

Instruction for DDOs

In pursuance of Finance Department's Notification No.F(43)/DOT/Part-I/2018/2110-52* Dated 29-03-2019 the Office of the Accountant General (A&E), Tripura, Agtartala will maintain GPF accounts of Group-'D' employees of Tripura Government from the Financial Year 2019-20. In this connection D.D.O.'s may take note of the following instructions :

1. The basic information of Group-D employee for allotment of GPF number by A.G. Office will be taken from HRMS portal. Thus, it is requested to correct the Name, Designation, Employee Code, Beneficiary Code, DOB, DOJ, Mobile No. and other related information in HRMS.
2. **The GPF accounts for the existing Group-'D' employees who's GPF balance as on 31/03/2019 will be transfer to A.G. Office for them the account number will be T/GRP/<employee code> . For all new subscriber (Gr – A, B, C & D) who will join in GPF Scheme w.e.f. 01/04/2019, the GPF a/c. number will be as T/NEW/<employee code>.**
3. Old GPF number of existing Group-'D' employees should be replaced by new GPF number in HRMS accordingly.
4. The DDOs should close the manual GPF registers of each and every Group-'D' employee's upto 31st March 2019 and issue account statement to the existing Group-'D' subscribers.
5. The Closing balance of each and every Group-'D' employee's should be updated in HRMS package. The DDOs can also send the closing balance by e-mail in csv format or send in hard copy (containing the basic details i.e. bio-data of the employees like Name, Designation, Father/Husband's name, employee code, beneficiary code, D.O.B., D.O.J., Basic Pay, Marital status, Mobile No., GPF A/c.No., DDO code, Treasury Code etc. and closing balance as on 31-03-2019) to Office of the A.G.(A&E), Tripura for inclusion in the respective GPF account.
6. Any modification to the closing balance updated in HRMS should be intimated to this office with detailed justification for incorporation in AG's GPF System.
7. Application for Final Payment of GPF for Group-'D' employees arising due to retirement, resignation and death or otherwise on or after 01/07/2019 shall be sent to A.G. Office with reference to CCS (GPF) Rules 1960. GPF statement for the year 2018-19 issued by the DDOs should be enclosed along with the GPF Final Payment application. Final Payment of GPF for the Group-'D' employees who are retired/died etc. upto 30/06/2019 shall be finalized by the concern DDOs.
8. DDOs should mention employee code in all future correspondence as allotted through HRMS regarding GPF of Group-'D' employees.
9. As, the migration will be carried out electronically, so all the DDOs and Subscribers are requested to contact immediately to A.G. Office through email : grievances.tri.ae@cag.gov.in, if any discrepancies are noticed.
10. A new PIN will be allotted to each and every Group-'D' employees for viewing online GPF status in A.G. Office website <http://www.agtripura.gov.in/instruction.pdf>
11. All the DDOs are requested to collect PIN of Group-'D' employees from A.G. Office. The PIN may be collected by messenger with authorized letter or through email. DDOs may send a request to A.G. Office email : agaetripura@cag.gov.in or ac.tri.ae@cag.gov.in from their official email ID to get PIN of Group-'D' employees working under them.

- Link Finance Department Memorandum :

GOVERNMENT OF TRIPURA
DIRECTORATE OF TREASURIES
FINANCE DEPARTMENT

No. PWD
745
29/3/19
Date

No.F.2 (43)/DOT/Part-I/2018/2110-52

Dated, Agartala, the 29 March 2019.

MEMORANDUM

Sub:- Maintenance of General Provident Fund of Group D employees of the State Government.

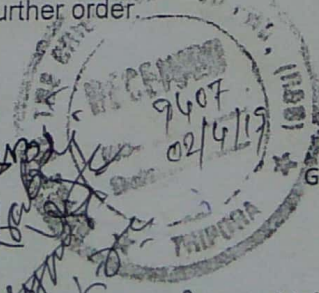
At present, the Accountant General (A & E), Tripura maintains the individual General Provident Fund (GPF) Accounts for the employees of the State Government except Group D employees and the respective Head of Office & DDO maintains the individual General Provident Fund (GPF) Accounts for the Group D employees. As a result, real time information on the status of the GPF Account, i.e. balance, outstanding loan, recovery, nominations etc are not available to employees as well as the Head of Office & DDO of the State Government.

In order to enhance the transparency and accuracy in management of GPF Accounts of the Group D employees of the State Government and to provide employees real time access to their GPF Account, the Governor is pleased to extend such facilities to the Group D employees of the State Government. Accordingly, as a prerequisite, the GPF balances of the employees are to be recorded in the office of the Accountant General (A&E), Tripura w.e.f. 1st April, 2019 in the following manner:-

1. The DDO should intimate the closing balance of GPF Accounts as on 31st March, 2019 of each Group D employee through appropriate provision in the HRMS to the Accountant General (A&E), Tripura, on the basis of GPF Account Statement for the financial year 2018-19.
2. The opening balances as on 01.04.2019 are to be entered only in respect of those Group D employees who will be in service on or after 01.04.2019.
3. The Head of Offices shall update the manual GPF registers of Group D employees within March, 2019 and issue the Accounts Statement to the Group D employees after crediting interest for the Financial Year 2017-19 within 09.04.2019.
4. The Head of Offices shall discontinue to maintain manual GPF register from 1st April, 2019. The Manual Register for maintenance of GPF Accounts of Group D employees' updated up to March, 2019 shall be permanently preserved in the respective Heads of Offices.
5. Claim for final payment of GPF money of the Group D employees arising due to retirement, resignation, death or otherwise on or after 01.04.2019 shall be made as per the authority to be issued by the respective the Head of Office & DDO of the State Government as mandated under GPF (Central Services) Rules 1960.
6. Henceforth, Unique employees ID generated in the Human Resource Management System (HRMS) shall be treated as the GPF Account Number for the Group D Employees and the respective the Head of Office & DDOs should replace old GPF account number of Group D employees with new GPF account number (T/GRP/employee code) from the Pay Bill of March, 2019.

This order will take immediate effect and shall cover employees having HRMS unique ID only. Maintenance of the GPF accounts in respect of the Group D employees posted in deputation shall continue to be maintained as per existing process until further order.

(N. Darlong, IAS)
Secretary,
Finance Department
Government of Tripura



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circulate sl.
11/4/19

To
The Heads of Departments
Copy to:

1. The Accountant General (A&E), Agartala, Tripura for favour of kind information.