File No.DSEJ-22/159/2021-ACCNTS-JAMMU

I/4474/2021

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF SCHOOL EDUCATION JAMMU
MUTHI CAMP ROAD, JAMMU J&K -181205

0191-2598803
www.schedujammu.nic.in
cao-dsej@jk.gov.in

Subject: Sanction of GPF Withdrawal – Refundable / Non-refundable.

Order No: 768 DSEJ of 2021.
Dated: 07-08-2021

Whereas this office has received a number of representations regarding delay in Sanction of GPF Withdrawals, both Refundable and Non-refundable cases, at different stages - DDO Level / District Level / Directorate Level which is a serious matter.

It is therefore impressed upon all the Subordinate Offices of Jammu Division to observe the following guidelines along with existing rules / norms in vogue:

A. **Submission of GPF cases**:
   1. The Correct & complete cases should be processed within three days from the date of its receipt, strictly as per the checklist provided herewith, for submission to the higher authority for necessary sanction.
   2. The exercise for removal of Deficiency / Objection should be completed within a week's time including the timeline of three days for Subscriber / DDO concerned to do the needful from the date of receipt of Deficiency / Objection notice.

B. **Sanction of GPF by Subordinate office**:
   1. The exercise of communicating / providing GPF Sanction Order to the DDO / Subscriber should be completed within two days from the date of its sanction through Govt. email-id of concerned Office.

C. **Communication of GPF Sanctioned by DSEJ**:
   1. The exercise of communicating GPF Sanction Order to the DDO / Subscriber should be completed within two days through Govt. email-id: dse.jammu@jk.gov.in
   2. The exercise of providing GPF Sanction Order to the DDO / Subscriber should be completed within three days from the date of its receipt by the officer / official deputed by the Subordinate Office.

D. **Uploading of Sanctioned GPF cases**:
   1. List of all Sanctioned Refundable / Non-refundable GPF cases shall be uploaded on website: http://schedujammu.nic.in
   2. All the Subordinate offices shall submit list of Refundable Sanctioned GPF cases on 1st and 15th of each month to this directorate through their Govt. email-id.

The delay in sanction of GPF cases shall be reviewed by this Office periodically. Any laxity found on part of the Officer / Official shall invite stern action warranted under rules.

Enclosure: Checklist.

(Dr. Ravi Shankar Sharma) KAS
Director School Education
Jammu

No: DSEJ/Acctts/2021/ 5167-84 Dated:07-08-2021.

Copy to the:

1. Principal Secretary to Government, School Education Department, Govt of J&K, Jammu / Kashmir for kind information.
2. Joint Director, SCERT Jammu.
3. Joint Director (all) for information.
4. Chief Education Officer (all) for information and compliance.
5. I/c website, DSEJ for uploading.
6. I/c e-Office, DSEJ shall ensure scanning of GPF cases within 24 hours of its receipt.
7. Office file.

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Check list for GPF Withdrawal

S. No.	Items	Verification by DDO (Yes/NA)	Verification by Subordinate Office (Yes/NA)	Remarks
1	Application form for GPF Advance / Withdrawal (Form 3 & 4) as the case may be, properly recommended by DDO / Subordinate Office concerned mentioning amount in figures & words			
2	GPF Statement of Previous year & Current year duly attested by DDO			
3	Latest original GPF Schedule duly attested by DDO			
4	Photocopy of GPF Schedule duly attested by DDO			
5	A. Non-drawal certificate for Previous year & Current year duly authenticated by DDO with Number & Date. B. Non-drawal certificate must show previous withdrawn amount, if any, mentioning Treasury Voucher No. and date.			
6	GPF Withdrawal Sanction Copy, if withdrawal made during Previous year / Current Year.			
7	Undertaking Form signed by Subscriber & attested by DDO			
8	Copy of First page of the Service Book. A. Date of Appointment: B. Date of Birth: C. Date of Retirement/Superannuation:			
9	Due recommendation from DDO / Subordinate Office mentioning amount in figures & words			
10	If Superannuation of the Officer/Official is approaching, the Case should be recommended, if allowed, as per the GPF rules in vogue.			
11	Gap between two consecutive withdrawals must be more than 6 months.			
12	Contact number & e-Mail id of Subscriber (mandatory):			
13	e-Mail id of the DDO (mandatory):			
14	e-Mail id of the Subordinate Office (mandatory):			
15	Date on which Subscriber applied for Withdrawal (mandatory):			
16	Reason for delay in Submission / Recommendation of Complete GPF case (in all respects), If more than 03 (three) working days by DDO / Subordinate Office.			

