

**GOVERNMENT OF ASSAM**  
**PENSION & PUBLIC GRIEVANCES DEPARTMENT**  
**DISPUR : GUWAHATI-6.**

NO.PPG(P)180/2006/4,

Dated Dispur, the 04<sup>th</sup> September, 2006.

- From :: Shri. W. Rongphar, ACS.,  
Deputy Secretary to the Govt. of Assam,  
Pension & Public Grievances Department.
- To :: 1) All Commissioner & Secretary/Secretaries to the Govt. of Assam.  
2) Resident Commissioner, Assam House, New Delhi.  
3) Commissioners of Divisions.  
4) All Heads of Departments.  
5) Trade Adviser, Assam House, Kolkata.  
6) Secretary to the Governor of Assam, Raj Bhawan, Kharghuli, Guwahati.  
7) All Deputy Commissioners.  
8) All Sub-Divisional officers.  
9) All Treasury officers.
- Sub :: Grant of temporary G.P.F. Advance – Guidelines Regarding.

Sir,

I am directed to say tht it has come to the notice of Government that the number of minus balance cases of G.P.F. Accounts are gradually increasing from year to year for irregular sanctioning of the temporary G.P.F advance to State Government Employees by the Heads of Offices. Temporary advance to the State Govt. Employees are sometimes sanctioned by the Heads of Offices beyond the admissible limit or before completion of recovery, another temporary advance is sanctioned to the Government Servant which have resulted in minus balances in the subscribers accounts.

Rules 14 of General Provident Fund (Assam Services) Rules, 1937 stipulates the conditions for grant of temporary G.P.F. advances to the State Govt. officials, the Heads of offices and the other competent sanctioning authority as the case may be:-

- 1) May ensure that correct name and correct G.P.F. Account Nos. are quoted in the sanctioning letter.
- 2) The advance sanctioned as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> advance may be clearly recorded in the sanctioning letter.
- 3) Application for advances may be supported by last annual G.P.F. Statement of the subscriber issued by Accountant General for verification of balances to determine the amount of advances admissible to the subscribers.  
An attested copy of last annual G.P.F statement of the subscriber may be appended with the sanctioning letter sent to the Treasury for drawal.
- 4) (a) The amount of temporary advance except for special reasons should not exceed three months pay or half the amount at the credit of the subscriber in the G.P.F. Account whichever is less or  
(b) unless the amount already advanced does not exceed two-thirds of the amount admissible under Sub-rule (c) (i) of Rule 14 of G.P.F. Rules 1937 be granted until atleast twelve months after the final repayment of all previous advances together with interest thereon.
- 5) Before completion of recovery, Second temporary advance may be considered by the authority provided the balance amount left unrecovered on the day of sanction of Second advance is taken into account for determination of admissibility.

The first and Second Advance may be sanctioned by the Heads of offices and for the third advance, the original sanctioning authority is to seek the sanction of the next higher

Contd..2/-

administrative authority. Under Note below Rule 14(2) of G.P.F. Rules 1937 and the Explanation clause below Rule 14(2) of the Fifth Schedule of G.P.F Rules 1937, please read Pension & Public Grievances Department in place of Finance Department. Cases necessitating relaxation of terms and conditions for drawal of Temporary and Non-Refundable advance under Rule 28(B) (2) and 28 (C) (2) of G.P.F. Rules, 1937, shall also be referred to the Pension & Public Grievances Department.

Treasury Officers of Treasuries and Sub-Treasuries may not honour the temporary G.P.F. Bills, if the sanctioning letter is not appended with attested copy of Accountant General's last annual statement of the subscriber and if, there is no mention about the advance sanctioned as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> advance.

Amendment of G.P.F. (Assam Services) Rules 1937 in relevant portions are being done in due course.

The above instruction may be strictly adhered to.

Yours faithfully,

Deputy Secy. to the Govt. of Assam,  
Pension and Public Grievances Department.

Memo No.PPG(P)180/2006/4-A,

Dated Dispur, the 04<sup>th</sup> September, 2006.

Copy forwarded to :-

- 1) The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29 with reference to his letter NO.PFA,1/1-22/policy/Fund/pt-II/2006-2007/141 dated 30-06-2006.
- 2) The Secretary to the Govt. of Assam, Finance (A&F) Deptt., Dispur, with reference to his letter NO.FM.85/98/pt/127, dated 21-08-2006.
- 3) The S.O./F.As of the Departments.
- 4) Sr. F.A/F.As of Departments.
- 5) Sr. F & A.O./F & A.O. of the Directorates.
- 6) P.S. to Additional Chief Secretary/ P.S. to Principal Secretaries.

By order etc.,

Deputy Secy. to the Govt. of Assam,  
Pension and Public Grievances Department.