

TREASURY OFFICER

Do's & Don'ts For Treasury Officers

Do's

They will ensure that:-

1. Salary bills enclose G.P.F Schedules in complete shape.
2. All the G.P.F Schedules and debit vouchers are sent to this office timely.
3. All wanting schedules and corrections are sent to this office immediately.
4. Total amounts of schedules and vouchers tally with the amounts booked under the concerned departmental heads of accounts.
5. Queries from this office are responded immediately.
6. In Debit vouchers and cash challan names and account numbers of subscribers written correctly.

Don'ts

1. Not to allow credits and debits in defunct series and account numbers.
2. Not to allow credits and debits of class-IV GPF and GPF other than class-IV.

DISBURING OFFICER

Do's & Don't For DDos.

Do's

They will ensure:

1. Enclosure of all GPF schedules in complete shape with pay bills.
2. Maintain GPF pass book of all subscribers for whom pay bills are drawn by him.
3. All the columns are completely filled in regularly ie GPF pass book.
4. Columns for withdrawals in GPF pass book are properly filled in and verified.
5. Subscribers are allowed to verify GPF pass book at regular intervals.
6. Final Payment cases are sent to this office timely.
7. Follow GPF Rules and Govt. orders strictly.

Don'ts

1. GPF schedules not to include other deductions or subscriptions of class-IV GPF.

SUBSCRIBER

Do's & Don't For Subscribers.

Do's

1. Verify pass book every year in the prescribed time.
2. Acknowledge the receipt and correctness of Annual Accounts statements immediately after its receipts.
3. Use facility of SMS alerts systems for GPF updates.
4. Visit website of this office for status of Reconciliation and Final Payment cash and grievance Redressal.
5. Apply for PIN and register mobile number for using SMS alerts.
6. While visiting this office, contact Grievance Cell only.
7. Make nomination for payment of GPF dues.

Don'ts

1. Not to delay in getting discrepancies in GPF accounts settled.
2. Not to contact dealing officials of this office directly.