

List of DO's and Don'ts for DDOs and GPF subscribers of Haryana Government Employees

Do's

- Subscriber must file nomination and paste a copy of accepted nomination in Service Book.
- Subscriber / DDO must write correct Series No. Account in GPF schedules /vouchers and every communication to this office.
- Subscriber/DDO must ensure that the subscriber is subscribing minimum 8% of Basic Pay including grade pay and maximum upto Basic Pay including grade pay.
- Subscriber / DDO must tally credits and debits and timely bring to the notice any discrepancy in subscriber's account.
- While making reference for missing credit, subscriber/DDO must give the details of missing credits such as Voucher no. /Month/Treasury/DDO/Service Head/Draft No. / Date etc.
- Send in advance copy of sanction
- Send Final Payment Case well in advance of retirement i.e. six month advance of retirement.
- Give certificate / details of advance for 12 months prior in case of Final payment Case.
- Give LFD in case of Final Payment case.
- Check the FP case before submitting as per check list available on website.
- Ensure that a copy of orders of compulsory retirement / dismissal is attached with FP case.
- Attach a certificate to the effect that no departmental appeal is pending against the order of dismissal.
- In case of death attach a list of family members duly signed by the DDO.
- Do obtain your Personal Identification No.(PIN) to access your account on website .i.e. aghry.nic.in.

Don't

- Don't subscribe less than 8% of basic pay including grade pay and more than basic pay including grade pay.
- Don't withdraw more than the balance available in GP Fund account as excess drawl will carry penal interest.
- Don't write wrong series and Account No. in schedules/Vrs and communication.
- Don't deduct or get deducted subscription twice in a month, in case of transfer.
- Don't sanction / draw any advance after submitting FP application without getting it acknowledged from AG office.
- Don't subscribe to GPF, six months prior to retirement as it bears no interest.
- Don't send the case later than one month of retirement as no interest will be given after one month of retirement.

Sd/-
Dy. Accountant General(Funds)