

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT, GROUP J
Writers' Buildings, Kolkata-700001**

Memo No. 1610-F(J)N.B.

Date:- 20.04.2020

FIN-22012/2/2020-GROUP J

From: Additional Secretary, Finance Department

To : The Director,
Directorate of Pension, Provident Fund and Group Insurance, WB
Purta Bhawan, 2nd Floor, Salt Lake, Kolkata-700091,

Sub:- Authorisation to Director of Pension, Provident Fund and Group Insurance, West Bengal (DPPG, WB) for allowing issue of Revised GPF Account Statement for the year 2017-18 for any specific Group D employee by the Head of Office and procedure of approval of Revised GPF Balances in GPF Module of IFMS by DPPG, WB.

Sir,

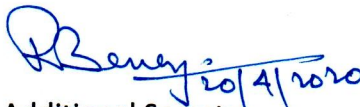
The Director of Pension, Provident Fund and Group Insurance, West Bengal (DPPG, WB) has been maintaining the General Provident Fund Account of Group D State Government Employees in GPF Module of IFMS w.e.f. 01.04.2018 vide this Department Notification No. 734-F(J)W.B. dated 28/02/2018.

Now, you have informed that some Heads of Office have found that the GPF Statements for the year 2017-18 issued by them to a few Group D employees were not correct. So, the GPF Balances of those Group D employees as on 01/04/2018 approved by the Head of Office in GPF Module were also incorrect. In those cases, Final GPF Statements for the year 2018-19 were also issued by the DPPG, WB on the basis of such approved GPF balances following Notification No. 734-F(J)W.B. dated 28/02/2018 or No. 1999- F(J) W.B. dated 05/06/2018, as the case may be.

Considering the small number of affected cases, it has been decided that DPPG, WB is authorised to issue only one time permission in writing for each case to the concerned Heads of Office to issue a Revised GPF Statement for the year 2017-18 and to capture the corrected balance of GPF Accounts in GPF sub-module of IFMS against the Unique HRMS Id(s), **only and only if DPPG, WB is fully satisfied that such rectification is really needed and is the only way out. Thereafter, DPPG, WB shall approve the revised GPF balance so captured.** The effect on interest arising out of the change in opening balance shall be reflected in the relevant year's Final GPF Account Statement to be issued by DPPG, WB at the time of crediting interest at the end of Accounting Year or at the time of issuance of Final Payment Authority of the employee, whichever is earlier.

Annexure A and Annexure B to this letter contain the guidelines to be followed by the Heads of Office and DPPG, respectively.

Yours faithfully,


Additional Secretary
Finance Department

Annexure A

[Ref : Memo No. 1610-F(J)N.B. Dated 20.04.2020]

Procedure of capturing the revised GPF balances in GPF Module of IFMS by Head of Office

- (1) The Head of Office (HOO), on getting permission from DPPG, shall manually prepare the Revised GPF Account Statement for those Group D employees for whom any error has been detected in the Original GPF statement issued by the Head of Office for the year 2017-18. The Revised GPF Statement for the year 2017-18 shall be prepared in the format as provided in Annexure II to the Finance Department Notification No 734-F(J)W.B dated 28/02/2018.
- (2) Office of the Head of Office shall capture the revised GPF Balance as on 01/04/2018 on the basis of the Revised GPF Account Statement so prepared for the year 2017-18 in the respective fields of the "Balance Capture" link in the GPF Menu. It shall also upload the original GPF Statement which has been previously sent to DPPG, WB and the revised and corrected GPF Statement for the year ending 2017-18, both in the format as provided in Annexure II to the Finance Department Notification No 734-F(J)W.B dated 28/02/2018.
- (3) Thereafter, the Head of Office shall approve the Revised GPF Balances using DSC after verification and forward it online to DPPG, WB for checking and approval. No hard copies of GPF Statements are to be sent to DPPG, WB.
- (4) Once the revised balance is approved by DPPG, the Head of Office (HOO) shall issue the system generated Revised GPF Account Statement to the concerned Group D employee.

Annexure B

[Ref : Memo No.1610-F(J)N.B. Dated 20.04.2020]

Procedure of approving the revised GPF balances in GPF Module of IFMS by DPPG, WB

- a) DPPG, WB, after scrutiny of the all relevant records, shall satisfy itself about the necessity of issuing permission for modification of already approved GPF balance of concerned Group D employees. After such permission, when the HOOs upload the necessary documents along with rectified online entries, DPPG, WB will approve the GPF balances. In case of any discrepancy between the balances captured online and the uploaded GPF Statements or due to any other valid reason, DPPG, WB may reject the balances stating the reason thereof. The reason for rejection shall be visible to the Head of Office in "Remarks" field in the Balance capture menu of GPF. Head of Office may reinitiate the process as stated in points 1-3 of Annexure A afresh for such employee for whom the Revised GPF balance has been rejected by DPPG, WB.
- b) On approval from DPPG, WB, difference between the originally approved GPF Balances and the approved revised GPF Balances shall be reflected in relevant year's GPF Account Statement. The net effect on interest shall be adjusted by the DPPG, WB at the time of crediting interest at the end of Accounting Year or at the time of issuance of Final Payment Authority of the employee, whichever is earlier.