

## VIII. GENERAL PROVIDENT FUND

### Government of West Bengal Finance Department Audit

#### NOTIFICATION

No. 6116-F dated 23<sup>rd</sup> December, 1965 — In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased hereby to make the following amendments, in the General Provident Fund (West Bengal Services) Rules, as subsequently amended (hereinafter referred to as the said rules), namely :-

#### AMENDMENTS

In the said rules after rule 15, insert the following rules and notes, namely : -

“15A- (1) Subject to the condition specified herein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under clause (c) of sub-rule (1) of rule 15, at any time after the completion of twenty years of service including broken period of service, if any of a subscriber or within ten years before the date of the retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the following purposes, namely:-

- (a) Meeting, the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber in the following cases, namely –
  - (i) For education outside India for academic, technical, professional or vocational course beyond the High School stage; and
  - (ii) For any medical, engineering, or other technical or specialized course in India beyond the High School stage provided that the Course of study is for not less than three years.
- (b) Meeting the expenditure in connection with the marriage of the subscriber's sons or daughters and any other female relations actually dependent on him.
- (c) Meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber or any person actually dependent on him.
- (d) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing or making additions or alterations to a house already owned or acquired by subscriber.
- (e) Purchasing a house-site or repaying any outstanding amount on account of loan expressly taken, for this purpose.
- (f) For constructing a house on a site purchased utilizing the withdrawn under clause (e).

Note : - A subscriber who has availed himself of an advance under the scheme for the grant of advances for house-building purpose or has been allowed any assistance in this regard from any other Government source shall be eligible for the grant of final withdrawal under clauses (d), (a) and (f) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in the proviso to sub-rule (1) of rule 15B.

(2) The actual withdrawal from the Fund shall be made only on receipt of an authorization from the Accounts Officer concerned who will arrange this as soon as the formal sanction of the sanctioning authority has been issued.

15B. (1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in rule 15A from the amount standing to his credit in the Fund, shall not ordinarily exceeded one-half of such amount or six months pay whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit upto 3/4ths of the balance at his credit in

the Fund having due regard to (i) the subject for which the withdrawal is being made, (ii) the status of subscriber and (iii) the amount to his credit in the Fund:

Provided that in the case of a subscriber who has availed himself of an advance under the scheme for the grant of advances for house building purpose or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under the aforesaid scheme or the assistance taken from any other Government source shall not exceed Rs.75,000 or five years pay, whichever is less.

(2) A subscriber who has been permitted to withdraw money from the Fund under rule 15A shall satisfy the sanctioning authority within a reasonable period of the withdrawal as may be specified by that authority that the money has been utilized for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum together with interest thereon at the rate specified under rule 14 by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly instalments, as may be determined by the Governor.

(3) Nothing in sub-rule (2) shall be deemed to require a subscriber whose deposits in the Fund carry no interest, to pay an interest on any sum repayable by him under that sub-rule.

Note : A subscriber should not be granted a second withdrawal for house building purposes at any place if he has already been granted a final withdrawal for similar purposes on the same or another place. In other words final withdrawals should not be allowed for more than one house."

**Enclosure to Finance Deptt. Memo. No. 4985 (35) – F.B.**

**dtd. 09. 11. 72**

APPLICATION FOR ADVANCE

PART-I.

1.	Name of Applicant	:	
2.	Designation	:	
3.	Present status in Service (Whether Permanent, permanent status or quasi-permanent)	:	
4.	Date of birth	:	
5.	Date of first appointment in Government Service	:	
6.	Length of continuous Service	:	
7.	Present pay including special pay, if any	:	
8.	Name of the applicant's Nominee for death/retiring gratuity and his/her relationship with the nominee	:	
9.	Amount of advance applied for	:	
10.	Purpose for which the advance if required	:	
11.	Whether any house building advance was taken	:	
12.	What is the present balance in the G. P. Fund?	:	
13.	(a) What amount if any, are being deducted from the monthly pay bills on account of i) G. P. Fund advance taken, ii) Festival advance taken, iii) Flood advance, iv) Cycle advance, v) Loan from Co-Opt. Society. (Number of further instalments due for full repayment of the respective advance should also be indicated against each item)	:	

	(b) Whether the applicant is in a position to offer further deduction from his monthly pay bills on account of the usual instalments of the principal and interest on the proposed advance.		
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PART-II.

(To be filled in only when advance is required for daughter's marriage).

1.	How many Children the applicant has ?	:	
2.	Date of birth or present age of the applicant's daughter for whose marriage the advance is applied for	:	
3.	Whether negotiations for the marriage already settled?	:	
4.	If the applicant is a female Govt. servant state what are/were the occupation and income of the applicant's husband and why it is necessary for her to draw this advance	:	

PART-III

(To be filled in only when advance is required for dependent sister's marriage).

1.	Present age or date of birth of the applicant's sister for whose marriage advance is applied for	:	
2.	Applicant's father i) If alive, occupation and income. ii) If not alive, year of death.	: : :	
3.	a) How many brothers and sisters the applicant has? b) What is their occupation and income? c) What is the total estimated cost of this marriage and how the balance of the cost will be met?	: : :	
4.	Whether negotiations for the marriage already settled?	:	

PART-IV.

(To be filled in only when advance is required for treatment in case of serious illness of members of family).

1.	Relationship with the member of family for whose treatment the advance in required.	:	
2.	The nature of the serious illness that he/she has been suffering from and the duration of illness.	:	
3.	Particulars of the treatment the applicant has so far arranged and the estimate of further expenditure required for the same.	:	

PART-V

I, Sir/Sm. \_\_\_\_\_ hereby declare that I have furnished the particulars in the application form correctly and completely.  
Date : -

Signature of the Applicant.  
Designation

\_\_\_\_\_ ● \_\_\_\_\_

<http://wblroa.in>

**Extract copy of G. O. No. 2725-F dated 20-05-75 regarding advance (Temporary) from Genl. Provident Fund as special case.**

Under special reasons an advance shall not exceed 75 p.c. of the amount standing at the Credit of the subscriber in the Fund at the time of making application for such advance. It is decided that in such cases the outstanding amount of the previous advance or advances shall be added to the amount at the credit of the subscriber at the time of making application for the Provident Fund advance. The amount thus arrived at should be taken as the amount standing to the credit of the subscriber in the General Provident Fund at the time of his making application for the 'Fresh' advance. Only the difference between the outstanding amount of the previous advance or advances and the amount admissible to him under rule 15 (1) (a) (1) of the General Provident Fund (West Bengal Services) Rules can be sanctioned to him only as a fresh advance. An illustration is given below:

A subscriber has applied for a fresh advance. At the time of his making application for the fresh advance, the amount at his credit in the General Provident Fund comes to be Rs.1,200/- and the outstanding amount of the previous advance comes to Rs.6,00/-. The outstanding amount of Rs.600/- should be added to the amount standing to the credit of the subscriber. The amount thus will come to Rs.1,800/- (Rs.1,200/- + Rs.600/-). It is decided to sanction him 75 p.c. of the amount at his credit in the Fund as a special case. 75 p.c. of the amount at his credit being Rs. 1,350/- only a sum of Rs. 750/- will be admissible to him as 'fresh' advance, i.e., difference between Rs. 1,350/- and the outstanding amount (Rs. 1,350/- minus Rs.600/-).

G. C. Choudhuri,  
Deputy Secretary to  
the Govt. of West Bengal.

●  
**Government of West Bengal  
Finance Department  
Audit Branch.**

No. 7253-F

Dated: 17<sup>th</sup> July, 1979.

**MEMORANDUM**

Sub : Correct preparation of Provident Fund Schedule – Checking of –

The undersigned is directed to invite a reference to SR 162 of West Bengal Treasury Rules, Volume-I read with 395 ibid which inter-alia provides that the drawing and disbursing officers must attach with the pay bills a separate schedule in the Form T.R.51, T.R. 51A showing the exact amount of the subscriptions to the Provident Fund, including refund of withdrawals. No doubt, this schedule has an important job having a profound influence in correct posting in the individual Provident Fund Ledger Account and the preparation of the Statement of Account of the individual subscriber to the said fund. But of late it has been brought to the notice of the Government by the Accountant-General, West Bengal that in many cases missing credits are reflected in subscribers' fund account due to incorrect preparation of Provident Fund schedules or the Pay bills being not supported by the said Provident Fund schedule. After careful consideration of all the aspects of the matter, particularly having an eye to the question of improving the State of Affairs of the Provident Fund Accounts, maintained by the office of the Accountant-General, West Bengal, it is hereby decided that the drawing and disbursing Officers must ensure that the P. F. Schedules are prepared with correct account number of the subscribers and that the same are attached to the bills securedly. The Calcutta Pay & Accounts Officer/Treasury Officers/Sub-Treasury Officers should check that the relevant P. F. Schedules are attached to the bill securedly. In the event of failure of the Drawing & Disbursing Officer to attached P. F. schedule with the monthly salary bill, the Calcutta Pay & Accounts Officer/Treasury/Sub-Treasury Officers will not accept those bills and return the bills to the D.D.Os promptly.

2. Suitable modification to SR 395 will be made in due course.

S. Goswami,  
Deputy Secretary to the Government  
of West Bengal.

[ Setout Bengali Matter ]

[ See Separate Bengali File ]

<http://wblroa.in>

[ Setout Bengali Matter ]

[ See Separate Bengali File ]

<http://wblroa.in>

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[ See Separate Bengali File ]

<http://wblroa.in>

**Office of the Accountant General  
West Bengal  
18, Rabindra Sarani, Calcutta-700001**

No.FM/378-II/Out-259

Date: 8<sup>th</sup> February 1989.

To  
The Secretary to the Finance Deptt.,  
(Audit Branch)  
Government of West Bengal,  
Writers' Buildings, Calcutta-700001.

Sub : Quoting of Wrong Account number in P.F debit vouchers and sanction memos by the DDOs and sanctioning authorities.

Sir,

A scrutiny of P.F. Debit vouchers and sanction memos. received from some DDOs/Sanctioning Authorities reveals that the P.F Account numbers of the concerned subscribers have been quoted incorrectly in the vouchers/sanction memos. In some cases the series notation has also not been correctly quoted. For instance "Admn/WB" has been cited as series notation in the debit vouchers/sanction memos. of those subscribers whose P.F Account numbers come under the series "Agri/WB". The following examples are cited in this connection. The correct P.F. Account numbers of Sri Shyamal Kumar Dalui and Sri Pradip Kumar Kohali are Agri/WB-36023 and Agri/WB-36007 respectively. But both in the sanction memos. and in the debit vouchers the Account numbers of the aforesaid subscribers have been quoted as Admn/WB/36023 and Admn/WB-36007 by the Settlement Officer Haora-Hugli-Nadia, Hugli. (vide TV no. 75 dt. 8.9.87, order No. 3/15236/A/87 dt. 11.8.87 and T.V No. 119 dt. 14.9.87 order no. 1047/8046(4)/A/74 dt. 9.9.87 respectively). In the case of Sri Aswini Kumar Barman whose correct P.F Account number is Agri/WB-35985 the Account number actually cited in the Debit voucher is Admn/WB-35985 and no mention of his account number appear to have been made in the sanction memo. Issued by Settlement Officer, Coochbehar, vide TV No. 27 dt. 10.11.87 and order no. 14915-18/111/31/A/87-88 dt. 4.11.87. It may be mentioned in this connection that while in-correct Account numbers and series notations are quoted in the debit vouchers correct Account numbers with correct series notations are usually given in the monthly credit schedules against the names of the concerned subscriber. Further in quite a number of such cases when references are made to the concerned authorities requesting them to furnish the correct particulars reply is not readily received from many of them. It need hardly be emphasized that such draws may lead to overpayment of P.F. balance to the subscriber. It is, therefore, requested that all Heads of Offices/Heads of Departments/Sanctioning authorities/DDOs of the State Government be reminded of their responsibilities in this regard. They may kindly be directed to ensure that in all cases of payment from the P.F. Account of a subscriber the correct Account number together with correct series notations are invariably quoted both in the sanction memos. and in the debit vouchers so as to rule out the risk of overpayment.

Yours faithfully,  
S. R. Kar.  
Dy. Accountant General (Fund)

Memo. No. 2154 (225) – F

Cal. The 27<sup>th</sup> February, 1989.

Copy forwarded to :-

1. The Director of Land Records and Surveys, 35, Gopalnagar Road, Alipore, Calcutta – 27.
  2. The Dist. Magistrate/Judge, .....
- for information and necessary action.

All sanctioning authorities and DDOs under their administrative control may kindly be apprised of the necessity of mentioning correct account numbers in the relevant sanction orders and debit vouchers.

B. Bhattacharya.  
Assistant Secretary,

Finance Department.

Memo.No. 345/6921-6934/A/86

Dated, Alipore, the 28<sup>th</sup> March, 1989.

