

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 including B as per covering lists 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. Withdrawals, 90% payments and Final payments are made after matching subscribers names and accounts numbers from masters provided by this office.
7. Debit vouchers and cash challan contain names and account numbers of subscribers 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 G P F and G P F other than class-IV or vice-versa