

FINANCE DEPARTMENT

Circular

No. 34828/PF/62-2/Fin.

*Dated, Trivandrum, 3ed August 1962/
12th Shravana 1884.*

Sub: Provident Fund- Delay in the disposal of Provident Fund cases- Avoidance of- Instructions issued.

- Ref:*
1. G.P. No. Fin (RC) 3-27466/57 dated 11th Novr. 1957.
 2. G.O. (MS.) No. 217/58/Fin. dated 7-8-1958.
 3. Circular No. 33328/58/Fin. (RC.) 4.,dated 14th February 1959.
 4. Circular No. 22089/59/Fin (RC) 4., dated 19th June 1959.
 5. G.O. (P) No. 505/59/Fin. dated 24th September 1959.
 6. G.O.(P) No. 195/60/Fin. dated 14-4-1960.
 7. Circular No. 59008/59/Fin. (RC) 4., dated 30th April 1960.
 8. G.O. (P) No. 12/Fin. dated 9-1-1961.
 9. G.O. (P) No. 96/61/Fin. dated 27-2-1961.
 10. G.O. (MS.) 124/Fin. dated 14th March 1961 and
 11. G.O. (P) No. 289/Fin. dated 10th July 1961.

In the G.Os. and Circulars referred to above, Government have issued several instructions regarding the procedure to be followed by the Departmental Officers for prompt settlement of Provident Fund claims. In spite of all these instructions, no appreciable progress in the disposal of Provident Fund cases has been achieved so far. The Accountant-General also has brought to the notice of the Government that in a large number of cases, receipts and payments of Provident Fund amount are kept number suspense and closure of several Provident Fund cases are held up for want of details essential for their disposal from the Departmental Officers. This state of affairs is quite unsatisfactory and should be discouraged by all means.

(2) Main reasons for the inordinate delay in the disposal of Provident Fund cases are the following:-

- (i) Incorrect noting of Provident Fund account numbers and/or names of the subscribers in Provident Fund Schedules attached to the bills and in some cases, absence of schedules themselves;
- (ii) Delay on the part of the Departmental Officers in obtaining the applications for closure of Provident Fund accounts in the prescribed form from their subordinates at the time of their quitting service and forwarding the same with full particulars required for closure of the accounts to the Accountant General;
- (iii) Delay on the part of the Departmental Officers in replying to the queries raised by the Accountant General in connection with closure cases;
- (iv) Absence of nominations; and
- (v) Delay in production of heirship certificates, succession certificates, etc. etc.

(3) Government have considered in detail the question as to how the delay of the types mentioned above could be avoided and have decided to issue the following further instructions in the matter-

- i The Heads of Departments/Officers (Drawing Officers) should ensure that
 - (a) The account numbers and names of subscribers noted in schedules in the form prescribed in G.O. (P) No. 289/61 Fin. dated 10th July 1961 are checked by themselves or by any other responsible person to their satisfaction, at the time of signing the bills and are correct;
 - (b) The account numbers are noted against the names of subscribers in the remarks column of the establishment bills;
 - (c) The blanks in the form of Provident Fund Schedules are filled up invariably;
 - (d) The name and station of the office concerned and the amount of bill are mentioned in the schedules also, and
 - (e) The schedules are tagged on to the bills properly.
- ii The Treasury Officers who receive the bills also should ensure that the schedules are attached to the bills presented to them and that all the blanks in the schedules are duly filled up. In the absence of schedules properly filled up, the bills should be returned for rectification of defect without making payment.
- iii. Regarding item (ii) in paragraph 2, the Heads of Offices/Departments should ensure that the applications for closure of accounts in the appropriate form prescribed in G.O. (P) No. 12/Fin. dated 9th January, 1961 along with the connected papers, if any, are obtained from the subscribers under them as and when they retire or proceed on leave preparatory to retirement as provided in G.P. Fin. (RC) 3-27466/57 dated 11th November 1957 and that all the columns therein are filled up by the subscribers correctly. They should then furnish the certificates in the applications after due verification of their office records and forward the closure papers with full particulars required for the closure of the accounts to the Accountant General through proper channel, if necessary, so that the applications reach the Accountant General's office within a fortnight of the event necessitating the closure of accounts of the subscribers. In the case of deceased subscribers also, the orders contained in G.P. Fin. (RC) 3-27466/57 dated 11th November, 1957 and G.O. (P) No. 12/Fin. dated 9th January, 1961 should be adhered to strictly.
- iv The Departmental Officers should not give any room for complaint regarding delay on their part in the disposal of Provident Fund cases and they should give top priority to references in connection with Provident Fund closure cases and reply promptly, so that the replies are reached in the accountant General's Office within a week of the receipt of such references.
- v The Heads of Departments/Offices should obtain from their subordinates who have already been admitted to Provident Fund but have not made nominations as required under the rules so far, nominations due from them and send them to the Accountant General *within two months*. They should also ensure that, in future, whenever a Government servant applies for admission to Provident Fund, he has made nomination regarding the nominees who is/are to receive payment, in the event of his death, as

required under the rules and that the nomination is submitted together with his application for admission to Provident Fund. In the beginning of each financial year they should also ascertain from the subscribers whether valid nominations subsist and if not, they should obtain fresh nominations as required under the rules and forward them to the Accountant General.

vi The Departmental Officers should insist on the production of heirship certificates, succession certificates, guardianship certificates, etc., only in cases which cannot be disposed of otherwise under the rules. They should also see that prompt action is taken by them in such cases. The authorities competent to issue these certificates under the existing law and orders also should give top priority to such cases.

vii The Departmental Officers should also send regularly the statements to the Accountant General as ordered in the G.P. Fin. (RC) 3-27466/57 dated 11th November, 1957 and in the Circular No. 33328/58/Fin. RC. 4 dated 14th February, 1959. They should also send promptly to Government the monthly statements regarding the Provident Fund case which are not closed within six months from the dates on which the amount become payable, as ordered in Circular No. 59008/59/Fin. RC. 4 date 30th April, 1960.

4. All Heads of Departments and Offices are requested to follow ----- the rules and the above instructions in the matter. If any case of inordinate delay in the disposal of Provident Fund cases due to negligence on the----- the Departmental Officers is brought to the notice of Government, they will be constrained to take stringent action against such officers.

5. Shri. M. Gopalakrishna Menon, Assistant Secretary, Finance Department, who has been attending to the work connected with the settlement of pension claims will be entrusted with the work of Provident Fund also. When he visits the Departmental Offices, he will check whether sustained action is taken by the Officers concerned for the expeditious disposal of Provident Fund cases. He will also give all possible help to the staff and officers dealing with Provident Fund cases. He will further report to Government cases of inordinate delay due to delinquency, lethargy, etc., on the part of the staff and officers. The officers concerned are requested to utilize his services to their best advantage in the expeditious settlement of Provident Fund claims also.

6. The copies of the G. Os. and Circulars referred to above are enclosed for ready reference.

By order of the Governor,
C. THOMAS,
Finance Secretary.
