

## **A.P. GENERAL PROVIDENT FUND. RULES, 1935**

- [1] The claim shall be preferred in A.P.T.C. form 40
- [2] Form 40-A shall also be annexed to Form 40 for drawl of G.P.F. temporary or part final Withdrawals.
- [3] Sanction order issued by the competent authority duly quoting the rule and purpose under which the temporary advance/part final with drawl sanctioned.  
**[Authority: G.O.Ms.No. 42 Finance [Pensions.II]Department dt. 9-01-2003.**
- [4] Original latest slip issued by the AG/DTO shall be enclosed to the bill.  
**[Authority: DTA Memo.No. E2/14255/2001 dt. 1-4-2004]**
- [5] Calculation sheet for arriving the balance at the credit of the subscriber shall be enclosed to the bill.
- [6] Appendix-I is required to be enclosed to the bill for drawl of temporary advance
- [7] Appendix-O- is required to be enclosed to the bill for drawl of part final withdrawal.
- [8] Final withdrawal authorizations issued by the AG/DTO should be enclosed to the bill by the DDO in original and also not to accept the bill without original authorization from the AG/DTO as the case may be.
- [9] The class IV GPF, CSS payment bills shall be retained at the Dist Treasury, after payment where as the regular GPF bills shall be sent to AG AP Hyderabad along with monthly Account.
- [10] The fact of withdrawal of G.P.F. should be recorded on the back side of the original G.P.F. slip duly attested by the STO concerned.  
**[Authority : DTA Memo.No. E2/14255/2001 dt. 01-04-2004]**

### **Eligibility for subscription:**

- [1] Compulsory to all Regular Government employees on completion of one Year service.
- [2] Last Grade Servants who completed 5 years of service or whose date of Retirement is at least 10 years a head.
- [3] The recovery of subscription shall commence only after the account number is assigned.
- [4] If the subscription is recovered without allotment of GPF account number, it will be credited to suspense amount and may lead to missing credits.

### **Rate of Subscription & Interest**

- [1] 6 % on basic pay to the Regular employees if insured with APGLI/LIC/PLI.  
If not 12% on basic pay
- [2] 4% on basic pay to the Class -IV employees
- [3] Present rate of interest is 9% p.a. w.e.f. 1-4-2002 and onwards  
**[Authority: G.O.Ms.No. 703 Finance [Pension.II] Dept. dt. 19-7-2002.]**
- [4] The rate of interest is 8% p.a. w.e.f. 01-4-04 onwards  
[G.O.Ms.No. 625 Fin.(Pension.II)Dept.dt.2-9-2004]
- [4] Maximum amount subscribed to GPF shall not exceed one's basic pay after allowing sufficient amount for subsistence.

**Other conditions:**

- [1] The subscription may be enhanced twice and reduced once in a financial Year: but enhancement should not be made during the last 4 months of the Financial years, to avoid income tax **[Authority: Govt. Cir. Memo. No.23374/ 47/GPF/ Pen.II/95 dt. 11-8-1995].**
- [2] Subscription should be made during all period of duty including foreign Service, leave salary, except suspension period and during last 4 months of his service.
- [3] The subscriber may elect not subscribe during the leave which does not Carry the leave salary.

NOTE : The DDO should invariably note the Chargeable [ Service ] MajorHead of the respective department to avoid misclassification

**SANCTION OF TEMPORARY ADVANCE [TO BE REPAID [RULE 14]**

- [1] Temporary advance should not exceed 3 months pay or half of the balance at the credit of subscriber  
**[ Authority: Rule 14[1]]**
- [2] Temporary advance shall not be granted in excess of 3 months pay (or) half of the balance except for special reasons to be recorded in writing.
- [3] Temporary Advance shall be sanctioned to meet expenses in connection with prolonged illness  
**[ Authority: Rule 14 (i) [a](i)**
- [4] Temporary advance shall be sanctioned to meet for overseas passage for reasons of health or Education.  
**Authority: Rule 14 (i) [a] [ii]**
- [5] To meet cost of higher education beyond high school stage- outside India for Academic, technical professional or vocational courses. **[Authority: Rule 14(i) [a] [ii] [a]**

- [6] To pay obligatory expenses in connection with marriage or other ceremonies  
**Authority: Rule 14 (i) [a] [iii]**
- [7] To meet the cost of legal proceedings instituted by the subscriber[  
**Authority: Rule 14(i) [a][iv]**
- [8] To meet the cost of his defence where the subscriber is prosecuted by the Govt. or the subscriber engages a legal practitioner [ **Authority: Rule 14 (i) [a][v]**
- [9] To meet the cost of building or acquiring a house including site, repairs, & repaying of outstaying loan taken for this purpose. [ **Authority: Rule 14(i)[a][vi]& [vii] & [viii]**
- [10]To meet the cost acquiring a farm land or business premises within 6 months of date of retirement. **[ Authority: Rule 14(i) [a][ix]**
- [11]To meet the cost of purchasing a motor car  
**[ Authority: Rule 14(i) [a] [x]**

#### **RECOVERY OF ADVANCE :**

- [a] Recovery shall be completed within 36 months from the date of sanction.  
**[ Authority: Rule 15(i)**
- [b] Not to effect recovery during the period of drawl of subsistence grant drawn by the subscriber, on leave without leave salary or leave salary equal to or less than half pay at the request of the subscriber.  
**[ Authority: Rule 15[2]]**
- [c] Recovery shall not be made during the last four months of service of subscriber.