Copy forwarded to : -

1. The District Land and Land Reforms Officer,.....
2. Principal, W.B.S.I., Bandel.
3. P.A. to D.L.R. & S/D.D.S., W.B
4. Deputy Director of Urban Land Ceiling  
at 12B, Russel Street, Cal.
5. Head Assistant (Bill Sec). Dte.
6. Guard File 'A' Group

For favour of information and guidance. Such mistakes in such issues may kindly be avoided.

N. Mukherjee  
for Director of Land Records and Surveys and  
Joint Land Reforms Commissioner,  
West Bengal.

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**Government of West Bengal  
Finance Department  
Audit Branch**

No. 1969-F

Calcutta, the 24<sup>th</sup> February, 1989.

**MEMORANDUM**

In terms of sub-rule (4) of rule 11 of General Provident Fund (West Bengal Services) Rules a subscriber can enhance subscription twice during the course of the year. The Review Committee set up by the Comptroller & Auditor General of India has recommended that the rate of subscription to General Provident Fund once fixed by a subscriber may not be altered during the course of the financial year.

After careful consideration of the matter the Governor has been pleased to decide that the amount of subscription once fixed by the subscriber shall remain unchanged during the course of the financial year. This order will take effect from 1.4.1989.

Relevant rule of the General Provident Fund will be amended in due course.

S. K. Chakraborty  
Deputy Secretary to the  
Govt. of West Bengal

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**Government of West Bengal  
Finance Department,  
Audit Branch**

No. 3241-F

Calcutta, the 18<sup>th</sup> March, 1989.

**NOTIFICATION**

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased hereby to make the following amendment in the General Provident Fund (West Bengal Services) Rules, as subsequently amended (hereinafter referred to as the said rules) : -

**AMENDMENT**

In the said rules, after sub-rule (6) of rule 14, insert the following sub-rule : -

“(7) In case a subscriber is found to have drawn from the fund an amount in excess of the amount standing to his credit on the date of the drawal, the overdrawn amount, irrespective of whether

the overdrawal occurred in the course of an advance or withdrawal or final payment from the fund, shall be repaid by him with interest thereon in one lump sum or, in default, be ordered to be recovered by deduction in one lump sum from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscriber's emoluments, recoveries shall be made in monthly instalments of halves of his emoluments till the entire amount together with interest is recovered. If the subscriber is no longer in Government Service and is in receipt of pension, the recovery shall be made by deduction in one lump sum from the relief in pension of the subscriber. If the amount of relief is less than the total amount to be recovered, recoveries shall be made in monthly instalments of an amount equal to the amount of the relief till the entire amount overdrawn/overpaid together with interest is fully recovered. For the purposes of this sub-rule, the rate of interest to be charged on overdrawn amount shall be 2½% over and above the normal rate on Provident Fund balances under sub-rule (i). The interest on the overdrawn amount shall be charged upto the month preceding that in which intimation for recovery is issued and in case there occurs any delay in the recovery of the amount, no further interest for the period of delay need be charged. The recovery of the overdrawn amount shall be credited to Government account under the head "3005-State Provident Funds-01-Civil-101- General Provident fund". The interest realized on the overdrawn amount shall be credited to Government account under the head "0049-Interest Receipts-04-Interest Receipts of State Government-800-other Receipts-Interest on overdrawals from Provident Fund".

By order of the Governor,  
S. N. Roy  
Secy. to the Govt. of West Bengal,  
Finance Department.

No. 3241/1 (350)-F.

Calcutta, the 18<sup>th</sup> March, 1989.

Copy forwarded for information to : -

1. The Director of Land Records & Surveys, W.B., 35, Gopal Nagar Road, Alipur, Calcutta -700027. 2-11.

S. K. Chakrabarti  
Deputy Secretary to the Government  
of West Bengal  
Finance Department.

— ● —  
**Office of the Accountant General, West Bengal,  
(A&E)  
18, Rabindra Sarani, Calcutta - 700001**

No. FM/GPF-Gr.D/Out-262

From : The Accountant General-I, West Bengal.

To : The Secretary, Finance Department,  
Government of West Bengal,  
Writers' Buildings, Calcutta.

Sub : Settlement of G.P.F. account of Gr. 'D' staff having Class-III G.P.F. Accounts

Sir,

We have come across some cases where Gr. 'D' staff had been erroneously allotted Class-III G.P.F. A/c numbers. In some cases G.P.F. schedules & vouchers of Gr. 'D' staff are being received at this end along with schedules & vouchers for Class III employees quoting their class III G.P.F. accounts and ledger accounts are also being maintained at this end. Thus G.P.F. credits/debits of Gr. 'D' staff erroneously booked under G.P.F. Head of Accounts of other than Gr. 'D' staff are required to be transferred to the appropriate head of account of Gr. 'D' staff under intimation to the concerned Head of Office who is required to open a new account to be maintained by him. There are, however, cases where G.P.F. accounts no. of Gr. 'D' staff were initially opened by this office and subsequently the concerned Heads of Offices have opened new G.P.F. Accounts of the Gr. 'D' staff and ledger accounts are also

being maintained by them. In such cases, the G.P.F. balances standing at the credit of their Class III accounts are required to be transferred to their corresponding Gr. 'D' G.P.F. accounts maintained by the respective Heads of Offices.

It will be hardly possible to identify the cases on the basis of the records available at this end.

Under the circumstances stated above, the Finance Deptt. may kindly issue suitable instructions to all Heads of the Deptts./Offices to furnish separate lists of Gr. 'D' staff along with account no. falling under the categories mentioned above for indicating action at this end.

An early action will be highly appreciated.

Yours faithfully,  
S. R. Kar  
Dy. Accountant General (Fund)

Calcutta, the 18<sup>th</sup> march, 1989.

No. 3244/(350)-F

Copy forwarded for information to : -

1. The Director of Land Records & Surveys, W.B., Alipur, Calcutta-700027.
- 2-7

All concerned Heads of Departments/Offices under their administrative control may kindly be instructed to furnish immediately to the Accountant General, West Bengal, the particulars of P.F. Accounts of Group 'D' staff opened erroneously with the Accountant General, West Bengal.

Urgent steps may also be taken to transfer the accounts.

B. Bhattacharjya  
Assistant Secretary to the  
Government of West Bengal  
Finance Department

Memorandum No. 282/7616-37/A/89,

dated, Alipore, the 6<sup>th</sup> April 1989.

Copy forwarded to : -

1. The D.L. & L.R.O. ....
2. The Principal, West Bengal Survey Institute, Bandel.
3. The Dy. Director, Urban Land Ceiling at 12B, Russel street, Calcutta.
4. H. A. Bill Section (Dte.)
5. Guard file 'A'

For information & necessary action. Urgent steps may be taken if there is any P.F. A/c of Group 'D' staffs opened erroneously with A.G., West Bengal.

N. Mookherjee  
For Director of Land Records & Surveys &  
Joint Land Reforms Commissioner,  
West Bengal

————— ● —————  
**Government of West Bengal**  
**Office of the Director of Land Records and Surveys**  
**and Joint Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipore, Calcutta-700027**

Memorandum No. 282/15318-385 /A/89

Dated, Alipore the 8<sup>th</sup> August, 1989.

To  
The District Land & Land Reforms Officer, .....

The Sub-Divisional Land & Land Reforms Officer .....

Sub : Uniformity in forwarding letters recommending proposals for G.P. Fund Advance.

With a view to bringing an uniformity in required particulars for according sanction to the proposal of temporary advance as special case as well as the non-fundable advance from G.P. fund account, two separate forwarding letters have been designed and enclosed.

He is requested to please arrange to follow the proforma while forwarding such proposals on recommendations.

N. Mukherjee  
For Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner  
West Bengal

PROFORMA  
**Government of West Bengal**  
**Office of the District Land & Land Reforms Officer/  
Sub-divisional Land & Land Reforms Officer**

Memo. No.

Dated, the

To  
The Director of Land Records and Surveys  
and Joint Land Reforms Commissioner,  
West Bengal

Subject : Grant of Non-refundable advance of Rs.

Shri/Smt. .... (designation) now attached to the office of District Land & Land Reforms Officer/Sub-Divisional Land & Land Reforms Officer ..... has applied for grant of a Non-refundable advance in connection with ..... (s) He has in his/her credit a sum of Rs..... as on ..... as per statement enclosed in duplicate.

2. Shri/Smt. .... has already completed a period of 20 years of continuous services and his/her presence basic pay is Rs. .... per month. His/Her date of superannuation will fall due on .....

3. The terms and conditions as laid down in Finance Deptt's Order No. 6116-F dated 23.12.65 have been fulfilled. On no occasion he/she was granted such advance for house building purpose.

4. Sanction may, therefore, kindly be accorded to the grant of Non-refundable advance of Rs. .... (Rupees ..... ) only from G.P. Fund Account No. .... in favour of Shri/Smt. .... in terms of Rule 15A(1)(c)(d) read with sub-para 2 of the W.B. (G.P. Fund) Rules in order to enable him/her to meet the expenses in connection with .....

5. The Accountant General (A&E) West Bengal, 18, Rabindra Sarani (6<sup>th</sup> floor), Calcutta-1 may kindly be requested to send acknowledgement that the sanction for withdrawal has been noted in the ledger account of the subscriber.

6. The Amount of advance may kindly be allowed to draw from ..... Treasury at ..... by the specified D.D.O. for the office of District/Sub-divisional/Block Land and Land Reforms Officer.

7. An application in the prescribed form supported by a statement showing the accounts of deposits and withdrawals beyond the period of the enclosed account slip is enclosed in duplicate duly attested.

Enclo :

- i) Original Application
- ii) Statement showing the account of deposits and withdrawals.
- iii) Account No.

District Land & Land Reforms Officer .....  
Sub-Divisional Land & Land Reforms Officer .....

PROFORMA



**Government of West Bengal**  
**Office of the District Land & Land Reforms Officer/**  
**Sub-Divisional Land & Land Reforms Officer**

Memo. No.

Dated, the .....

To

The Director of Land Records and Surveys  
and Joint Land Reforms Commissioner, West Bengal.

Subject : Advance from General Provident Fund.

An application of Shri/Smt. ....(designation) attached to the office of District Land & Land Reforms Officer/Sub-Divisional Land & Land Reforms Officer/Block Land & Land Reforms Officer ..... on a pay of Rs. .... per month praying for an advance of Rs. .... (Rupees ..... ) only from the accumulated amount at his/her credit in the General Provident Fund account No. .... to enable him/her to meet the necessary expenses in connection with the ..... is forwarded herewith.

2. He/She had at credit in the fund as on ..... a sum of Rs. .... (Rupees ..... ) only as per account slip for the year 19 - 19 . Subsequently his/her fund account was credited with Rs. .... by deduction of subscription and repayment of advance etc. from his/her pay for April, 19..... to 19..... bringing the total amount to Rs. .... (Rupees.....) only.

3. Previously he/she was granted an advance of Rs. .... under Directorate/ D.L.&L.R.O./S.D.L & L.R.O.'s Memo. No. .... dated..... The said advance being added with the then outstanding advance of Rs. .... comes to Rs. .... (Rupees.....) only out of which ..... instalment(s) @ Rs. .... each i.e. Rs. .... is yet to be recovered.

4. The present advance is recommended as a special case as he/she is unable to meet the charges except borrowing at an exorbitant rate of interest.

5. The present advance of Rs. .... , if sanctioned, together with outstanding amount of advance i.e. Rs. .... aggregating Rs. .... (Rupees ..... ) only will be recovered in ..... instalments of Rs..... (Rupees.....) only each.

6. The present advance, if sanctioned, will be drawn from ..... Treasury at ..... by the Drawing & Disbursing Officer authorized to draw bills in favour of the employees of the office of .....

7. No other complete or part repayment besides these shown in this forwarding letter or the statement of Account (enclosed) was made by the applicant within previous 12 months from the date of present application for an advance taken.

It is, therefore, requested that the advance prayed for may kindly be granted as a special case in terms of Rules 15A(1)(a)(i)(ii) of the G.P. Fund Rules.

Enclos :

- i) Application in original duly recommended
- ii) Original Account Slip
- iii) Statement showing the details of subscription/ recovery of instalments and withdrawals in duplicate duly attested.

for District Land & Land Reforms Officer .....  
Sub-Divisional Land & Land Reforms Officer .....

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 12821-F

Calcutta, the 21<sup>st</sup> November, 1989.

**MEMORANDUM**

It has come to the notice of this Department that some of the Departments have delegated the power of sanction of advance/part final withdrawal from G.P. Fund to their subordinate offices in terms of Finance Deptt. Order No. 3269 (40)-F dated 19.4.77. The undersigned is directed to say that the Finance Department order referred to above relates to delegation of financial power. But the power of sanction of advance/part-final withdrawal from G.P. Fund is regulated by the General Provident Fund (West Bengal Services) Rules. As such the above mentioned order has no application in delegating the power in case of sanction of advance/part-final withdrawal from General Provident Fund. All concerned should, therefore, be careful that the said order shall not be applied in respect of delegation of power of sanction of advance/part-final withdrawal from General Provident Fund without the concurrence of the Finance Department.

S. K. Chakrabarti,  
Deputy Secretary to the Government  
of West Bengal, Finance Department.

No. 12821/1 (350)-F

Calcutta, the 21<sup>st</sup> November, 1989.

