

No. Pol/Accts/B7/GPF/2013/  
GOVERNMENT OF PUDUCHERRY  
OFFICE OF THE DIRECTOR GENERAL OF POLICE

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Dated: 21 NOV 2013

OFFICE OF THE  
SUPDT. OF POLICE (NORTH)

No. 6833/SPN/G.P./2013.....

Dated..... 26/11/2013.....

CIRCULAR

Sub: Discrepancies in the GPF proposals-Regarding.

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Discrepancies are very frequently noticed in the GPF applications forwarded by the Drawing and Disbursing Officers of this Department. Because of these lapses, there is considerable delay in processing the applications in the Chief Office. Major fields where such lapses take place are enumerated below:-

- a) Consequent on increase in GPF proposals Home Department has preponed the last date for receiving such proposals in Chief Secretariat, Puducherry to 13<sup>th</sup> of every month. Earlier, this was 20<sup>th</sup>. Accordingly, Chief office has to make reciprocal arrangements for fixing the date for receiving GPF applications. It is therefore informed that the DDOs may collect and send the GPF applications well in advance to Chief office promptly and in any case not later than 5<sup>th</sup> of a month. Applications received after 5<sup>th</sup> will not entertained.
- b) All the GPF applications must be verified by the Drawing and Disbursing Officers with reference to the Pay Bill Register and a certificate to that effect must be recorded in the applications. Applications without the verification seal will not be considered.
- c) In some cases it is seen that the downloaded Accounts slips are not authenticated by the Drawing and Disbursing Officers. In the absence of such authentication, the instrument is invalid. The DDOs may ensure that the Accounts slips are properly authenticated.
- d) All the DDOs are aware that the subject "GPF" has been centralized and consolidated proposal (i.e in respect of Chief Office, SP (South), SP (North) & SP (PAP) is sent by Chief Office to Government every month. Accordingly, sanction copies on receipt from Home Department are classified and sent to DDOs. Recently, a case has come to notice in which a copy of last sanction was not enclosed with the application. On enquiry it was learnt that the sanction copy was not handed over to the Government servant. This has led to delay in processing the application of concerned Government servant. It is therefore informed that the DDOs receiving GPF sanction copies must hand over the individual copy to concerned Government along with Accounts slip. Similarly, when proposals are sent to Chief office it must be ensured that all applications must be supported by copy of last sanction. Whenever adequate records are not available with the present DDO a suitable certificate may be obtained from the previous DDO.
- e) GPF applications some times are found with too much corrections. These corrections are not attested by the DDOs. In the absence of attestation, bonafide of the figures has become doubtful. All the units incharge must inform the officials to submit applications without correction.

Stn A/c A PS for

CI *[Signature]* for n/a

INSPECTOR OF POLICE

(PTO)

- f) All the GPF applications must be accompanied by typed sanction order for quick processing the proposals.

*I. N. S. Reddy* 24/1/24

SUPERINTENDENT OF POLICE (HQ)

To

1. All Drawing and Disbursing Officers/Station House officers/  
Unit in charge officers.

Copy to:

The Senior Superintendent of Police (HQ)  
Puducherry.

*Shri. A. S. S. Reddy*  
27/1/24