#### **OTHER CONDITIONS:**

- [a] No advance should be sanctioned during the last four months of service  
**[ Authority: Rule 14-1]**
- [b] Normally no second temporary advance should be sanctioned until the repayment of the last installment of any previous advance **[ Authority: Rule 14[1][c]**
- [c] But in exceptional circumstances to be recorded in writing, 2nd temporary advance may sanction while previous advance is pending **[ Authority: Rule 14[c]**
- [d] The validity of the sanction order for drawl of temporary advance is 3 months from the date of sanction  
**[ Authority: Note 3 under Art. 50 of A P Financial Code Volume-I]**
- [e] Temporary Advance and Part final withdrawal for the same purpose should not be sanctioned.

## **PART FINAL WITHDRWLS**

### **[I] EDUCATION PURPOSE beyond high school education within India or outside the India [ Rule 15-A (i) [a] and 15[B]**

- [A] The subscriber should complete 20 years of service or less than 10 years left over service for retirement.
- [B] 3 months pay or half of balance whichever is less and relaxed upto 10 months pay
- [C] Not more than 2 with drawls in a financial year with a gap of 6 months between one and another.
- [D] Only one part final withdrawal for the same purpose. Different sons/daughters shall not be treated as the same purpose.

### **[II] BETHROTHAL/MARRIAGE OF SUBSCRIBER OR FAMILY MEMBERS Rule 15-A[I][b] and 15-D[I] and ii**

- [A] The subscriber should complete 20 years of service or less than 10 years left over service for retirement.
- [B] For daughters and female relations, 6 months pay or half of the balance whichever is less and relaxed up to 10 months pay subject to half of the balance
- [C] For dependent son, 3 months pay or half of the balance whichever is less and relaxed up to 6 months pay of half of the balance whichever is less.

### **[III] MEDICAL GROUNDS:[Rule 15A(i) [c] and 15[c]**

- [A] The subscriber should complete 20 years of service or less than 10 years left over service for retirement.
- [B] 6 months pay or half of the balance which ever less and relaxed up to  $\frac{3}{4}$  th balance
- [C] Only one part final withdrawal is allowed for the same purpose and illness of different Persons/ occasions will not be treated as the same.

### **[IV] HOUSE BUILDING PURPOSE: Rule 15A[2] and 15-E**

- [A] The subscriber should complete 15 years of service or less than 10 years left over service for retirement.
- [B]  $\frac{3}{4}$  th balance or actual cost or subject to limitation of H.B.A. rules as per G.O.Ms.No. 264 F&P dated 17-6-94.

**[V] FOR PURCHASE OF HOUSE SITE OR REPAYING OF OUTSTANDING LOAN  
[Rule 15A[2]b and 15 F]**

- [A] The subscriber should complete 15 years of service or less than 10 years left over service or retirement.
- [B]  $\frac{1}{4}$  th of the amount at credit (or) actual cost which ever is less.

**CONVERSION OF TEMPORARY ADVANCE TO PARTFINAL [Rule 15-J]**

As per Rule 15-J, a temporary advance can be converted into part final withdrawal subject to the fulfillment of conditions of the same purpose.

**SANCTIONING AUTHORITY[ G.O.Ms.No. 42 Finance [Pen.II] Dept.  
dt. 29-1-2003.**

- [1] In case of all N.G.Os including LGS- Gazetted Drawing Officers is empowered to sanction both temporary advance and part final withdrawal.
- [2] In case of Non-Gazetted Drawing Officer, the next superior Gazetted Officer shall be Authorized to all the employees including Non-Gazetted Drawing Officer for sanction of both temporary advance and part final withdrawal.
- [3] If there are other Gazetted Officer in the same office including Drawing Officer, the Head of the Office is empowered to DDO and other Gazetted Officers, for sanction of both temporary advance and part final withdrawal.  
**Authority: [ G.O.Ms.No. 42 Finance [Pen.II] Dept. dt. 29-1-2003.**
- [4] **The GPF Final withdrawal application may be forwarded to the AG,AP,Hyderabad by the GPF Sanctioning Authority.**

**FINAL WITHDRAWAL**

- [1] The amount at the credit of the subscriber shall become payable when he retires/quits the service or death
- [2] (a) In case of dismissal, removal or Compulsory retirement, the final withdrawal shall not be rejected if an appeal is pending  
[G.O.Ms.No. 99 dt. 19-6-92]  
(b) If the individual re-employed , the entire amount along with Interest shall be paid in cash or security or recovered in instalments from the salary [Rule 28, 29]
- [3] The validity of GPF Final withdrawal authorization issued by the AG/ DTO is valid for 3 months from the date of sanction.