Copy forwarded for information and necessary action to :-

1. The Directorate of Land Records and Surveys, 35, Gopalnagar Road, Alipur, Calcutta-700027

B. Bhattacharjee,  
Assistant Secretary to the Government  
of West Bengal, Finance Department.

●  
**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**& Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipur, Calcutta-700027**

Memo. No. 282/6225-88/A/89

Dated, Alipur, the 9<sup>th</sup> April, 1990.

To

The District Land & Land Reforms Officer, .....

The Sub-Divisional Land & Land Reforms Officer, .....

Subject : General instruction on proposals for the temporary/non-refundable advances from General Provident Fund.

While forwarding proposals praying for temporary/non-refundable advances from General Provident Fund, the following particulars may please be carefully maintained.

a) Original applications need be recommended by the Drawing & Disbursing Officer/the head of office under proper office-seal.

b) The statements showing subsequent accumulations towards General Provident Fund A/Cs by way of subscriptions and recovery deposits beyond the period recorded in A/C slips may please be authenticated by the Drawing & Disbursing Officer, in all cases except for himself and by the head of office in respect of the D.D.O. with proper office seal.

c) The statements must be submitted in triplicate as one authenticated copy of such statement is likely to be sent to Accountant General, West Bengal along with endorsed copy of the sanction order positively in order to substantiate the exact amount of accumulation at credit of G. P. Fund.

d) A certificate may, however, be please recorded on the body of the original application to the effect that “no portion of the amount accumulated consequent on ‘Transfer Credit’ as per Finance (A) Deptt’s memo. no. 1998-F dtd. 1.3.90 has been shown in the enclosed statement,” if there be any w.e.f. May, 1990.

e) No temporary advance is admissible to a subscriber on the grounds of repairs/additions and alterations of a dwelling house.

f) The designation of a Drawing & Disbursing Officer with his place of posting and the name of the treasury wherefrom the advance is likely to be drawn may also be indicated distinctly. The unit of a Treasury (e.g. treasury-I or Treasury-II) may also be indicated where necessary.

g) A proposal for non-refundable advance may please be forwarded sufficiently ahead of six months from the date of superannuation in possible cases.

h) Actual designation of the applicant should be indicated while forwarding a proposal for advance instead of noting them as Gr-D.

i) All these points may strictly be followed so that delay in making communication for removal of defects may be avoided.

j) This is issued in continuation of Dte. Memo. no. 282/15318-385/A/89 dtd. 8.8.89.

I. Roy  
for Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records and Surveys and**  
**Joint Land Reforms Commissioner, West Bengal**

No. 282/7431-47/A/89

Dated, Alipore, the 10<sup>th</sup> May, 1990.

To  
The District Land & Land Reforms Officer, .....

Sub : Opening of new G.P. Fund A/c no. of ‘D’ group Govt. employees of the State serving under this Dte.

A huge number of ‘D’ group staff, Bhumi Sahayaks, Peons have joined in the offices of the integrated set-up of each district. Opening of new G.P.F. A/c for them as well for those to be recruited under the integrated set-up will be required after completion of 1 (one) year service. Hence the following CODE No. of G.P.Fund for the respective districts are being allotted by this Dte. for favour of necessary action in future :

Sl.No.	For use of the District Land & Land Reforms Offices	CODE No. of G.P.Fund for use of ‘D’ group staff
1.	Darjeeling	DLRO/DAR/No
2.	Kochbihar	DLRO/KOCH/No
3.	Jalpaiguri	DLRO/JAL/No
4.	Malda	DLRO/MAL/No
5.	West Dinajpur	DLRO/W-DIN/No
6.	Murshidabad	DLRO/MUR/No
7.	Birbhum	DLRO/BIR/No
8.	Howrah	DLRO/HOW/No
9.	Hugli	DLRO/HUG/No
10.	Nadia	DLRO/NAD/No
11.	North 24-Prgs.	DLRO/N-24-Parg/No
12.	South 24-Prgs.	DLRO/S-24-Parg/No
13.	Midnapore	DLRO/MID/No
14.	Tamluk	DLRO/TAM/No

15.	Burdwan	DLRO/BUR/No
16.	Bankura	DLRO/BANK/No
17.	Purulia	DLRO/PURL/No

2. The said allotted CODE No. may also be used for the purpose by the Subordinate Land & Land Reforms Offices as well under the respective District offices.

The new code numbers may be allotted to all Group 'D' employees now posted under his district cancelling the old A/c numbers now being maintained.

The Sub-divisional Land & Land Reforms Officers are being requested to send the cases of opening of new G.P.Fund A/c of 'D' group to the District authority for allotment of new G.P.Fund A/c No. as soon as a 'D' group staff completes 1 year service in case of a new entrant.

He is requested to please offer his suggestions, if any, in writing by the 30<sup>th</sup> May, 1990.

M. K. Sarkar  
for Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner,  
West Bengal

Memorandum No. 282/8095-145/A/89

Dated : 18.05.1990

Copy forwarded to the Sub-divisional Land & Land Reforms Officer, ..... for favour of information and necessary action.

M. K. Sarkar  
For Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal  
Finance Department  
Audit Branch**

No. 6066-F

Calcutta, the 21<sup>st</sup> June, 1990.

**RESOLUTION**

The Governor is pleased to decide that during the year 1990-91 the rate of interest on balances at the credit of the subscribers to the General Provident Fund and other similar Funds under the administrative control of the Govt. of West Bengal shall be 12% (twelve percent) per annum. This rate will be in force during the financial year beginning on 1.4.90.

The funds concerned are :-

- (1) The General Provident Fund (West Bengal Services).
- (2) The Contributory Provident Fund (West Bengal).

2. Ordered that the resolution be forwarded to all the Departments of the Govt. of West Bengal, and published in the Calcutta Gazette.

By order of the Governor  
S. K. Chakarborti  
Officer on Special Duty & Ex-Officio, Jt. Secy.  
to the Govt. of West Bengal

No. 6066/2 (350)-F

Calcutta, the 21<sup>st</sup> June, 1990.

Copy forwarded for information and necessary action to the Dte. of Land Records & Surveys, West Bengal.

Sd/- Illegible  
Asstt. Secy., to the Govt. of West Bengal  
Finance Department

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**Government of West Bengal  
Office of the Director of Land Records & Surveys  
& Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road, Alipore, Calcutta-700027**

Memorandum No. 282/10987-11003/A/89

dated, Alipore, the 2<sup>nd</sup> July, 1990.

To  
The District Land & Land Reforms Officer,

Sub : Opening of new G.P.F. A/c nos. of 'D' Group Govt. employees of the State serving under this Dte.

Ref : This Dte. no. 282/7431-47/A/89 dated 10-5-90.

He is requested to kindly let this Dte. know if the code Nos. of G.P.Fund for use of 'D' Group employees as allotted by this Dte. under the above quoted memo. are being followed by him.

An early reply is requested.

I. Ray  
for Director of Land Records and Surveys &  
Jt. Land Reforms Commissioner,  
West Bengal

Memorandum No. 282/11004-54/A/89,

dated, Alipore, the 2<sup>nd</sup> July, 1990.

Copy forwarded to the Sub-divisional Land & Land Reforms Officer, ..... for information with reference to this Dte. memo. no. 282/8095-145/A/89 dt. 18.5.90. A report as regards following-up of the code No. of G.P.F. A/c for 'D' group staff as allotted by this Dte. may be sent to this Dte. as early as possible.

I. Ray  
for Director of Land Records and Surveys &  
Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal  
Office of the Director of Land Records and Surveys  
and Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road, Alipore, Calcutta-700027**

Memo. No. 282/13385/A/89

Dated, Alipore, the 6<sup>th</sup> August, 1990.

To  
The District Land & Land Reforms Officer, Nadia,  
Administrative Building, 1<sup>st</sup> Floor, Krishnanagar,  
Dist. Nadia

Subject : Opening of New G.P.F Account No. of "D" Group staff of the State serving under this Directorate.

Reference: His No. Land/2046/90 dated 7.7.90.

The opening of G.P.F. Account Nos. as suggested under this Directorate Order No. 282/7431-47/A/89 dated 10.5.90 for "D" group staff may be strictly followed and for this purpose necessary register may be maintained at the district office.

S. B. Sengupta  
for Director of Land Records and Surveys  
and Joint Land Reforms Commissioner  
West Bengal

Memo. No. 282/13386-401/A/89

Dated, Alipore, the 6<sup>th</sup> August, 1990.

Copy with a copy of D. L. & L. R. O., Nadia's Memo. No. Land/2046/90 dated 7.7.90 to which it is a reply forwarded to the D. L. & L. R. O. .... for information with request to kindly follow up the instruction as laid down in Directorate Order No. 282/7431-47/A/89 dated 10.5.90 in case of CODE No. of G. P. Fund of "D" Group staff.

S. B. Sengupta  
for Director of Land Records and Surveys  
and Joint Land Reforms Commissioner  
West Bengal

**Government of West Bengal**  
**Office of the District Land and Land Reforms Officer, Nadia**  
**at Administrative Building, (1<sup>st</sup> floor), Krishnanagar, Nadia**

Memo. No. Land/2046/90

Dated, Krishnanagar, the 7<sup>th</sup> July, 1990

To  
The Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road, Alipore, Calcutta-700027

Sub : Opening of new G.P.Fund A/c No. of 'D' Group Staff of the State serving under the Directorate of Land Records & Surveys.

Ref : Dte's Memo. No. 282/7431-47/A/89 dt. 10.5.90

Kindly refer to the above wherein it is instructed to use separate Code No. of G.P.Fund in respect of 'D' Group Staff for each district.

Since the Sub-Divisional Land & Land Reforms Officers are functioning as Head of Offices and the entire works related to the G. P. Fund of Group 'D' Staff are being maintained by them, it is suggested to consider if the A/c No. will be allotted by the Sub-Divisional Land & Land Reforms Officers showing the short name of respective Sub-Division in bracket after the name of district, as proposed below.

CODE NO. FOR NADIA DISTRICT.

D.L.R.O./NAD/No. (for District Office)

D.L.R.O./NAD (KRI) No. (for Krishnanagar Sadar Sub-Division)

D.L.R.O./NAD (RANA) No. (for Ranaghat Sub-Division)

D.L.R.O./NAD (KALYA) No. (for Kalyani Sub-Division)

Sd/- Illegible.  
District Land & Land Reformers Officer,  
Nadia.

●  
**Govt. of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 1443-F

Calcutta, the 16<sup>th</sup> February, 1991.

**MEMORANDUM**

Sub : Sanction of temporary advance from G.P.Fund on the ground of - repairing/reconstructing of house - Audit Objection regarding

It has been brought to the notice of Government by the Accountant General, West Bengal that advances from G.P. Fund are being sanctioned by various Heads of Offices/Depts. for the purpose of repair and reconstruction of houses in contravention of the G.P.F. Rules. Under the existing provisions of the G. P. F. (W.B) Rules, advances on the ground of repairing/reconstructing of houses are not admissible. Therefore, all sanctioning authorities are requested to follow the codal provisions strictly while sanctioning advances from G. P. Fund and to refrain from sanctioning advances on grounds not specified by the existing G. P. Fund Rules.

S. Bhadra  
Deputy Secretary to the Govt. of

West Bengal

No. 1443/1 (350) – F

Calcutta, the 16<sup>th</sup> February, 1991.

Copy forwarded for information and necessary action to : -

1. The Accountant General (Audit-II), West Bengal,  
18, Rabindra Sarani, Calcutta-1, with reference to his letter no. CASS-III/Vr. Audit/90-91/521 dt.  
22.1.91.
2. The Accountant General (A&E), W.B. Treasury Building, Calcutta.
3. The Accountant General (A&E), W.B. Fund section, 18, Rabindra Sarani, Calcutta

Sd/- Illegible  
Asstt. Secretary to the Govt. of  
West Bengal

●

**Government of West Bengal**  
**Office of the Director of Land Records and Surveys and**  
**Joint Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipur, Calcutta-700027**

Memorandum No. 282/1300-1316/A/89,

dated, Alipur, the 1<sup>st</sup> February, 1992.

To

The District Land and Land Reforms Officer, .....

Subject : General Instruction on dealing with issues on the General Provident Fund and  
its maintenance.