SEAL & SIGNATURE OF DDO

SEAL & SIGNATURE OF SUBORDINATE OFFICE (CEO)

UNDERTAKING/ DECLARATION

I, _____ S/O D/O _____, hereby give undertaking and declare:

1. That I am serving as_____in the _____ (office), J&K and presently posted at _____(District) and my GPF A/C no. is _____.
2. That I have applied for GPF withdrawal for the purpose of _____.
3. That I shall utilize the amount of GPF refundable advance/non-refundable withdrawal for the stated purpose only.
4. That all the advance/withdrawal made by me has been accounted for and there is no debit/minus balance in any District Fund Office of UT of J&K.
5. That an amount of Rs._____outstanding against me is due from previous advance and aggregate balance amounting to Rs._____will be refunded by me in _____instalments of Rs._____per month.
6. That I shall abide by all the rules and regulations of the authority concerned.
7. That I shall furnish all relevant documents related to the said purpose of withdrawal whenever asked by the competent authority.

Signature:

Name of applicant:
Designation:
Place of posting:

Form 3

Form for Application for Advance from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber ... ...

2. Account Number (with Departmental suffix) ...

3. (i) Designation
   (ii) Section/Branch ... ...

4. Basic Pay/ (Pay in the Pay Band+Grade Pay) ... ...

5. Balance at credit of the subscriber on the date of application ..... (if known)

6. Whether any advance is outstanding, if so, the purpose for which advance was taken:

7. Amount of advance required ... ₹

8. (a) Purpose for which the advance is required ...
   (b) If advance is sought for House Building, etc,. following information may be given:- ...
      (i) Location and measurement of the plot ...
      (ii) Whether plot is freehold or on lease ...
      (iii) Plan for construction ...
      (iv) If the flat or plot being purchased is from a Group Housing Society, the name of the Society, the location and measurement, etc. ...
      (v) Cost of construction ...
      (vi) If the purchase of flat is from DDA or any other State/city Development authority or any Housing Board or any other Government agency, the location, Dimension etc., may be given ...

   (c) If advance is required for education of children, following details may be given:-
      (i) Name of the son/daughter ...
      (ii) Class and Institution/College where studying ... ...
      (iii) Whether a day-scholar or a hostler ...

(d) If advance is required for treatment of ailing member(s) of family, following details may be given:-

(i) Name of the patient and relationship ...

(ii) Name of the Hospital/Dispensary/ Doctor where the patient is undergoing Treatment ... ...

(iii) Whether outdoor/indoor patient ...

(iv) Whether reimbursement available or not ... ...

Note:- In case of advance under 8 (c) to 8 (e), no certificate or documentary evidence is required.

9. Number of monthly instalments in which theconsolidated advance (total of items 6 and 7) is proposed to be repaid ..... instalments

10. (i) Special reasons for the advance if it is in excess of the limit laid down in rule 12 (1) or if there is an advance outstanding as on the date of application

(ii) Special circumstances if the advance is applied for the reasons other than those mentioned in rule 12 (1)

I certify that particulars given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.

Signature of Applicant

Dated:

Part II
(To be filled in by the Drawing & Disbursing Officer)

1. Balance at credit of the subscriber on the date of application is given below:-

(i)	Closing balance as per statement for the year..... ...	.....₹
(ii)	Credit from..... to ..... on account of monthly subscription	.....₹
(iii)	Refunds	.....₹
(iv)	Amount of advance outstanding ...	.....₹
(v)	Withdrawals during the period from..... to.....	.....₹
(vi)	Net balance at credit ...	.....₹

2. Purpose for which advance was taken earlier.

(Signature)

Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for advance from Provident Fund

(Signature)

Form 4

Pro forma for application for withdrawal from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber ... ...

2. Account Number (with Departmental suffix) ...

3. (a) Designation ... ...
   (b) Section/Branch ... ...

4. Basic Pay/ (Pay in the Pay Band+Grade Pay) ... ...

5. Date of joining service

6. Date of superannuation ...

7. Balance at credit of the subscriber on the date of Application

8. (a) Amount required as withdrawal ...
   (b) Is the application made under rule 15 (1) (C), that is, one year before the date of superannuation Yes/No
   (c) If no, purpose for which the withdrawal is required

9. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year

Dated:

Signature of Applicant
Name .....

Part II
(To be filled in by the Head of Office)

1. Balance at credit of the subscriber on the date of application is given below:-

(i) Closing balance as per statement for the year .....₹

(ii) Credit from..... to ..... on account of monthly subscription .....₹

(iii) Refunds ... ...₹

(iv) Amount of Advance outstanding .....₹

(v) Withdrawals during the period from..... to..... .....₹

(vi) Net balance at credit ... .₹

2. Purpose for which advance was taken

3. It is certified that the amount of withdrawal exceeds/does not exceed six months pay of the applicant Or half the amount at his/her credit / subscription in the ..... Fund Account, whichever is less / three-fourths of the amount of the credit / subscription of the applicant in the Fund Account.

4. It is certified that the applicant is within 10 years of his retirement on superannuation / has completed ..... years of his Government service on .....

5. It is also certified that the total amount drawn, including the withdrawal from the Provident Fund, from all Government sources by the applicant for house building purposes does not exceed the maximum limit prescribed from time to time under rules 2 (a) and 3 (b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

Note: Strike-out which is not relevant.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)