

HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD.
(A STATE GOVT. UNDERTAKING)

No. HPSEBL/F&A/Funds/Instructions/2017-18- **425-624** Dated: **23-5-2017**
To

All the Chief Engineers,
in HPSEBL.
All the SEs/Sr.Xens/REs in HPSEBL.

Subject:- Change of procedure for payment of GPF, GPF advance
(refundable/non-refundable) payment under HPSEBL
Employees BF scheme and DLI.

Sir,


In this context, it is observed that instructions issued vide this office letter No. HPSEBL/F&A/FUND/Instructions/2014-26861-27061 dated 18.2.2015, No.29242-442 dated 19.3.2015 and No.2315-2514 dated 1.10.2015 are not being adhered to properly by some field offices despite of repeated reminders resulting in delay in payment of GPF to the subscribers. The legible copies of passbook are not being forwarded to this office resulting making it difficult to read the bank account number of the subscriber. Further, in some cases the employees got their account transferred from one branch to another branch retaining their old Bank Account Nos. but while sending copies of pass book they do not change the IFSC code resulting, the payment are being reverted to the bank of HPSEBL. Therefore, it is emphasized that while submitting the GPF final cases, Non-refundable advance (NRA) and GPF advance sanctions to this office following information shall invariably be provided:-

- (i) Sanction order for sanction NRA/GPF advance/Final payment of retiree/final payment of the nominee should be submitted to this office on the format/sample supplied by this office vide letter No. HPSEBL/F&A/FUND/Instructions/2014-26861-27061 dated 18.2.2015 even No.29242-442 dated 19.3.2015. Sanction/Proforma on different format shall not be entertained.
- (ii) Legible photo copy of bank pass book of employee/retired/retiring employee applying for GPF/final payment duly countersigned by the sanctioning authority may be sent.
- (iii) IFSC code of the current bank branch may be mentioned in the sanction order/application form submitted by the retired/retiring employee after confirming from the bank.

- (iv) Complete address may be obtained from the retired/retiring employee/nominee of deceased employee so that the information for making of final payment could be intimated them on correct address.
- (v) The sanctioning authority needs to be very careful while signing documents relating to NRA/final payment/temporary advance and should diligently check all the particulars of the employee including bank details in particular so as to avoid payment to a wrong person and delay in payment.
- (vi) Further, as per GPF Rule, GPF deductions is to be stopped three months prior to the date of retirement of an employee, enabling this office to process final payment of GPF in time. The application for final payment of GPF may be obtained from the retiring employee on prescribed proforma immediately after his/her GPF deduction is stopped and sent to this office well before retirement.

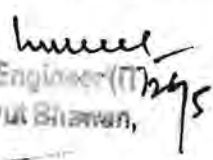
Necessary instructions may be imparted to all the concerned please.


Yours faithfully,


Chief Accounts Officer,
F&A Wing, HPSEBL,
Shimla-4. 23/5

Copy for information and similar necessary action to the following please:-

1. The Executive Director (Pers), HPSEBL, Shimla-4.
2. The Managing Director, HPPCL Himfed building BCS Shimla-9/HPPTCL below MLA qtrs. Tutikandi/BVPCL, Jogindernagar.
3. The Director (Pers) SJVNL Shanan Shimla-6.
4. ✓ The S.E.(IT) HPSEBL, Shimla. He is requested to upload the above instructions on the website of HPSEBL.
5. The Under Secretary (Genl)/(GE)/(NGE)/(FTE) HPSEBL, Shimla-4.
6. The Accounts officer (Admn), F&A Wing, HPSEBL, Shimla-4.
7. The Accounts officer (PG)/(Pen) of this office. It has been noticed that some field offices sent the GPF final cases alongwith pension papers but GPF cases are not supplied to this section timely as such concerned dealing hand may be advised supply the GPF case to GPF section as and when GPF application of retired/retiring employee received with pension papers, to avoid delay in making final payment of GPF.


 Superintending Engineer (IT)
 HPSEBL Ltd., Vidyut Bhawan,
 Shimla-171004


Chief Accounts Officer,
F&A Wing, HPSEBL,
Shimla-4. 23/5

Dr. Surinder
 29/5