Reference : Directorate Memo. No. 282/13296-13363/A/89 dated 16.8.91

In course of dealing with the proposals for sanction of temporary/non-refundable advances, it is being observed with grave concern that the contents of the General Instruction are not being maintained accurately in respect of the following points:-

i) The proforma of the forwarding letter devised and communicated to him under Directorate Memo. No. 282/15318-385/A/89 dated 8.8.89 is either not being followed or even it is followed the blank spaces are filled in abruptly keeping no consistency/co-relation with the upto date account at credit including the rate of basic pay.

ii) The original application is not properly filled in and on certain occasions bears no recommendation of a superior officer under proper seal.

iii) The statement showing the subsequent account of subscriptions and deposits on recovery and withdrawal of advance often submitted in duplicate or occasionally a single copy instead of in triplicate; such statements should bear the authentication of the D.D.O. and the signature need be noted in blue/black or green ink positively.

iv) The fund accounts in respect of remaining employees under Group 'D' category should invariably be recorded and renumbered as per Directorate memo. No. 282/7431-47/A/89 dated 10.5.90 and the report on its completion be communicated to this Directorate before 31.3.92. It is categorically stated that the proposals of advances from G. P. Fund Account will not be entertained by any means if directive is not maintained.

v) The amount representing the arrear pay etc. for the period from 1.1.88 to 31.3.89 proposed to be credited to the G. P. Fund Account should only be noted on the respective Account Slips of the employees of Group 'D' category including the interest in each year with details of record of deposit without including the total with the running course of regular account; because drawal of such amount or part of it as a temporary/non-refundable advance is prohibited prior to 1.4.92 or thereafter as would be decided by Government from time to time.

vi) The directive noted in sub para (v) will also hold good in respect of the subsequent statement showing subscription and deposits on recovery and withdrawal in favour of the employees other than Group 'D' category and no mention of such amount is desirable for practical purposes.

vii) The name of the Treasury including its unit number should invariably be mentioned in the forwarding letter. It may please be noted that a Treasury is identified on the name of the district/subdivision though they are colloqually called as Alipore Treasury/Balurghat Treasury/Krishnanagar Treasury etc. The colloquial terms may please be avoided.

Maintenance of ledger book and account of employees under Group 'D' category.
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viii) Proper initiative should be taken to open an account for G.P.Fund for all categories of employees after completion of one year in service and nomination in the prescribed form may be invited in connection with registration of their beneficiaries in triplicate and one copy of such nomination form including account number should be pasted in the respective Service Books duly accepted by the head of office under proper seal and the contents of the fact be also noted in the Service Books under proper authentication.

ix) The names of the beneficiaries of the employees under Group 'D' category should be invariably noted in the ledger book of G. P. Fund including rates of pay they draw per month in order to justify the minimum rate of subscription payable by them.

2. The enclosed copies should be broadly circulated to the subordinate establishment for guidance under his signature.

K. S. Rajendrakumar  
Director of Land Records and Surveys and  
Joint Land Reforms commissioner,  
West Bengal



**Government of West Bengal  
Finance Department  
Audit Branch**

No. 1813-F

Calcutta, the 17<sup>th</sup> February, 1992.

**MEMORANDUM**

Subject : Sanction of non-refundable advance from G. P. F. Account within 6 months from the date of retirement.

It has been brought to the notice of the Government by the Accountant General, West Bengal that various sanctioning authorities are sanctioning non-refundable advance to the employees under their control who have less than 6 months of service to put in before the date of their retirement on superannuation without having prior authority issued by the Accountant General, West Bengal. This is nothing but irregular vide Finance Department Memo. No. 4201-F, Dated: 20/4/82.

All the Heads of Offices/D.D.Os are, therefore, requested to restrain them from granting non-refundable advances to the employees having less than 6 months of service to put in before their retirement on superannuation, without getting prior authority from the Accountant General, West Bengal.

B. Basu

Deputy Secretary to the  
Government of West Bengal  
Finance Department

No. 1813/1 (350)- F

Calcutta, the 17<sup>th</sup> February, 1992.

Copy forwarded for information and necessary action to : -

The Director of Land Records and Surveys  
35, Gopal Nagar Road, Alipore, Calcutta- 27

Sd/- Illegible

Deputy Secretary to the  
Government of West Bengal  
Finance Department

No. 160/4492-4512/A/91

Dated: 17/03/92

Copy forwarded to :

1. The District Land & Land Reforms Officer, .....  
for information and necessary action with a request to communicate the extra copies to the S.D.L & L.R.O under his control.
- 2-6. ....

P. K. Ghosh

for Director of Land Records and Surveys  
and Joint Land Reforms Commissioner,  
West Bengal

A standard copy

●  
**Government of West Bengal  
Office of the S.D.L. & L.R.O., Rampurhat  
Birbhum**

Memo. No. AIII-2/2511-31/L.P.C./92,

Rampurhat, dt. 10.4.92

To

The D.L.&L.R.O. (Murshidabad), Berhampore/Birbhum, Suri.  
S.D.L.&L.R.O. Sadar (Murshidabad), Berhampore/Lalbag (Msd)/Kandi (Msd)/Jangipur at Raghunathgang (Msd)/Malda/Sadar, Burdwan/Durgapur (Burdwan)/Asansol (Burdwan)/ Kalna (Burdwan)/Krishnanagar (Nadia)/Howrah/Ulberia (Howrah)/South 24-Parganas, Alipore/Sadar, Purulia/Islampur (West Dinajpur)/Raiganj (West Dinajpur)/Alipurduar (Jalpaiguri)/Sadar (Birbhum) Suri,/Katwa (Burdwan).

Sub : Transfer credit amount credited to G.P.F. a/c from the arrear pay bill for the period from 1.1.88 to 31.3.89 in terms of ROPA'90.

Ref : Last Pay Certificate issued at the time of release.

On verification of last pay certificate of the officers and staff (as per list enclosed) who were previously posted under your establishment it appears that no amount of transfer credit which has been credited to their G.P.F. a/c from their arrear pay bill for the period from 1.1.88 to 31.3.89 in terms of ROPA/90 has been shown.

Now the transfer credit amount of the officers & staff (as per list enclosed) is urgently required for preparation of bill for payment of 1<sup>st</sup> installment in terms of F.D.'s no. 2855-F dt. 26.3.91 and as such you are requested to kindly arrange to send the transfer credit amount with T.V. No. /date and name of Treasury under which the arrear pay bill was drawn for taking further action from this end for payment of their 1<sup>st</sup> installment. This may kindly be treated as extremely urgent.

Syed Hossain Ali  
for S.D.L. & L.R.O., Rampurhat,  
Birbhum.

Memo. No. AIII-2/2532-39/L.P.C./92,

dated, Rampurhat 10/4/92

Copy to the : D.L.&L.R.O., Malda / Burdwan / Nadia (Krishnanagar) / Howrah / South 24-Pargans, Alipore / Purulia / West Dinajpur (Raiganj) / Jalpaiguri for information and taking necessary action.

Sd/-Illegible  
for S.D.L. & L.R.O.  
Rampurhat: Birbhum.

List of the officers & staff who were previously posted under the establishment of different D.L. & L.R.Os/S.D.L. & L.R.Os

Sl. No.	Name of the office & Staff	Designation	Name of the D.L.&L.R.O./S.D.L. & L.R.O. where the incumbent was posted previously.	Remarks
1	2	3	4	5
1.	Sri Chandi Prosad Roy	Peon	D.L. & L.R.O. Murshidabad Berhampore.	
2.	Sri Jatadhari Mondal.	Amin.	S.D.L. & L.R.O. Sadar (Msd) Berhampore.	
3.	Sri Gadadhar Sutradhar	"	-do-	
4.	Sri Sanat Kr. Mondal	"	-do-	
5.	Nazem Ali	B.S.	S.D.L. & L.R.O. Lalbag (Msd)	
6.	Sri Birendra Sekhar Sen	Amin.	-do-	
7.	Sri Ashoke Kr. Mitra	"	-do-	
8.	Fazley Haque	"	-do-	
9.	Sri Baidya Nath Chatterjee	"	-do-	
10.	Md. Hasan Sk	"	-do-	
11.	Sri Swadhin Kr. Das	"	-do-	
12.	Sri Ananda Gopal Bagdi	"	S.D.L. & L.R.O. Kandi (Msd)	
13.	Sri Ashoke Kr. Raygupta	"	-do-	
14.	Sri Shibsankar Saha	"	-do-	
15.	Md. Khaled Hossain	"	-do-	
16.	Sri Anil Kumar Das	Chairman	-do-	
17.	Sri Kshitish Ch. Saha	Amin.	-do-	
18.	Sri Kashi Nath Mondal	"	-do-	
19.	Sri Rakhahari Chatterjee	N.G.	-do-	
20.	Sri Dwarika Nath Mondal	Amin.	-do-	
21.	Sri Madhusudan Chowdhury	"	-do-	

22.	Sri Sibaprasad Mukherjee	”	-do-	
23.	Sri Subrata Dutta	”	-do-	

<http://wbllroa.in>

24.	Sri Chandi Charan Saha	"	S.D.L. & L.R.O. Jangipur at Raghunathganj (Msd).
25.	Atiur Rahaman	"	-do-
26.	Smt. Sarbani Chatterjee	L.D.C.	-do-
27.	Md. Riazatullah	Amin.	-do-
28.	Sri Subhas Chandra Das	"	-do-
29.	Sri Sadhan Kr. Mondal	"	-do-
30.	Sri Bhabani Sankar Sadhu	"	-do-
31.	Sri Shib Sankar Prosad	"	-do-
32.	Sri Kartick Ch. Mondal	"	-do-
33.	Sri Nemai Chandra Mondal	B.S.	S.D.L. & L.R.O. Malda.
34.	Sri Baidya Nath Ganguly	"	-do-
35.	Abdul Mannan	"	-do-
36.	Sri Jagannath Mondal	"	-do-
37.	Wazzar Rahaman	"	-do-
38.	Anisur Rahaman	"	-do-
39.	Sri Sushil Kr. Banerjee	"	-do-
40.	Ainal Haque	"	-do-
41.	Sri Nemal Mal	"	-do-
42.	Md. Kamaruzzaman	"	-do-
43.	Sri Mangal Ch. Chowdhury	"	-do-
44.	Sri Kaliprasanna Ghosh	"	-do-
45.	Sri Gayanath Mal	"	-do-
46.	Sri Monaranjan Mondal	"	-do-
47.	Md. Golam Asraf	S.R.O.-II	-do-
48.	Sabbas Ali	B.S.	-do-
49.	Sri Chandra Bhusan Panda	"	-do-
50.	Sri Gangadhar Das	"	-do-
51.	Sri Sasanka Sekhar Das	"	-do-
52.	Sri Ashim Kumar Das	R.I.	S.D.L. & L.R.O. Sadar, Burdwan.
53.	Sri Sushileswar Biswas	R.O.	-do-
54.	Sri Praditp Kr. Ghosh	R.I.	S.D.L. & L.R.O. Durgapur (Burdwan)
55.	Sri Hemanta Kr. Laha	"	-do-
56.	Mirza Kamaluddin	"	S.D.L. & L.R.O. Asansol (Burdwan).
57.	Sri Monipada Das Poddar	"	S.D.L. & L.R.O. Kalna (Burdwan).
58.	Sri Kashi Nath Keshri	"	-do-
59.	Habib Ali Mallick	"	-do-
60.	Sabir Hossain	"	-do-
61.	Sri Bijoy Kr. Dutta	"	S.D.L. & L.R.O. Katwa. (Burdwan).
62.	Sri Lakshmi Narayan Roy	"	-do-
63.	Sri Shyamaprasad Roy	"	-do-
64.	Sri Sadhan Gopal Sarkar	"	-do-
65.	Sri Prosanta Kr. Ghosh	B.S.	S.D.L. & L.R.O. Krihnanagar (Nadia).
66.	Sri Gora Chand Sarkar	"	-do-
67.	Sri Satyanarayan Roy	"	-do-
68.	Nurul Islam-II	J.M. (Gr-I)	-do-
69.	Sri Hiranmoy Das	B.S.	-do-
70.	Sri Bankim Chandra Mondal	"	-do-
71.	Sri Kartick Ch. Ghatak	"	-do-
72.	Sri Nibaran Chandra Das	"	-do-

73.	Sri Swapan Kr. Chatterjee	”	-do-	
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74.	Nazrul Islam	Amin.	S.D.L. & L.R.O., Howrah (Reverted from R.I)
75.	Sri Narayan Ch. Kar	"	-do-
76.	Md. Lutful Hossain	"	S.D.L. & L.R.O., Uluberia, Howrah
77.	Sri Swapan Kumar Dey	S.R.O.-II	S.D.L. & L.R.O., South 24- Parganas, Alipore.
78.	Sri Panchanan Dutta	B.S.	S.D.L. & L.R.O. Sadar, Purulia
79.	Sri Amal Kumar Sahoo	Amin.	S.D.L. & L.R.O., Islampur (West Dinajpur).
80.	Sri Adhir Sarkar	"	-do-
81.	Sri Niranjan Mondal	"	-do-
82.	Habal Ch. Rajmollah	"	-do-
83.	Sri Radhashyam Paul	"	-do-
84.	Sri Matal Tudu	"	-do-
85.	Sri Biswarup Mukherjee	S.R.O.-II	-do-
86.	Sri Samadish Mal	R.I.	S.D.L. & L.R.O. Raiganj (West Dinajpur)
87.	Abdul Gani Sk	R.O.	S.D.L. & L.R.O., Alipurduar (Jalpaiguri)
88.	Sri Gobordhan Dalui	"	-do-
89.	Sri Chakradhar Ghosh	"	-do-
90.	Sri Parthasarathi Dutta	L.D.C.	D.L. & L.R.O., Birbhum, Suri.
91.	Sri Tarun Ganguly	R.I.	-do-
92.	Md. Badruddoza	S.R.O.-II-	-do-
93.	Sri Nanda Kumar Das	"	-do-
94.	Sri Tapas Kr. Bhattacharjee	R.O.	-do-
95.	Sri Subhas Ch. Chatterjee	B.S.	-do-

Sd/- Illegible  
For S.D.L. & L.R.O.  
Rampurhat, Birbhum

●

**Government of West Bengal**  
**Office of the Director of Land Records and Surveys and**  
**Joint Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Alipore, Calcutta-700027**

Memo. No. 119/12586/A/92

Dated, Alipore, the 1<sup>st</sup> September, 1992.

