



GOVERNMENT OF KERALA

Finance (Provident Fund) Department

CIRCULAR

No.21/2009/Fin.

Dated, Thiruvananthapuram, 12th March, 2009.

Sub: - General Provident Fund-updating of master data of General Provident Fund subscribers- instructions - issued.

Ref: -(1) D.O. No. FM IV/IAD/INSPN/08-09/314 dated 03.02.2009 from the Deputy Accountant General (Funds), Office of the Accountant General (A&E), Kerala, Thiruvananthapuram.
(2). Cr. No. 88/07/Fin. dated 18/12/07.

1. The Deputy Accountant General (Funds) in the letter under reference has requested to furnish certain details in respect of each GPF subscriber through General Provident Fund Schedules to be attached with the salary bills for March 2009, so as to update the master data of General Provident Fund subscribers for speedy communication.
2. In these circumstances, all Self Drawing Officers/Drawing and Disbursing Officers are hereby directed to furnish the following data in a statement along with General Provident Fund Schedule Form T.R.104, attached with the salary bills for March 2009 to the respective Treasuries for transmission to AG, (A&E), Kerala along with the voucher. The Drawing and Disbursing Officers/Self Drawing Officers who have already furnished the statement vide circular cited 2nd are also directed to furnish a fresh statement with the following additional details.

- (i) Name of the Subscriber.
- (ii) G.P.F. Account No. with prefix.
- (iii) Date of Birth/Date of Retirement. (DD-MM-YYYY)
- (iv) Date of joining service. (DD-MM-YYYY).

- (v) DDO Code (10 digit) [This is to be enfaced on each page of the schedule every month. First four digits indicating the treasury, next three digits indicating Department Number and the last three indicating the DDO Number]
- (vi) SDO Code (In the case of self drawing officials) and this is to be enfaced on the schedule every month.
- (vii) E-Mail Address, if any (of DDOs and SDOs)
- (viii) Contact telephone numbers of DDOs and SDOs (both official and personal)
- (ix) Basic pay on 31st March 2009 and increment date. [To be entered in the schedule attached with the salary bill for March every year.]

3. All Treasury Officers are hereby directed to ensure the above requirement, before passing the salary bills for March 2009.

JACOB VARGHESE,
Joint Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala,
Thiruvananthapuram.
The Accountant General (A & E), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
The District Treasury Officer, Thiruvananthapuram.
All District Treasuries, Kerala.
The Director of Public Relations.
All Heads of Departments & Offices etc.
All Departments and Sections of the Secretariat.
The Registrar, High Court, Ernakulam (with C.L.).
The Registrar, University of Kerala/Calicut/Cochin and Kottayam
(with C.L.)
The Advocate General, Kerala, Ernakulam (with C.L.).
The Registrar, Kerala Agricultural University, Mannuthy, Thrissur
(with C.L.)
The Secretary, Kerala Public Service Commission (with C.L.)
The Chairman, Kerala Electricity Board, Thiruvananthapuram.