**BOOSTER SCHEME [ SOCIAL SECURITY CUM PROVIDENT FUND] [RULE 30 A]**

**[G.O.Ms.No. 42 F&P[Pen. II] Dept. dt. 29-1-2003]**

If a subscriber died while in service, the nominee shall be paid Rs.20,000/- under Booster Scheme authorized by the AG/DTO as the case may be provided that the subscriber shall maintain the balances at his credit for last 36 months before his death.

[a] Gazetted	Rs. 8,000/-
[b] NGO	Rs. 6,000/-
[c] LGS	Rs. 2,000/-

The subscriber has put in at least five years of service at the time of his death.

**LIST OF FAMILY MEMBERS FOR NOMINATION PURPOSE:**

- [a] Wife or husband
- [b] parents
- [c] children d] minor brothers
- [e] unmarried sisters
- [f] Widow of deceased son and his children
- [g] Where no parent is alive a parental grand parent
- [h] An adopted child.

**GENERAL PROVIDENT FUND (G.P.F.)**

G.P.F.- Not to sanction for the purpose of payment of Insurance Premium:

According sanction for financing the premia on Insurance policies from G.P.F. Was withdrawn in G.O.Ms.No. 513 Finance (Pen.I) Dept. dt. 27-11-1962 and reiterated not to accord any sanctions for payment of insurance premia out of G.P.F. accumulations as per Cir Memo. No. 3109/477/A/Pen.II/2003-04 dt. 31-3-2004 of Finance (Pensions.II) Dept.

**PAYMENTS UNDER GPF CSS AMOUNTS**

As and when the Government releases the Dearness Allowance to the State Government employees, the arrears relating to certain period shall be ordered to be adjusted to the G.P.F. Accounts of employees. In respect of employees who are not having regular G.P.F. Accounts, the arrears due to them shall be credited to the G.P.F. CSS Account under the Head of Account 8009-01-101-03 from the regular departmental head of account at first instance. Later the entire amount credited under the above head of account along with interest shall be adjusted by way of transfer as and when the employees are assigned the G.P.F. Account Number to the regular G.P.F. or Class IV G.P.F. as the case may be. Except that, NO cash

payment shall be made from G.P.F. CSS Account to the serving employees. Cash payments shall be made to the retired persons and in death cases only. For this purpose a register should be maintained at the treasury concerned in the following proforma duly noting the required information. While making payment/adjustment the amount and other information shall be reconciled with the existing information then only the process will be completed.

#### **PROCEDURE FOR MAINTENANCE OF CLASS-IV GPF ACCOUNTS**

[Cir. Memo. No. 29404/100/GPF/Pen.II/94 dt. 9-10-95 of Finance & Plg.[FW.Pen.II]Dept]

- 1] All Last Grade Employees after completion of 5 years continuous service and whose date of retirement is at least 10 years a head, shall be eligible to subscribe to the Fund Compulsorily at 4% of their pay, who are not having regular G.P.F. account with Accountant General, A.P. Hyderabad.
- 2] A nine digit code number is assigned to each subscriber, first 2 digits consist of District Code, Second 3 digits consist of Departmental code and last four digits consist the individual code number.
- 3] All the subscribers should submit the nomination forms as required under rule 7 of GPF (AP) Rules in triplicate along with the application form.
- 4] Separate schedules in triplicate for deduction of G.P.F. of Last Grade Employees Shall be enclosed to the pay bill.
- 5] (a) When a last grade employee under this scheme is transferred from one office within the same district, the G.P.F. Account Number will not change.  
(b) If the transfer of the employee from one District to another, the G.P.F. Account Number shall undergo a change. The Head of the Office shall forward the G.P.F. Ledger Account of Subscriber along with the original nomination to the new Head of Office. The new DTO shall allot the new account number and intimate the same to the previous Head of the Office.
- 6] Every DDO should enclose a copy of the individual ledger sheet maintained by them after posting the interest calculated in respect of each subscriber, to the Pay Bill for the month of March payable in April (without taking into account) of the subscription for the month of March but taking into account the advances if any drawn during the month of March also. They Pay Bills for the month of March should not be passed by Treasury without the copy of the individual ledger sheet enclosed, if the bill contains salary of the Last Grade Servants whose G.P.F. account is maintainable by the Treasury.