To  
The District Land and Land Reforms Officer, .....

Subject : Directive in respect of submission of a proposal for temporary/Non-refundable advance from G. P. Fund account.

Reference : Dte. Memo. No. 282/1300-1316/A/89 dated 1.2.92

The undersigned desires that proposals for temporary/non-refundable advances from the G. P. Fund account should contain (I) a specific recommendation of the D.L.&L.R.O./S.D.L.&L.R.O. concerned to the effect that the reason for withdrawal of such advance is confirmed in the affirmative on proper enquiry caused by a responsible officer (II) a certificate on the body of the statement duly authenticated under proper seal to the effect that no portion of the amount representing arrear pay etc. for the period from 1.1.88 to 31.3.89 has been included in the running account at credit. The account slips of the employees issued by the audit during the period of financial year 1990-91 might represents

the amount of arrear pay etc. for the specific period; in those cases, the specific amount of arrear pay etc. may please be deducted from the upto date credited account on proper verification.

2. Be it please noted that the proposals which would not convey the Directive would not be entertained.

3. Copies of the Directive enclosed may please be served to the respective D.D.Os with extra copies for necessary guidance under intimation to this Directorate positively.

P. Ghosh  
For Director of Land Records and Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

●

**Government of West Bengal**  
**Office of the Director of Land Records and Surveys and**  
**Joint Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipur, Calcutta-700027.**

Memo. No. 282/4203-20/A/89

Dated, Alipur, the 15<sup>th</sup> March, 1993.

To  
The District Land & Land Reforms Officer, .....

Subject : General Instruction on dealing with issues on the G.P.F. and its maintenance.

Ref : Dte. Memo. No. 282/1300-1316/A/89 dated 1.02.92

In course of dealing with the proposal for sanction of temporary/Non-refundable advances/preparing pay bills relating to the employees the following instruction may kindly be maintained accurately. Copies for the Sub-Divisional offices under his control are also enclosed for prompt service.

P. Ghosh  
For Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner,  
West Bengal

The following general norms should be maintained by all concerned while preparing pay bills and sanctioning temporary advances from the G.P.Fund account relating to the employees of this Directorate and other offices subordinate to it.

i) A statement should be prepared in proper proforma (enclosed) with usual certificate in support of non-inclusion of the arrear pay etc. for the period from 1.1.88 to 31.3.89 on ROPA, 1990 in triplicate deducting actual amount from the balance at credit if the ROPA amount of arrear pay etc. found to be included with running balance at credit in the account slips issued by the audit for any of the year received last. Otherwise, a certificate may please be recorded in the statement to the effect that it has been confirmed in consultation of the Acquittance Rolls that the amount of arrear pay etc. on ROPA, 1990 has been included in the balance at credit in either of the A/C. slips issued by the audit for 1989-90 and 1990-91. Such statements should be checked by the respective bill assistants who are in charges of the Acquittance Rolls wherefrom the pay etc. of the loanee-employees are drawn. In absence of the definite Bill Assistant, the Head Assistant In-Charge of bill Section will verify the statement in consultation with the Acquittance Rolls and certify it and intimate the fact of his/her such checking to the Bill Assistant In-Charge of the Acquittance Rolls on his/her joining.

ii) A copy of such statement drawn up by the Bill Assistant containing the subsequent deposits on subscriptions/withdrawal of advance or refund of instalments of a temporary advance with details duly authenticated by the Drawing and Disbursing Officer should be attached to the copy of the sanction order endorsing to the audit to enable them to follow the actual position of a certain account at that point of time.

iii) A copy of the sanction order according grant of a temporary/non-refundable advance or conversion of a temporary advance into final withdrawal should be pasted in the Ledger Book of the







<http://wbllroa.in>

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 4297-F

Calcutta, the 2<sup>nd</sup> April, 1993

**MEMORANDUM**

Subject : Correct preparation of Provident Fund Schedule - Checking of.

It has been brought to the notice of the Government by the Accountant General, West Bengal that the Drawing & Disbursing Officer/ Heads of Depts. are furnishing incorrect G.P.F. Schedules. In many cases A/c Nos. are not noted in ascending orders and in the same order in every month.

To avoid difficulty faced by the Accountant General, West Bengal, all the Drawing & Disbursing Officers/Heads of Offices are therefore, requested to follow the guidelines as mentioned in finance Department Memorandum No. 7253-F Dated: 17/7/79 (copy enclosed) properly. They are also directed to use separate G.P.F. schedules for different series of subscribers.

B. Basu  
Deputy Secretary to the Government  
of West Bengal  
Calcutta, the 2<sup>nd</sup> April, 1993.

No. 4297/1 (250) -F

Copy forwarded for information to : -

1. The Director of Land Records and Surveys  
and Joint Land Reforms commissioner,  
35, Gopal Nagar Road, Alipore, Calcutta-700027

Sd/- Illegible  
Deputy Secretary to the Government  
of West Bengal, Finance Department

Memo. No. 161/7418-38/A/93

dated : 22.04.93

Copy with a copy of enclosure is forwarded for information to : -

1. The District Land and Land Reforms officer .....  
with the request to serve the extra copies to the S.D.L.&L.R.Os under his control.
2. The Director, Urban Land Ceiling, 12-B, Russel Street, Calcutta-700073
3. The Principal, West Bengal Survey Institute, Bandel,
4. Head Assistant, Bill.

P. Ghosh  
for Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner, West Bengal

●  
**Government of West Bengal  
Finance Department  
Audit Branch**

No. 4856-F

Calcutta, the 22<sup>nd</sup> April, 1993

**MEMORANDUM**

Subject : Revised Scheme for grant of advance to State Government Employees for meeting expenses in connection with dependent daughter's/sister's marriage and in connection with the treatment of members of his family— Implementation of the recommendation of the Third pay Commission.

In modification of the Finance Department Memo. No. 12266-F, dt. 6.12.90 on the above subject, the Governor has been pleased to decide that the advance will also be admissible for meeting

the expenses in connection with the treatment and marriage of the Government employee himself/herself.

2. The Governor has further been pleased to decide that the advance under the scheme for any purpose will not be admissible if the balance of the G. P. Fund Account of the respective employee at the time of consideration of the prayer is more than Rs. 7000/-

A. K. Chakarborty  
Deputy Secretary to the Govt. of West Bengal

●

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 7646-F

Calcutta, the 28<sup>th</sup> June, 1993.

**MEMORANDUM**

The mode of payment of arrears of pay accruing to Government employees on account of revision of pay and allowances as per West Bengal Services (Revision of pay and allowance) Rules, 1990 was laid down in Rule 9 of the said rules. This rule, i.e. Rule 9 has since been amended by the Finance Deptt. Notification No. 7645-F Dated 28/6/93. Consequent upon such amendment, the arrears of pay and allowances to which a Government employee was entitled in respect of the period from the 1<sup>st</sup> January, 1988 to the 31<sup>st</sup> March, 1989 and which has been credited to the Provident Fund Account of the concerned Government employee will henceforth be treated as a part of the balance in his Provident Fund Account and shall be taken into account for calculating admissible advances or final withdrawals. In other words, normal rules of Provident Fund Accounts will apply to this part of the balance in the Provident Fund Account of an employee. No other mode of payment of arrears of pay shall be permissible.

A. K. Chakrabarty  
Deputy Secretary to the Government  
of West Bengal, Finance Department

No. 7646/1 (350)- F

Calcutta, the 28<sup>th</sup> June, 1993

Copy forwarded for information and necessary action to : -

The Director of Land Records and Surveys and  
Joint Land Reforms Commissioner,  
35, Gopalnagar Road, Alipore, Calcutta-700027

Sd/- Illegible  
Deputy Secretary to the Government  
of West Bengal, Finance Department

Memo. No. 161/12678-12715/A/93

Dated: 2/8/93

Copy forwarded for information to : -

1. The District Land and Land Reforms Officer, .....  
with the request to serve the extra copies to the S.D.L. & L.R.Os under his control.
2. The Director of U.L.C., 12-B Russel Street, Calcutta-700073.
3. The Principal, West Bengal Survey Institute, Bandel.
- 4-10 .....

P. Ghosh  
for Director of Land Records & Surveys  
& Joint Land Reforms Commissioner, W.B.

**Specimen Order**

**Government of West Bengal  
Office of the .....**

Order No.

Dated, the

Shri/Srimati \_\_\_\_\_ designation \_\_\_\_\_ now attached to District Land and Land Reforms Office/Sub-Divisional Land & Land Reforms Office/Block Land & Land Reforms Office, has applied for a non-refundable advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only from the G. P. Fund Account No. \_\_\_\_\_ in connection with the \_\_\_\_\_ He/She had in his/her credit a sum of Rs. \_\_\_\_\_ as on \_\_\_\_\_

2. Shri/Srimati \_\_\_\_\_ has already completed a period of 20 years continuous service and his/her present basic pay is Rs. \_\_\_\_\_, his/her date of superannuation is on \_\_\_\_\_

3. The terms and conditions laid down in F.D. Order No. 6116-F, dated 23.12.65 have been fulfilled. On no occasion he/she was granted any final withdrawal.

4. Sanction is hereby accorded to the grant of a non-refundable advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only from the G. P. Fund A/c No. \_\_\_\_\_ of Shri/Srimati \_\_\_\_\_ in terms of Rule No. 15A (1) (b) (c) (d) read with sub-para 2 of the W.B. (G.P.F) Rules in order to enable him/her to meet the expenses in connection with the \_\_\_\_\_

5. In sanctioning the advance due regard has been paid to the balance at the credit of the subscriber in the fund.

6. The advance will be drawn from the \_\_\_\_\_ Treasury at \_\_\_\_\_ by the Drawing and Disbursing Officer specified.

7. The Accountant General, West Bengal, is being informed.

\_\_\_\_\_  
Designation of Head of Office

Memorandum No.

Dated, the

Copy with the deposit Account slip 19 19 of the subscriber furnished with the application forwarded to the District Land & Land Reforms Officer/Sub-divisional Land & Land Reforms Officer \_\_\_\_\_ with reference to his Memo. No. \_\_\_\_\_ dated \_\_\_\_\_ Shri/Srimati \_\_\_\_\_ shall produce satisfactory evidence to the effect that the money has been utilized for the purpose for which it was withdrawn within 6 (six) months from the date of such withdrawal and on his failure to do so shall repay to the fund the whole of the money so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn in one lump together with the interest thereon at the rate prescribed under rule 14 of the G. P. Fund (W.B.S) Rules.

2. The Treasury Officer \_\_\_\_\_ at \_\_\_\_\_ for information.

3. Accountant General, (A and E); W.B. 18 Rabindra Sarani (6<sup>th</sup> floor)- for information. He is also requested to send an acknowledgement that the sanction for withdrawal has been noted in the ledger account of the subscriber under intimation to him.

\_\_\_\_\_  
For Head of Office

**Specimen Order**

**Government of West Bengal**

**Office of the ..... Land and Land Reforms Officers .....**

Order No.

Dated, the

Shrimati/Shri..... (designation) ..... attached to District/Sub-Divisional/ Block Land & Land Reforms Office,..... was granted a temporary advance of Rs. .... (Rupees .....) only from her/his General Provident Fund account No. .... under order No..... dated..... The aggregated amount of the said order was Rs. .... (Rupees.....) only out of which a sum of Rs. .... has been deducted from her/his pay bill @ Rs. .... per month for ..... months upto ..... Smt./Shri..... has expressed her/his inability to refund the

outstanding amount of Rs. .... (Rupees.....) only and has prayed for conversion of the temporary advance into a part final withdrawal in terms of Rule 15C of the General Provident Fund (WBS) Rules.

2. She/he completed 20 years of continuous service. She/he is due to retire on superannuation within a period of ten years.

3. As all the terms and conditions laid down in Rules 15A and 15B of the G. P. Fund (WBS) Rules fulfill, sanction is hereby accorded to the conversion of the balance outstanding amount of Rs. .... (Rupees .....) only into a part final withdrawal in terms of Rule 15C of the G. P. Fund (WBS) Rules.

4. The Accountant General, West Bengal, is being informed.

\_\_\_\_\_  
Designation of Head of Office

Memorandum No.

Dated :

Copy forwarded for information and necessary action to : -

1. Smt./Shri
2. Bill Sec. with a spare copy to keep a note in the ledger account
3. The Director of Land Records & Surveys, West Bengal.

