

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, Agartala will maintain GPF accounts Group-D employees of Tripura Government from Financial Year 2019-20. In this connection D,D.O.'s may take note of following instructions:

1. The basic information of Group D employee for allotment of GPF number by AG office will be taken from HRMS portal. Thus it is requested to correct the name, beneficiary code, mobile no and other related information in HRMS.
2. The GPF Accounts for all Gr D employees will be **T/GRP/Employee number**.
3. Old GPF number of Group D employees should be replaced with new GPF number in HRMS.
4. The DDOs should close the manual GPF registers of each and every Group D employees upto 31-March 2019 and issue account statement to the group D subscribers.
5. The Closing balance of each Group D should be updated in HRMS package.
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 staff arising due to retirement, resignation, death or otherwise on or after 01-04-2019 shall be sent to AG office as per GPF (Central Services) Rules 1960. GPF statement for the year 2018-19 issued by DDOs should be enclosed alongwith GPF Final Payment application.
8. DDO should mention employee number allotted by HRMS in all future correspondence regarding GPF of group D employees.
9. As the migration will be carried out electronically all the DDOs and Subscribers are requested to contact immediately to AG office if any discrepancies are noticed through mail-grievances.tri.ae@cag.gov.in
10. A new PIN will be allotted to every Group D employees for viewing online GPF status in AG office website <http://www.agtripura.gov.in/instruction.pdf>
11. All the DDOs are requested to collect PIN of Group D employees from AG office after 15-May-2019. The PIN may be collected by messenger with authorized letter or through email. DDOs may send a request to AG office email agaetripura@cag.gov.in from their official email ID to get PIN of Group D employees working under them.