

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 19582 /F., Dt. 11th July, 2023
PT2-FIN-TRY-MEET-0001-2017

OFFICE MEMORANDUM

Sub: Revised procedure for payment of final accumulations under General Provident Fund (GPF) Accounts.

The manner of final withdrawal of accumulations in the General Provident Fund (GPF) account of subscriber has been laid down under Rule-32 of General Provident Fund (Odisha) Rules, 1938 and Subsidiary Rule-669 of Odisha Treasury Code, Volume-I.

2. Withdrawal of final GPF amount becomes due on retirement / proceeds on leave preparatory to retirement / quitting service on resignation / dismissal or removal from the service / in-service death / absconding of the subscriber. In terms of provision of Subsidiary Rule-669 of Odisha Treasury Code, Volume-I, the subscriber is required to submit GPF final withdrawal application in O.T.C.-80(A) (Gazetted Employee)/ O.T.C.-80 (B) (Non-Gazetted Employee), except in-service death and absconding, to the Head of Office or Heads of the Department, as the case may be, for processing and onward submission of the same to the Accountant General (A&E), Odisha. In case of in-service death or absconding, final withdrawal application in Form O.T.C.-80 (C) is submitted by the nominee where nomination exists or major claimants in other cases.

3. The extant GPF Rules also provide timeline for submission and processing of the final GPF application. As per the said timeline, the final authorities will be issued by the GPF Accounting Authority i.e., Accountant General (A&E), Odisha at least a month before the date of superannuation but payable on the date of superannuation. However, it is noticed that, in most of the cases, the final GPF is not paid to the retiring Government servants immediately after retirement. The delay is caused due to late submission of application by the subscriber or delayed processing by the Head of Office. This denies the retiring employees in getting their GPF accumulation in time.

4. In order to streamline the withdrawal process of final accumulated amount of GPF, the State Government has been pleased to revise the existing procedure and introduce an electronic processing system described as below:

(a) Initiation of the final GPF withdrawal: The modalities for submission of application have been amended vide Finance Department Notification No. 13279/F, dt. 02.05.2023. The revised procedure for initiation of Final GPF application is as follows:

- i. The Head of office shall initiate and forward the details of the subscriber retiring or quitting the service to the Accountant General (A&E), Odisha at least 3 months prior to the date of superannuation or after quitting service or one month in other cases, as the case may be, indicating the recoveries effected against the advances and the number of installments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account.
- ii. However, in case of final withdrawal upon death or absconding of the subscriber, the claimant shall submit the application to the Head of office in which the subscriber (the deceased Government servant) last served.

(b) Revision of the application forms: To further simplify and make the final GPF withdrawal application compatible with the online process, amendment has been made in Subsidiary Rule, 669 of Odisha Treasury Code, Vol.-I, vide Finance Department Notification No. 19568, dated 11/07/2023. Forms prescribed under OTC-80A and OTC-80B have been merged and a combined form namely OTC-80A (revised) has been framed for both gazetted and non-gazetted employees. The Head of Office/Heads of Department/Department, as the case may be will process the application in the revised Form OTC-80A. The existing Form OTC-80(C) of Odisha Treasury Code Vol-II has been suitably amended which is prescribed to be used by the nominee/family members consequent upon death/absconding of the subscriber as the case may be. The amended forms OTC-80A and OTC-80C are attached in "**Annexure-A**" and **Annexure-B** respectively.

(c) Online submission & processing: In order to avoid the delay in processing, facility has been provided in IFMS for online submission and processing of final GPF applications with the following modalities:

- i. The Head of office shall initiate the process online with Digital Signature/ e-Sign in Form OTC- 80(A) and forward the details of the subscriber retiring or quitting the service to the Accountant General (A&E), Odisha at least 3 months prior to the date of superannuation and within three months from the date of death or voluntary retirement or compulsory retirement or dismissal from service. **In this regard it may be mentioned that henceforth the subscriber is not required any application for final withdrawal of GPF on superannuation or voluntary retirement or compulsory retirement or dismissal from service. It shall be solely the responsibility of the Head of Office to submit and process the final GPF application in the prescribed timeline.**

- ii. In case, the Head of Office is the subscriber applicant herself/himself, the application shall be initiated by the concerned Heads of Department or Department, as the case may be.
- iii. In respect of the employees who are on deputation to Foreign Bodies, the application shall be initiated by their Cadre Controlling Authority for transmission of the same to the Accountant General (A&E), Odisha.
- iv. In case of final withdrawal upon death / absconding of the subscriber, the Nominee/ Legal heir, as the case may be, shall submit the application online in the revised Form OTC-80 (C) of the Odisha Treasury Code Vol-II using GPF Series and Account Number or HRMS ID of the deceased employee. At the time of online submission of the application, the nominee details will be fetched from HRMS (if available), otherwise the same has to be entered by the applicant.
- v. At the time of submission of the application by the Nominee/ Legal heir, the employee details will be auto populated from HRMS and facility has been provided for uploading of supporting documents in the form of attachments. The bank account details of all eligible claimants and mobile number shall be mandatory to facilitate payment of final GPF after due authorisation. The applicant shall upload the scanned copy of the cancelled cheque/ specific page of the bank passbook which depicts the Account Number, IFSC etc for necessary validation. In such cases, the claimant shall submit the print out generated from IFMS with her/his signature to the Head of Office under which the deceased/absconding employee last served. The submission of the ink-signed copy of the online application will be dispensed with after the OTP based Aadhaar e-Sign facility is enabled in IFMS.
- vi. The scanned copy of the ink-signed application submitted by the claimant(s) will be uploaded as an attachment in the online application by the Head of Office for further processing at the level of the Accountant General (A&E), Odisha.

(d) Conditions for online processing:

- i. No GPF withdrawal, whether temporary or part-final will be sanctioned after the final GPF application is initiated by the Head of Office.
- ii. To ensure authorization of GPF final withdrawal immediately on the date of retirement of the subscriber, the Application should reach the Office of the Accountant General (A&E), Odisha at least three months prior to the retirement of the employee.
- iii. The final GPF Authority shall be issued by the Accountant General (A&E) in electronic form with Digital Signature /e-Signature of the designated Officer payable only through the Nodal Treasury i.e., State Pension Treasury (SPT),