\_\_\_\_\_  
For Head of Office

### Specimen Application Form

**Government of West Bengal**  
**Office of the .....**

Memo. No.

Dated, the \_\_\_\_\_

To  
The Accountant General (A&E), West Bengal,  
18, Rabindra Sarani (6<sup>th</sup> floor), Calcutta- 1

(Through proper channel)

Sir,

I am to apply for a conversion of the temporary advance from General Provident Fund account into a non-refundable part final withdrawal as per details noted below.

	Question	Reply
1.	Name	
2.	Designation	
3.	Date of birth as noted in service book	
4.	Date of entry in service	
5.	Date of superannuation	
6.	G. P. Fund Account no.	
7.	Date of completion of 20 years of service	
7A.	Whether the date of retirement falls within a period of 10 years	
8.	Sanction order and date of the temporary advance from the G. P. Fund account including reason for drawal.	
9.	Amount of advance sanctioned	

10.	Total aggregated amount	
11.	Whether any instalment of advance/aggregated amount (as shown in Colmn. No. 10) has been deducted from pay bill. If so, no of such instalment(s) may be mentioned.	
12.	No. and rate of instalments of the advance/aggregated amount yet to be recovered.	
13.	Total aggregated amount for which the conversion has been proposed.	
14.	Reason for such prayer of a conversion.	

Yours faithfully

(Name and Designation)

The contents of the application has been verified and found correct. Recovery of the temporary advance of G. P. Fund Account/aggregated amount has been stopped from the pay bill for the month of \_\_\_\_\_ of the employee concerned. The total of Rs. \_\_\_\_\_ is to be converted into final withdrawal.

The prayer is recommended.

\_\_\_\_\_  
Head of Office

●  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 10959-F

Calcutta, the 28<sup>th</sup> September, 1993.

The undersigned is directed to say that in terms of the Fifth schedule of the G. P. F. (WBS) Rules temporary advances for special reasons under Rule 15 (1) C and non-refundable advances under Rule 15A & 15B in respect of the officers belonging to the constituted services like W.B.C.S and W.B.A. & A.S. etc. are required to be sanctioned by the parent department controlling the respective cadres. Since these officers are posted in different offices and usually in the districts there is considerable delay in processing and clearing of such cases as the applications are to be routed to the cadre controlling department for disposal.

2. After careful consideration of the matter the Governor has been pleased to declare the Head of office as one of the authorities competent to sanction such advances from the respective G. P. F. Account. However, where the Head of office is himself the applicant such advances may be sanctioned by the respective controlling officer.

B. Basu  
Deputy Secretary to the Government  
of West Bengal

No. 10959/1 (350)-F

Calcutta, the 28<sup>th</sup> September, 1993.

Copy forwarded for information and necessary action to:-

1. The Director of Treasuries & Accounts, West Bengal, 'Stephen House, 4, B.B.D. Bag (East), Calcutta-700001
2. The Pay & Accounts Officer, Calcutta Pay & Accounts office, 811/2/2 Phears Lane, Calcutta-700012
3. The Accountant General (A&E), West Bengal, 18, Rabindra Sarani, Calcutta-700001
4. The Accounts Officer, West Bengal Sectt.

B. Basu  
Deputy Secretary to the Government of  
West Bengal

Memo. No. 282/17506-23/A/89

Dated, Alipore, 8<sup>th</sup> October, 1993.

Copy forwarded for information and necessary action to District Land & Land Reforms Officer, .....  
.....

He is requested to serve the enclosed copies to all Sub-divisional units under him. The fifth schedule of the G. P. Fund (WBS) Rules defined the authorities competent to accord sanction to a temporary advance from the fund account to the extent of  $\frac{3}{4}$  of the balance at credit/non-refundable advance and conversion of temporary advance sanctioned as a special case.

ii) On execution of present amendment, a 'Head of Office' has been empowered to accord sanction for temporary advance/non-refundable advance.

iii) The proposal for sanction a temporary advance as a special case as well as non-refundable advance from fund account should be operated locally by the head of office like:-

- a) Deputy Director of Surveys, West Bengal in respect of all employees of West Bengal Traverse Party and West Bengal Drawing Office.
  - b) District Land & Land Reforms Officer in respect of all employees attached to his district.
  - c) Sub-divisional Land & Land Reforms Officer in respect of all employees of Sub-division and other offices subordinate to it.
- iv) Incidentally, it is stated that in terms of Finance (A) Deptt's Memo. No. 7646-F dt 28.6.93, Government allowed to withdraw the amount of transfer-credit as a part of regular balance of the G. P. Fund account; so the balance at credit should be inclusive of that amount.
- v) Fresh proposals issued beyond 31.10.93 for such sanction will not be entertained.

S. Chakarborty  
for Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

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**Government of West Bengal  
Office of the Director of Land Records & Surveys  
& Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road, Alipore, Calcutta-700027**

Memo. No. 282/18799-18817/A/89

Dated, Alipore, the 1<sup>st</sup> November, 1993.

To

- 1) The District Land & Land Reforms Officer, .....
- 2) The Principal, West Bengal Survey Institute, Bandel,

Sub : Procedural formalities in sanctioning a non-refundable advance from G.P.Fund account of Government employees of all categories including Gazetted officers except the head of office himself.

In continuation of Dte. Memo. No. 282/17506-23/A/89, dt. 8.10.93 a Guideline in terms of admissibility reasons for drawal of such advance and obligation rests on an incumbent is noted as following:

(A) Terms of Admissibility :

- i) Seventy five percent of amount accumulated at credit at the point of time of a prayer;
- ii) Length of service for a period of 20 years or within a period of 10 years from the date of superannuation;
- iii) Prayer at a suitable time with assurance of a positive drawal of such advance prior to six months of superannuation;

(B) Reasons for sanction of a non-refundable advance :

- iv) Oversea education of dependent sons/daughters;

- v) Wedding ceremony of any dependent female relations;
- vi) Medical treatment of dependent members of family including other relations solely dependent on him/her;
- vii) Purchase of a piece of land for construction of a dwelling house (once in service life). It may please be ascertained that the incumbent concerned obtains prior permission from the competent authority to purchase such land;
- viii) Addition and alteration of his/her dwelling house (once in service life)

N.B. The sentence of para 3 of the model form of sanction order need be accorded through in respect of a non-refundable advance proposed to be withdrawn on grounds other than the items (vii) and (viii). In respect of items (vii) and (viii) the sentence should be retained and completed with the words "for such purpose" positively.

(C) Obligation :

- ix) Utilisation certificate should be obtained from the incumbent concerned by the head of office within two months from the date of drawal of such advance;

(D) Model forms :

Specimen of model forms are enclosed.

- a) Sanction order for a non-refundable advance
- b) Sanction order for conversion of a temporary advance from G.P. Fund account into final withdrawal for those employees whose accounts is controlled by the Drawing and Disbursing Officers through ledger.
- c) Forwarding letter in respect of an application praying for conversion of a temporary advance into part final withdrawal for the employees whose accounts is maintained by the Accountant General (A&E), West Bengal, Rabindra Sarani (6<sup>th</sup> floor), Calcutta- 1.

(E) Sanctioning authority of the head of office

A proposal for a temporary/non-refundable advance submitted by a head of office will be sanctioned by the next higher authority of that certain officer i.e. District Land & Land Reforms Officer, for a Sub-divisional Officer and Director of Land Records & Surveys, West Bengal for a District officer.

(F) Maintenance Register and its proforma

A maintenance register need be introduced in the following proforma to judge the flow of drawal and recovery of different nature of G.P.Fund advance employee-wise.

Maintenance Register of GPF advance

Name of holder of the A/c no	A/c No.	Nature of advance withdrawn	Sanction order no. and date	Amt. of advance (Aggregated amt.)	Bill No.	T.V. No.

(G) Direction

A copy of each of such sanction order need be endorsed to this Directorate with a certificate therein that sanction has been accorded following the Guidelines and directives issued from time to time.

S. Chakarborty  
for Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

●

**Government of West Bengal**



**Finance Department  
Audit Branch**

No. 11830-F

Calcutta, the 5<sup>th</sup> November, 1993.

**MEMORANDUM**

In terms of Finance Deptt. Notification no. 6116-F dtd. 23.12.65 and 226-F dtd, 8.11.77 a subscriber, on completion of 20 years continuous service is entitled to apply for non-refundable advance upto a limit of 75% of the existing balance in his G. P. F. A/C. on the grounds specified therein.

2. The undersigned is directed by order of the Governor to state that the Governor has now been pleased to decide that the authorities competent to sanction an advance for special reasons under clause (c) of Sub-Rule (1) of rule 15 of the WBS (GPF) Rules may at any time within twelve months before the date of retirement on superannuation of a subscriber sanction a one time withdrawal of an amount not exceeding ninety percent of the amount standing at his credit in the Fund without assigning any reason for such withdrawal by him. This facility shall be admissible only once.

3. Formal amendment in the W.B.S.(G.P.F) Rules will be made in due course.

B. N. Paul

Dy. Secy. to the Government of West Bengal

Memo. No. 282/19673-744/A/89

dated, Alipore, the 16<sup>th</sup> November, 1993

Copy forwarded for information and necessary action in continuation of Dte. Memo. No. 282/18799-18817/A/89 dtd. 1.11.93 to the :-

1. The District Land & Land Reforms Officer, .....
2. Dy. Director of Surveys, West Bengal
3. E.R.O., 147-150, Assembly Constituencies.
4. The S.D.L. & L.R.O., \_\_\_\_\_
5. Principal, West Bengal Survey Institute, Bandel

Government has already extended powers to the heads of offices to accord sanction to the grant of temporary/non-refundable advance to all employees from the G. P. Fund Account.

On a further amendment such powers of according sanction to a non-refundable advance has been extended upto the 90% of the accumulated amount for once in service life admissible within one year of retirement on superannuation to the employees who have completed 20 years of service. This will not be applicable to an employee if the date of sanction recorded in a period less than one year.

All model form for sanction order for such purpose is enclosed.

S. Chakarborty

for Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

**Specimen Order**

**Government of West Bengal  
Office of the ..... Land and Land Reforms  
Officer.....**

Order No.

Dated, .....

Shri/Sm..... (designation)..... now attached to District/Sub-divisional Land and Land Reforms Office..... on a basic pay of Rs..... (Rupees.....) only per month has applied for non-refundable advance of Rs..... (Rupees.....) only from the accumulated amount of his/her General Provident Fund account number..... He/She has in his/her credit a sum of Rs..... as on .....

2. Shri/Sm..... has already completed a continuous period of 20 year's service and is due to retire on superannuation on .....

3. The terms and conditions as laid down in Finance (A) Department's Order No. 6116-F dated 23.12.65 read with that Department's Order No. 11830F dated 5.11.93 on no occasion he/she was granted any non-refundable advance for such purpose within twelve months from the date of superannuation.

4. Sanction is hereby accorded to the grant of a non-refundable advance of Rs..... (Rupees.....) only from General Provident Fund Account to Shri/Sm..... in terms of Rule 15 (2) of the WBS (G. P. Fund) Rules read with Finance (A) Department's Order No. 11830F dated 5.11.93 for the reason related to his/her approaching date of superannuation within twelve months.

5. In sanctioning the advance due regard has been paid to the balance at the credit of the subscriber in the fund.

6. The advance will be drawn from the ..... Treasury at ..... by the specified Drawing and Disbursing Officer.

7. The Accountant General, West Bengal, is being informed.

\_\_\_\_\_  
Designation of Head of Office

Dated.....

Memo. No.

Copy forwarded for information and necessary action to:-

- i) The Accountant General (A&E) West Bengal; 18, Rabindra Sarani, (6<sup>th</sup> Floor). He is requested to kindly send an acknowledgement that the sanction for withdrawal has been noted in the ledger account of the subscriber under intimation to the head of office.
- ii) The Treasury Officer..... at .....
- iii) The In-Charge, Bill Section.
- iv) The Bill clerk with a spare copy of the order.
- v) Shri/Sm..... (designation)..... with the original Account slip for .....
- vi) The Director of Land Records & Surveys, West Bengal, with reference to Directorate Memo. No. 282/18799-18817/A/89 dated 1.11.93

\_\_\_\_\_  
For Head of Office

●  
\_\_\_\_\_  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 9538-F

Calcutta, the 7<sup>th</sup> September, 1995.

Sub : Extension of date regarding regularization of G. P. F deposit keeping in the suspense Account.

In terms of Finance Department Memo. No. 1969-F dt. 24.2.89 the rate of subscription once fixed by a subscriber shall remain unchanged during the course of a financial year with effect from 1.4.89. Owing to the late receipt of the said Memo. by various Department/offices a large number of subscriber changed the rate of subscription more than once during a financial year in violation of the said memo. The Accountant General, West Bengal did not calculate interest on such unauthorized subscription deposited by a subscriber during a financial year. In terms of Finance Department Memo. No. 5604-F dt. 14.6.91 irregular subscription made so far by the subscriber in violation of Finance Department Memo. No. 1969-F dt. 24.2.89 was treated as regular subscription and entire amount so deposited earned interest.

