandatory.
- (vi) After issue of Final withdrawal sanction order by this office, the Final withdrawal bills for payment shall be furnished immediately.
- (vii) The proposal of other region viz Karaikal, Mahe and Yanam shall be routed through concerned DDAT.

2. In order to avoid delay in payment of GPF Advance/PartFinal & Final withdrawal, all the Head of Office/Drawing & Disbursing Officer are requested to send the proposal/bills in complete & proper manner.

1/4 
(S.PRABHAVADY)
DIRECTOR

To

1. All the Head of Office/Drawing & Disbursing Officer
Puducherry/Karaikal/Mahe/Yanam.

✓ 2. The Programmer - with a request to upload this circular in the official website
DAT, Puducherry.