

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 28153 /F., Dated 17-08-2019
FIN-TRY-MEET-0001-2017

OFFICE MEMORANDUM

Sub: Issue of Digitally Signed Final GPF e-Authority by Principal Accountant General (A & E), Odisha.

State Government employees covered under OCS Pension Rules, 1992 are entitled to subscribe to the General Provident Fund (GPF). The fund is managed as per the provisions of GPF Rules, 1938. The said Rules provides for final withdrawal of the fund accrued in the GPF Account of the individual after retirement/death of an employee. The final withdrawal of the fund accumulated in the employee account is made on the strength of Sanction Order authorized by the Pension Issuing Authority (PIA) namely: Accountant General (A&E), Odisha. The final GPF sanction authorities issued by the PIAs are sent to the Drawing & Disbursing Officer (DDO) of the establishment from where the employee drew his/her last salary. The copy of the authorities are also sent to the Treasury where the DDO is required to place the final withdrawal GPF bill along with the authority received from the PIAs for drawal and subsequent credit of the fund to the Bank account of the employee.

The existing process of transmission of the final GPF Authority in physical form is time consuming. Besides, there is a possibility of missing and late receipt in the offices of the various stakeholders causing inconvenience and difficulty to the GPF subscribers. Further, there is no tracking mechanism for the retired employee to ascertain the status of the Final GPF Authorities issued by the Pension Issuing Authorities.

In order to overcome the inconvenience, Government in Finance Department has now decided to implement e-Authority in consultation with the Principal Accountant General (A&E), Odisha. The systemic capability for generating electronic authority for payment of final GPF balances has been developed by the A.G. (A&E), Odisha. The e-Authority will be digitally signed by the Authorized Officers of A.G. (A&E), Odisha as per the provision of IT Act, 2000. Facility has also been developed in IFMS-Odisha to capture the uploaded digitally signed e-Final GPF Authorities and to make available at the level of concerned DDO & Treasury in Downloadable format in secured

mode. The data of the e-Authority will also be imported into the database of IFMS to help in pre-population of the information during the preparation of online bill. After downloading the e-Authority, DDO can prepare the Bill in Online Bill preparation Module of IFMS based on the Authority Number and submit the same to the Treasury for drawal and direct credit to the retired employee's Bank Account. Retired employees can track the status of final GPF e-Authority from the links available in the portal.

Similar processes is being worked out for the employees of State Government Aided Educational Institutions who have subscribed to the Teacher's Provident Fund (TPF), managed by Controller of Accounts, Odisha. But, the present process for issue of physical authority will continue till e-Authority is generated using digital signature.

The operational procedure for issue & drawal of the digitally signed e-Final GPF Authority will be as follows:

Operational Process for Issue of Digitally Signed Final payment e-Authority & drawal procedure

Uploading of
e-Final GPF
Authority in
IFMS

- i. Consequent upon determination of final GPF amount, the designated Officer of the Principal A.G.(A&E), Odisha will generate an electronic Final GPF Authority to be digitally signed by him/her.
- ii. An interface will be provided in IFMS for A.G.(A&E), Odisha to enter basic GPF information like GPF series, GPF Number, Authority Number/ Date, DDO code, amount etc. in case of single record. Provision will also be there to import basic information in bulk through uploading of a text file.
- iii. Once the text file is uploaded in the IFMS application, all the information will be available in the interface and against each record facility will be available for uploading of individual digitally signed e-Authorities in digitally pdf. format by the A.G.(A&E), Odisha.
- iv. To avoid uploading of wrong e-Authority, specific file naming convention will be followed viz; GPF Account No./ Series No. and Authority No. In case of any mismatch, IFMS will throw an error message for rechecking.
- v. Once uploaded successfully, the e-Authority will be available in DDO and Treasury Officer's interface and SMS alert will be sent to the concerned DDO & Treasury from IFMS.
- vi. The digitally signed e-Authority will be issued along with the existing manual Authority in respect of all the manually operated final payment cases e.g., Residual Balance (R.B.), Final Residual Balances (F.R.B.) and in cases where authorities are returned back to this office.
- vii. DDO will view the digitally signed e- Final GPF Authority under Menu "Search GPF Account" in DDO interface of IFMS and can download the same. The validity of GPF e-Authority will be six months from the date of issue. The DDO has to ensure drawal of the amount within the validity period.