Now it has again come to the notice of the Government that due to lack of knowledge a good number of subscribers again committed similar mistakes resulting in suffering of similar nature.

The undersigned is now directed by the order of the Governor to say that the Governor, after careful consideration of the various aspects of the matter, has been pleased to decide, for the last time, that the irregular subscription made upto the month of August, 1995 in violation of Memo. No. 1969-F dt. 24.2.89 and Memo. No. 5604-F dt. 14.6.91 shall be treated as regular subscription and entire amount so credited will earn interest.

The instruction contained in this Deptt.'s Memo. No. 1969-F dt. 24.2.89 should be followed strictly with effect from September, 1995 pending amendment of the aforesaid Rules in due course.

S. P. Sinha Roy  
Deputy Secretary to the Government of  
West Bengal, Finance Department

No. 9538/1 (400)- F

Calcutta, the 7<sup>th</sup> September, 1995.

Copy forwarded for information to the following with the request that this circular should be widely circulated to the sub-ordinate offices:-

- 1-3) .....
- 4) The District Magistrate, .....
- 5-10) .....

Sd/- Illegible  
Deputy Secretary to the Government of  
West Bengal, Finance Department

————— ● —————

<http://wbllroa.in>

**Government of West Bengal**  
**Office of the Director of Treasuries & Accounts**  
**Stephen House, 4<sup>th</sup> floor**  
**4, B. B. D. Bag (East) Calcutta-700001**

No. DT/O/4/G/1386 (125)

Dated: 12-09-1995

To  
The District Magistrate, Howrah  
P.O. & Dist. Howrah

Sir,

A question has been raised whether Head of Office can convert outstanding balance of temporary G. P. F. advance into non-refundable advance on completion of 20 years of service by the loanee.

The decision of Finance Department Gr. 'J' dt. 18.5.95 in this regard in this Directorate file no. DT/O/4/G/ (pt) is reproduced below for your guidance.

"The Head of Office has been empowered to grant temporary advance (under Spl. reason) and non-refundable advance to the employees under his control. Now conversion of temporary advance into non-refundable advance under rule 15C of G.P.F (WBS) Rules is nothing but grant of non-refundable advance. Though in our memo it has not been mentioned that Head of Office can convert such outstanding temporary advance into non-refundable advance. Still we think they can convert the same."

Yours faithfully,  
Sd/- Illegible  
Asstt. Director of Treasuries & Accounts  
West Bengal

Office of the District Magistrate, Howrah  
Genl. Estt. Deptt.

Memo. No. 1009 (50)/Estt.

Dated, Howrah the 14<sup>th</sup> December, 1995.

Copy forwarded for information and taking necessary action to the:-

1. All D.D.Os, D.L & L.R.O., Howrah
2. B.D.Os .....
3. S. D. O. Uluberia, Howrah
4. A copy keep in a Guard file.

For Collector, Howrah

●  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 3637-F

Calcutta, the 21.04.97

From : Shri S. P. Sinha Roy  
O.S.D. & Ex-Officio, Dy. Secy. to the Government of West Bengal  
Finance Department

To : The Principal Accountant General (A&E), West Bengal  
18, Rabindra Sarani, Calcutta-700001.

Sub : Final Payment of IPF money of a deceased subscriber having no family.

Sir,

I am directed to refer to your letter No. FM/378111/out/69 dt. 02.01.97 on the above subject and to say that the matter was placed before the Ld. L.R., West Bengal. The extract of clarification made by Ld. L.R. is given below for your information.

“Under the provisions of Rule 31(i) (a), money being in the P.F a/c of a subscriber is required to be paid to the nominee or nominees as the case may be in shares specified by the subscriber, if such specification is made at all, when a nomination is made by the subscriber in accordance with the provisions of Rule 8 of the G.P.F. (WBS) Rules, this provision will be followed. When the subscriber does not leave a family, Rule II of Rule 31 shall be followed. This Rule also incorporates the same provisions relating to payment of P.F. money to a nominee or nominees of the subscriber.

Under the provision of sub-section-1 of section 4 of the P.F. Act. 1925 a person nominated to receive provident fund money is required to produce a probate or letter of administration or a certificate granted under the succession certificate Act entitling him to receive payment of provident fund money. Under Clause-II of sub-section 1 of section 4 of the Act a person who produces probate, letter or certificate is entitled to get provident fund dues when no person is nominated.

It is evident from the analysis of the aforesaid provision of the relevant Act and the Rules that were granting of succession certificate in favour of a person in the absence of any nomination in his favour. When the subscriber has nominated somebody to receive his Provident fund money, should not entitle him to receive the provident fund money on the strength of such succession certificate. Nominee of the deceased shall have to obtain succession certificate in order to receive payment of provident fund money as per nomination of the subscriber. If he fails to get such certificate, any other legal heir of the deceased subscriber obtaining succession certificate will not be entitled to get the money.”

Yours faithfully,  
Sd/-Illegible  
O.S.D. & Ex-officio Dy. Secy.  
to the Government of West Bengal

●  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No.9166-F

Calcutta, the 20<sup>th</sup> September, 1999.

**MEMORANDUM**

Subject : Revisions of the existing prescribed application forms (10A & 10B) for the Final payment of balances in the Provident Fund Accounts of the State Government employees.

The undersigned is directed to refer to this Department Memo. No. 6906-F dated 13.05.1984 wherein two forms of applications i.e. Form 10A & Form 10B have been prescribed for final payment of Provident Fund money for use of Gr. A, B & C employees and by nominees or other claimants. The Heads of Offices/D.D.Os furnish certain necessary information/certificates to the office of the Accountant General, West Bengal through these forms.

Now after introduction of one time withdrawal to the tune of 90% of accumulation in terms of F.D. Memo. No. 11830-F dated 05.11.93 and transfer credit of arrear pay and allowances under Revision of Pay and Allowances Rules, 1998 the D.D.Os/Heads of Offices are required to furnish certificates containing information regarding final withdrawal of 90% deposit and payment of ROPA amount which are not in the present forms.

After careful consideration of all aspects, the Governor has been pleased to insert the following certificates in Form 10A and Form 10B and instruct all Heads of Offices/D.D.Os to use the revised forms henceforth to avoid delay in processing the final payment cases of G.P.F.

1. Certified that he/she was sanctioned/not sanctioned any amount (not exceeding 90% of balance standing at his/her credit) in terms of Finance Department (Audit Branch) Memo. No. 11830-F dated 05.11.93 during the last 12 months immediately preceding the date of his/her retirement.

Amount of Withdrawal	Date	Voucher/Token No.
----------------------	------	-------------------

2. Certified that an amount of Rs. \_\_\_\_\_ due to R.O.P.A. for the year \_\_\_\_\_ was deposited in his/her G.P.F. Account vide Token/T.V. No. \_\_\_\_\_ dated \_\_\_\_\_ and the same amount was not withdrawn/withdrawn as per details given below:

Amount of Withdrawal	Date	Voucher/Token No.
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The revised Forms 10A & 10B are enclosed.

S. P. Sinha Roy  
Deputy Secretary to the Government of  
West Bengal, Finance Department

No. 9166/1 (500)- F

Dated, Calcutta, 20<sup>th</sup> September, 1999.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, 18, Rabindra Sarani, Poddar Court, Calcutta-700001
2. The Director of Land Records and Surveys, West Bengal, 35, Gopal Nagar Road, Alipore, Calcutta-700027

S. P. Sinha Roy  
Deputy Secretary to the Government of  
West Bengal, Finance Department

FORM - 10A

(For all Officers other than Group-D)

Form of Application for Final payment of Balance (Rs.....) in the Provident Fund Account.

To

The Principal Accountant General (A&E), W.B.

(Through the Head of Office)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for \_\_\_\_\_ months/have been discharged/dismissed/have resigned finally from Government service and my resignation has been accepted with effect from \_\_\_\_\_ forenoon/afternoon.

2. My Provident Fund Account No. is \_\_\_\_\_ I desire to receive payment through my office/through the \_\_\_\_\_ Treasury/Sub-Treasury. \* Particulars of my personal marks of identification, photograph, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers), in duplicate, duly attested by a Group-A service Officer of the Government are enclosed.

3. The undermentioned life insurance policies financed by me.  
Policy No. \_\_\_\_\_ Name of the Company \_\_\_\_\_ sum assured \_\_\_\_\_

i)

ii)

4. I have exercised/not exercised option for stoppage of subscription to my Provident Fund Account three months prior to the date of retirement on superannuation in terms of Government of West Bengal, Finance Department Memorandum No. 1991-F dt. 01.03.1999.

Yours faithfully,

(Signature)

Station :  
Date:

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* This applies only when payment is not desired through the Head of Office.

(For use by Head of Office)

Forwarded to the Pr. Accountant General (A&E), W.B. for necessary action.

1. The Provident Fund A/c No. of Shri/Smt./Kumari \_\_\_\_\_ (as verified from the statement furnished to him/her from year to year) is \_\_\_\_\_.
2. He/She has finally retired/will retire/has proceeded on leave preparatory to retirement for \_\_\_\_\_ months/has been discharged/dismissed/has resigned finally from Government service and his/her resignation has been accepted with effect from \_\_\_\_\_ forenoon/afternoon.
3. He/She has exercised/not exercised option for stoppage of subscription to his/her provident fund Account six months prior to the date of his/her retirement on superannuation in terms of Government of West Bengal, Finance Department Memorandum No. 2133-F, dt. 24.3.81 and 4201-F dt. 21.4.82.
4. The last fund deduction was made from his/her pay in this office Bill No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) cash voucher No. \_\_\_\_\_ of Treasury, the amount of deduction being Rs. \_\_\_\_\_ and recovery on account of refund of advance Rs. \_\_\_\_\_.
5. Certified that he/she was sanctioned/not sanctioned any temporary advance from his/her provident fund Account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Amount of Advance	Date	Voucher No
1.			
2.			
3.			
4.			

6. Certified that he/she was sanctioned/not sanctioned final withdrawal/final withdrawals from his/her Provident Fund Account during the 36 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Withdrawal	Date	Voucher No
1.			
2.			
3.			
4.			
5.			
6.			
7.			

8.			
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7. Certified that no amount was withdrawn/the following accounts were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premium or for the purpose of a new policy:-

	Amount	Date	Voucher No
1.			

8. It is certified that no demands/following demands of Government are due for recovery.

9. It is certified that he/she has not resigned Government service to take up the appointment of the State Government or other State Governments or Central Government or under a body corporate owned or controlled by Government.

10. Certified that he/she was sanctioned/not sanctioned one time withdrawal within 90% of his/her GPF balance within 12 months immediately preceding the date of his/her retirement on superannuation in terms of Finance Department Memo. No. 11830-F dt. 5.11.93, the detail of which has been mentioned at S1. No. (1)/(2)/(3)/(4)/(5)/(6)/(7)/(8) of 2<sup>nd</sup> paragraph of Col. 6 of this Form.

	Amount of Withdrawal	Date	Voucher/Token No
1.			

11. Certified that an amount of Rs. \_\_\_\_\_ due to ROPA for the year \_\_\_\_\_ was deposited in his/her G.P.F. Account vide Token/T.V. No. \_\_\_\_\_ Dated \_\_\_\_\_ and the same amount was not withdrawn/withdrawn as per details given below.

	Amount of Withdrawal	Date	Voucher/Token No
1.			

Signature of the Head of Office/Deptt.

\* Certificate No. 8 to be furnished in the case of contributory Provident Funds only.

●

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 5915-F

Calcutta, the 10<sup>th</sup> July, 2000.

**RESOLUTION**

The Governor is pleased to decide that during the year 2000-2001 the rate of interest on the balances at the credit of the subscriber to the General Provident Fund and other similar Funds under the administrative control of the Government of West Bengal shall be 11% (Eleven percent) per annum. This rate will be in force during the financial year beginning on 01.04.2000.

The Funds concerned are:-

1. The General Provident Fund (West Bengal Services)
  2. The Contributory Provident Fund (West Bengal).
2. Ordered that the resolution be forwarded to all Department of Government of West Bengal and published in the Calcutta Gazette.

By order of the Governor,



B. Bhattacharyya  
Joint Secretary to the Government of  
West Bengal

No. 5915/1 (1)-F

Calcutta, the 10<sup>th</sup> July, 2000.

Copy with 20 copies of the resolution forwarded to the Accountant General (A&E), West Bengal, 18, Rabindra Sarani, Calcutta-700001

B. Bhattacharyya  
Joint Secretary to the Government of  
West Bengal

————— ● —————  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 11770-F

Kolkata, the 28<sup>th</sup> December, 2001.

**NOTIFICATION**

In terms of Finance Department Notification No. 6116-F, dated 23.12.1965 a subscriber is entitled to get part final withdrawal at any time after the completion of 20 years of service including broken period of service, if any or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit to the Fund, for one or more of the following purposes namely:-

a) Meeting the cost of Higher Education including where necessary, the travelling expenses of any child of the subscriber in the following cases namely -

i) For education outside India for academic, technical, professional or vocational course beyond the High School Stage, and

ii) For any medical, engineering or other technical or specialized course in India beyond the High School Stage provided the course of study is for not less than three years.

b) Meeting the expenditure in connection with the marriage of the subscribers' sons or daughters and any other female relation actually dependent on him.

c) Meeting the expenses in connection with the illness including where necessary, the travelling expenses of the subscriber, or any person actually dependent on him.

d) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing or making additions or alteration to a house actually owned or acquired by a subscriber.

e) Purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose.

f) For constructing a house on a site purchased utilising the sum withdrawn under Clause(e).

