

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 4804-F(P)

Kolkata, the 17th August, 1972

***Subject: Revised procedure for final payment of accumulations in the General Provident Fund account in superannuation.***

The undersigned, is directed to say that Rule 29 read with Rule 32 of G. P. Fund (West Bengal Service) Rules, provides that when, a subscriber quits service, the amount standing to his credit in the Fund shall become payable to him on receipt of a written application to be submitted by the subscriber through the Head of the Office to the Accounts Officer.

2. With a view to eliminating possibility of delay due to various reasons in the final payments of the GP. Fund balances to the subscriber, it has now been decided that the existing Rules should be simplified as follows to permit action being taken on applications for payment of G.P. Fund balances so the amount can be paid to the subscriber soon after his superannuation.

(i) A subscriber may submit an application for payment of the amount in the Fund upto one year prior to the date of superannuation. The application may be made for the amount standing to his credit in the fund as indicated in the Accounts statement for the year ending one year -prior to his superannuation or for the amount as indicated in his ledger account, in case the accounts statement has not been received. In case of those subscribers whose subscription remain deposited to suspense head, as statement of subscriptions signed by the drawing officer may be enclosed.

(ii) The Head of Office shall forward the application to the Accounts Officer indicating the advance taken and the recoveries effected against the advances which are still current and the number of instalments yet to be recovered in respect of each advance and also indicate the final withdrawals, if any, taken by the subscriber.

(iii) The Accounts Officer shall issue an authority for the amount indicated in the application after Verification with the ledger account, at least a month before the date of superannuation but payment on the date of supper animation.

(iv) The authority mentioned in sub-para (iii) above will constitute the first installment of payment. A second authority for payment will be issued as soon after superannuation as possible. This will relate to the contributions made by the subscriber subsequent to the amount mentioned in the application submitted vide sub-para (i) above plus the refund of instalments against advances which were current at the time of the first application.

(v) The advances/final withdrawals sanctioned after the forwarding of the applications for final payment to the Accounts Officer should be intimated to the Accounts Officer immediately and acknowledgement obtained by the sanctioning authority.

(3) The necessary amendment to the relevant rules will be made separately. The procedure laid down above may be followed pending such amendments.

By order of the Governor,

Sd/- M. G. Kutty  
Secy. to the Govt. of West Bengal.