Preparation
of Online Bill
in IFMS &
submission
to Treasury
by DDO

- viii. DDO will prepare online Final GPF Bill in IFMS by selecting e-Authority Number, wherein the relevant Data will be auto populated by the system to facilitate preparation of Bill. The e-Authority Number is to be taken as Sanction Order Number in the online Bill.
- ix. The beneficiary Bank details will be auto populated in the bill if available in the beneficiary list. For death cases, facility to enter the name and Bank details of the beneficiaries will be made available in online Bill.
- x. Upon submission of the Bill online in IFMS, that will be available at Treasury. DDO will submit the hard copy of the Bill enclosing the print out copy of the e- Final GPF Authority to Treasury.
- xi. Treasury will check the Bill based on the digitally signed e- Authority available at Treasury Officer's interface under Menu "Search GPF Account" or e-Authority tagged with online Bill submitted by DDO and approve.
- xii. Once the payment is released, e-Voucher No, date will be shared with A.G. (A&E), Odisha online which will be available in A.G. (A&E), Odisha interface under menu " Search GPF Account".
- xiii. The hard copy of the voucher along with e-Authority will be submitted to A.G. (A&E), Odisha at the time of submission of monthly account by Treasury.
- xiv. Facility for tracking of the status of e-Final GPF Authority will be available in the interface of A.G. (A&E), Odisha, Treasury & DDO interface under Menu "Status Search" of IFMS.

Tracking
Mechanism

Validity of the Authority

The validity of e-Authority will be six months from the date of authorization by the A.G. (A&E), Odisha. The DDO of the establishment is required to draw and disburse to the claimants immediately on receipt of authority. Disbursement details will be available to the A.G. (A&E), Odisha in their interface of IFMS as per the provision of GPF Rules.

Payment to the nominees / legal heirs/claimants of the subscriber

Extant provisions in the GPF Rules as per rule 29/30/31 read with rule 8 of the GPF (O) Rules, 1938 with reference to Section 4 of Provident Fund Act 1925 & Finance Department Resolution No. 27021/F, dt. 18.06.2003 provides for payment of final GPF balances to the nominee /legal heirs/ claimants of the deceased, absconding and lunatic subscribers. The e-Authority issued by the A.G. (A&E), Odisha will contain the details of the heirs/nominees/claimants. The DDO of the establishment is required to verify the Bank details of the heirs/nominees/claimants against those mentioned in the Authority and enter the correct Bank details in the beneficiary master of IFMS for the purpose of tagging the Bank details and disbursement directly to their Bank account. In case of any wrong entry of Bank details, the DDOs will be personally held responsible.

Date of Implementation

The Final GPF Authority will be electronically issued under the digital signature of the Authorised Officer on pilot basis from the date of issue of the Office Memorandum and would run parallel to the existing system for one month. After completion of one month pilot, only the digitally signed e-Authorities received by IFMS-Odisha would be honoured.

Amendment of Treasury Code, GPF Rules etc.

The provisions mentioned in SR-668, 669 & 670 in the Odisha Treasury Code, Volume-I and elsewhere in the said or any other Rule stands amended to the extent as mentioned in the aforesaid Memorandum.


By order of Governor

Johok
17/8/19

Principal Secretary to Government.

Memo No. 28154 /F., dtd. 17.08. .2019

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Under Secretary to Government.

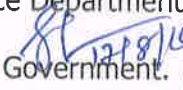
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Under Secretary to Government.

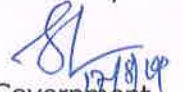
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Under Secretary to Government.

Memo No. 28157 /F., dtd. 17.08. .2019

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Under Secretary to Government.

Memo No. 28158 /F., dtd. 17.08. .2019

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Under Secretary to Government.

Memo No. 28159 /F., dtd. 17.08. .2019

Copy forwarded to the Head, Portal Group, Secretariat, Odisha, for information and necessary action. It is requested to hoist this Memorandum in the website (www.odisha.gov.in/finance/index.htm) of Finance Department for general information.


Under Secretary to Government.