Now as per recommendation of the 4<sup>th</sup> Pay Commission, the Governor, after careful consideration of the various aspects of the matter, has been pleased to decide that withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under Clause (e) of Sub-rule (1) of rule 15, at any time after the completion of 15 years of service (including broken period of service, if any) of a subscriber or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the purposes mentioned above.

The relevant rule of the General Provident Fund (West Bengal Services) Rules will be amended in due course.

S. Roy  
Joint Secretary to the Government of

West Bengal  
Finance Department

No. 11770/1 (500)- F

Kolkata, the 28<sup>th</sup> December, 2001.

Copy forwarded for information to the following with the request that this Circular should be widely circulated to the sub-ordinate offices :-

\* \* \* \* \*

- (14) The Directorate of Land Records & Surveys, West Bengal  
35, Gopal Nagar Road, Alipore, Kolkata-700027

Sd/-Illegible  
Officer-on-Special Duty  
& Ex-officio Dy. Secretary  
Finance Department

<http://wblroa.in>

Copy forwarded for information to :-

- (1) The District Land & Land Reforms Officer, .....
- (2) The Sub-divisional Land & Land Reforms Officer ,.....
- (3) P.A. to DLR/Jt. DLR/D.D.L.R/ADLR/A.E.O/DDA/DDS/DDE/ADS/ADC/OSD-I/OSD-II/OSD-III/O.S.
- (4) H.A.,.....

S. Biswas  
for Director of Land Records & Surveys  
& Jt. Land Reforms Commissioner  
West Bengal

————— ● —————  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 11771-F

Kolkata, the 28<sup>th</sup> December, 2001

Subject : Regularisation of G.P.F. deposit kept in the Suspense Account.

In terms of Finance Department Memo. No. 1969-F dt. 24.2.89 the rate of subscription once fixed by a subscriber shall remain unchanged during the course of a financial year with effect from 1.4.89. Owing to the late receipt of the said memo. by various Deptt./Offices a large number of subscribers changed the rate of subscription more than once during a financial year in violation of the said memo. The Accountant General, West Bengal did not calculate interest on such unauthorized subscription deposited by a subscriber during a financial year. In terms of Finance Deptt. Memo. No. 5604-F, dt. 14.6.91 and Memo. No. 9538-F dt. 7.9.95 irregular subscription made by the subscribers in violation of Finance Deptt. Memo. No. 1969-F dt. 24.2.89 was treated as regular subscription and entire amount so deposited earned interest.

Now again it has come to the notice of the Government that due to lack of knowledge, a good number of subscribers again committed similar mistake resulting in suffering of similar nature.

The undersigned is now directed by the order of the Governor to say that the Governor after careful consideration of the various aspects of the matter, has been pleased to decide, strictly for the last time, that the irregular subscription made upto the month of Number, 2001 in violation of Memo. No. 1969-F, dt. 24.2.89, Memo. No. 5604-F, dt. 14.6.91 and Memo. No. 9538-F, dt. 7.9.95 shall be treated as regular subscription and entire amount so credited will earn interest.

The instruction contained in this Deptt.'s Memo. No. 1969-F, dt. 24.2.89 should be followed strictly with effect from December, 2001 pending amendment of the aforesaid Rules in due course.

S. Roy  
Joint Secretary to the  
Government of West Bengal  
Finance Department

————— ● —————  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 7951-F

Kolkata, the 7<sup>th</sup> August, 2002

**RESOLUTION**

The Governor is pleased to decide that during the year 2002-2003, the rate of interest on the balances at the credit of the subscriber to the General Provident Fund and other similar funds under

the administrative control of the Government of West Bengal shall be 9% (nine percent) per annum. The rate of interest will be in force during the financial year beginning on 1.4.2002.

The funds concerned are:

- 1) The General Provident Fund (West Bengal Services)
  - 2) The Contributory Provident Fund (West Bengal)
2. Ordered that the resolution will be forwarded to all departments of Government of West Bengal and published in "Kolkata Gazette".

By order of the Governor,  
S. P. Sinha Roy  
Joint Secretary to the  
Government of West Bengal  
Finance Department

●

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 7134-F

Kolkata, the 9<sup>th</sup> August, 2005

The undersigned is directed to say that G.P.F. balances of Group-'D' employees are transferred to their new G.P.F. A/c allotted by the A.G./West Bengal, on their promotion to a Group-'C' post.

It has been reported by the A.G. West Bengal, that in some cases advances from the fund have been granted from new Accounts of such employees before the transfer of balances were actually made causing minus balances in these Accounts.

To sort out this problem, the Governor, has been pleased to decide that the Heads of Office while sending requisition for allotment of a new A/c no. after subscriber is promoted to a Group-'C' post, will also send details of the amount standing at the credit of the subscriber in his old G.P.F. A/c. maintained by the Deptt. concerned. This amount will be transferred to the new account as soon as the new A/c. No. is allotted.

Subsequent adjustment as may be necessary for sanction of any advance during the intervening period will be made in A.G. West Bengal's Office later on, on receipt of the Govt. order sanctioning the advance.

All Deptt.'s are hereby requested to comply with the procedure laid down above with immediate effect.

P. K. Dasgupta  
Special Secretary to the  
Government of West Bengal  
Finance Department

●

**Government of West Bengal  
Directorate of Treasuries and Accounts  
Finance Department**

No. DT/O/5/G-05/2056

Date : 19.12.05

**CIRCULAR**

The Office of the A.G, W.B has expressed concern over the sanction and drawal of fund out of G.P. Fund Account in respect of the employees who have been promoted from the post Group 'D' to Group 'C' before transfer of the amount standing at the credit of the subscriber in his old G.P.F. Account maintained in his office to the new Account number allotted by the office of the A.G., W.B.

Under consultation of the office of AG, W.B., all the D.D.Os are hereby requested to send the balance position standing at the credit of the concerned Group 'D' employee for a complete accounting year together with interest who has been subsequently promoted to the Group 'C' post. The balance position may be communicated to the office of the AG, W.B. at the time of forwarding the application of seeking the GPF Account number or subsequently after receiving the new account number from the Accountant General (A&E), W.B.

The prescribed proforma for sending the balance at the credit of GPF of such Group 'D' employee is given below:

**PROFORMA**

1. Designation & Address of the D.D.O. forwarding the application :
2. Group 'D' Account No. :
3. Group 'C' Account No. :
4. Bill Month of last deduction in Group 'D' Accounts :
5. Group 'D' balance (with Interest calculated up to 31<sup>st</sup> March along with the amount of ROPA '98 to be shown separately) :

Sd/-Illegible  
Additional Director of Treasuries & Accounts,  
West Bengal

— ● —  
**Government of West Bengal  
Finance Department  
Audit Branch**

No. 3681-F

Kolkata, the 18<sup>th</sup> May, 2006

Sub : Submission of compulsory nomination paper along with the application for allotment of new G.P.F. Account Number.

The undersigned is directed to say that in terms of Rule 8 of G.P.F. (WBS) Rules a subscriber shall send to the Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his death etc. after joining the fund.

It has been reported by the A.G., W.B. that a considerable no. of employees are not exercising their nomination in respect of their GPF money causing problem in making speedy settlement of final payment of GPF money in death cases.

Now, to mitigate this problem, the Governor has been pleased to decide in consultation with the A.G. W.B. that the Head of offices while sending the application for allotment of new GPF account number to a subscriber shall also impress upon to submit the requisite nomination papers by the concerned subscribers compulsorily.

K. D. Bandyopadhyay  
Joint Secretary to the  
Government of West Bengal  
Finance Department

— ● —  
**Government of West Bengal  
Finance Department  
Audit Branch**

No. 7992-F

Kolkata, the 23<sup>rd</sup> October, 2008

The undersigned is directed to refer to Rule 10 of the WBS (ROPA) Rules, 1998 as amended from time to time and to say that the arrears of pay and allowances arisen due to revision under the said rules credited in the GPF A/c in respect of State Government employees and the employees of other sectors having GPF A/c may be taken into account for the purpose of sanctioning admissible advances as per GPF rules w.e.f. 01.11.2008.

Necessary amendments in the WBS (ROPA) Rules, 1998 will be made in due course.

The undersigned is further directed to say that the arrears of pay and allowances due to revision in respect of the employees of Autonomous Bodies/Corporations/Boards etc. having no GPF A/c may be paid in 3 or 5 yearly instalments as the case may be. The first such instalment will now be paid after 31.10.2008.

B. Lahiri  
Deputy Secretary to the  
Government of West Bengal  
Finance Department

No. 7992/1 (500)- F

Dated, the 23<sup>rd</sup> October, 2008

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E), West Bengal,  
Treasury Buildings, Kolkata-700001
2. The Principal Accountant General (Audit), West Bengal,  
Treasury Buildings, Kolkata-700001
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,  
81/2/2, Phears Lane, Kolkata- 700012
4. The Accounts Officer, West Bengal Secretariat,  
Writers' Buildings, Kolkata-700001
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II,  
P-1, Hyde Lane, Jahar Buildings, Kolkata-700073
6. The Accounts Officer, West Bengal Secretariat, Salt Lake,  
Bikash Bhawan, Salt Lake, Kolkata-700091
7. The Sub-Divisional Officer, \_\_\_\_\_
8. The District Magistrate/Judge, \_\_\_\_\_
9. The Treasury Officer, \_\_\_\_\_
10. The \_\_\_\_\_  
\_\_\_\_\_ Deptt./Dte.
11. The Commissioner, \_\_\_\_\_
12. The Principal, Industrial Training Institute \_\_\_\_\_
13. The Superintendent of Police, \_\_\_\_\_
14. The Superintendent Engineer/Exe. Engineer \_\_\_\_\_

Sd/-Illegible  
Deputy Secretary to the  
Government of West Bengal  
Finance Department

●  
**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 2908-F(J)

Date: 09/04/2012

## **RESOLUTION**

The Governor is pleased to decide that during the year 2011-12, accumulations at the credit of the subscribers to the General Provident Fund and other similar funds under the administrative control of the Govt. of West Bengal shall carry interest at the rate of 8% (eight percent) for the period from 01.04.2011 to 30.11.2011 and 8.6% (eight point six percent) w.e.f 01.12.2011. The funds concerned are:-

- i) General Provident Fund (West Bengal)
- ii) Contributory Provident Fund (West Bengal)
- iii) Provident Fund maintained under the West Bengal Non-Govt. Educational Institutions and Local authorities (CPFE) Act, 1983.
- iv) Any other Provident Fund maintained in the state Accounts with approval of this Govt.

2. Ordered that the resolution be forwarded to all Departments of the Govt. of West Bengal and published in Kolkata Gazette.

By order of the Governor,  
P. N. Samadder  
Joint Secretary to the  
Government of West Bengal  
Finance Department

No. 2908/1(I)-F(J)

Date : 09/04/2012

Copy with 20 copies of the resolution forwarded to the Sr. Deputy Accountant General (Fund Misc.), W.B., Office of the Pr. Accountant General (A&E), W.B., G.I. Press Buildings, 8, K. S. Roy Road, Kolkata-700001

P. N. Samadder  
Joint Secretary to the  
Government of West Bengal  
Finance Department

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**Government of West Bengal  
Finance Department  
Audit Branch**

No.3576-F(J)

Dated, Kolkata the 6<sup>th</sup> May, 2013.

## **RESOLUTION**

The Governor is pleased to decide that during the year 2013-14, accumulations at the credit of the subscribers to the General Provident Fund and other similar funds under the administrative control of the Government of West Bengal shall carry interest at the rate of 8.7% (eight point seven percent) per annum. This rate will be in force during the financial year beginning on 01.04.2013. The funds concerned are :-

- (i) General Provident Fund (West Bengal Service),
- (ii) Contributory Provident Fund (West Bengal),
- (iii) Provident Funds maintained under the West Bengal Non-Government Educational Institutions and Local Authorities (CPFE) Act, 1983.
- (iv) Any other Provident Fund maintained in the State Account with approval of this Government.

2. Ordered that the resolution be forwarded to all Departments of the Government of West Bengal and published in Kolkata Gazette.

By order of the Governor,  
S. K. Ram  
Joint Secretary to the  
Government of West Bengal.

No.3576/1(1)-F(J).

Dated, Kolkata the 6<sup>th</sup> May, 2013.

Copy with 20 copies of the resolution forwarded to the Senior Deputy Accountant General (Fund Misc.), Office of the Principal Accountant General (A&E), West Bengal, G.I. Press Buildings, 8, K.S. Roy Road, Kolkata-700001.

S. K. Ram  
Joint Secretary to the  
Government of West Bengal.

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