



MUNICIPAL CORPORATION OF DELHI
O/o ADDL.COMMISSIONER (F,A&P)
GPF SECTION, 3RD FLOOR
Dr.SPM CIVIC CENTRE, J.L.NEHRU MARG
NEW DELHI-110002

No. DCA/GPF/MCD/2023/ 857

Date: 28/7/23

CIRCULAR

This has reference to circular No. DCA/FP/2022/NDMC/861 dated 31.03.2022 and DCA/GPF/MCD/2023/791 dated 06.06.2023 of DCA(Final Payment), NDMC AND office order No. DCA,F&G-I/MCD/2022/D 76 dated 10.06.2022 of DCA(F&G)/1 vide which certain instructions were given to streamline the final payment of retiring/deceased employee.

It has been noticed that no adherence is being given to the above circular/office order and there is extra ordinary delay in finalizing retirement/death cases. This type of delay leads to unwanted Court cases/Grievances/Complaints.

To avoid such situations, "all HODs may be once again requested to direct the DDO's under their control to adhere the instructions given in referred circular/office order.

Following are the main consolidated points of above circular/office order to be followed:

- To start process of final payment before six month prior to retirement and the same should be forwarded to GPF Section prior three months of the retirement of the employee and immediately in case of death of an employee
- For Updation of GPF:-

List of retiring employees alongwith GPF No. be forwarded to DCA (Final Payment) at HQ six months in advance for scrutiny of their account and DCA/GPF will inform the missing entries, if any, within 10 days from the receipts of information.

Concerned DDO will start the process of verification of GPF missing entries from the concerned zonal account section and inform GPF Section accordingly.

- All DDOs shall update the GPF nomination of all the employees working under their control.
- Necessary formalities to be taken care before forwarding the cases to GPF Section for final payment/loan and advances.

1. Administrative approval obtained form Competent Authority.
2. Form "A" in case of retirement/Form B in case of death complete in all respects and duly signed by Competent Authority.
3. ECS perfoma showing full details of employee, bank account number and IFSC code duly signed by concerned official and DDO.
4. Copy of bank pass book/cancelled cheque showing IFSC code/Mandate form duly authenticated should be attached.
5. Contingent bill in duplicate.
6. GPF nomination copy duly attested by DDO on both sides.
7. In death cases ID proof of nominee mentioning the relation with employee duly attested by DDO.
8. Refundable Loan/Advance Form/Withdrawal form duly signed by DDO for Loan/withdrawal cases.
9. As per GPF Module, payment will be made to subscriber in Salary account only, except in death case.

This issues with the approval of Addl. Com. (Finance).

DCA/GPF

All HODs