

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 and GPF Account No. 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 Monthly credits and debits and timely bring to the notice of this office the Excess/Less subscription or 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./Challan 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 advances/Granted during 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. www.aghry.gov.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 and also attract disciplinary action (Rule. 31 of Haryana Civil Services, GPF Rules, 2016)
- 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)