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OFFICE OF THE DIRECTOR (F&A)  
DELHI JAL BOARD: VARUNALYA PHASE-II  
JHANDEWALAN, DELHI

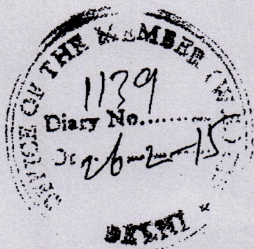
No.DJB/JT.DIR(F&A)/2015/

Dated:-

Instructional Order

At present funds are released by DDOs for PF Advances/ Withdrawals /Final Withdrawals after sanctions of the PF section as per existing delegation of power. Now this procedure is being changed. Henceforth the following New Procedure/ Guidelines will be adopted in Delhi Jal Board for sanctioning of GPF Advances/ GPF Withdrawals.

- The employees desirous of obtaining/getting withdrawal sanctioned will apply for sanction of GPF Loan/ Advance/Withdrawal Online through their respective DDO only and will also submit hard copy duly signed by DDO.
- While submitting online application, applicant should ensure the status of online application whether it is accepted or rejected.
- Employee while submitting the application should ensure the correct type of Loan applied application form. If employee applies for cancellation before sanction, it may be cancelled. Once, request made, type of loan cannot be changed. Once amount is sanctioned to employee then it cannot be reversed/ cancelled. Conversion of Advance to Withdrawal or vice versa is also not allowed.
- DDO:-
  - DDO will forward, online application submitted by the applicant alongwith hardcopy to AO(PF) for further necessary action. DDO will ensure Tally entry of amount transferred from AO(Treasury) i.e. receipt entry and corresponding entry i.e. payment entry for disbursement of the same.
- AO(PF) Office:-
  - Dealing Asstt. will scrutinize the form and calculate the admissible amount. He will forward it online to AAO(PF) for further necessary action. If applicants do not fulfil the conditions as per GPF rules, then the form is to be sent back to DDO online.
  - AAO will check the Form as per GPF rules and submit the same to AO(PF) or send back to dealing asstt.
- AO(PF)
  - If AO(PF) is satisfied with the forwarded list of forms as per GPF rules, then he will sanction online and submit the cases more than Rs. 5 lac to Dy.Dir(F&A)-III.
  - AO will transfer the funds to DJB designated A/c in Designated Bank through treasury.
  - AO will send division wise sanctioned amount through treasury to Bank for allocation of funds to divisions and the amount will be credited to individual Bank A/c by Designated Bank.
  - System generated bank account summary (division wise details) along with sanction amount to employees will be submitted to divisions.
- Dy.Dir(F&A)
  - Dy. Dir(F&A) will sanction above Rs. 5 lac.



Handwritten signature and initials, possibly 'M. M. M.' and 'U. R. K.', are visible below the stamp.



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- Chief Engineer
- On each withdrawal, consolidated sanction of amount (division wise) to be approved by Dy. Director / C.E. before withdrawal from Bank.
- Hard Copy of each application need not to be sent for sanction to CE by AO(PF).
- AO(Treasury):-
- AO(Treasury) will make receipt entry on receiving the funds from AO(PF) and make payment entry on remit to division's bank for disbursement to the employee through respective divisional accounts.

AAO/DDO of all divisions will make necessary entries of sanctioned amount in PF/SB/Loan Account, as the case may be, of the concerned employees.

All DDO's

Director (Finance & Accounts )

NO. DJB/AO (PF)/2015/ 22064

Dated: 25 FEB 15

Copy to:-

- Member(F) for kind information.
- AC (T)/AC (D)/AC (G)-I/AC(G)-II for kind information.
- Jt.Director (F&A)- II for kind information.
- All Dy. Director (F&A) for kind information.
- All AO /AAO.
- All unions of DJB.

Director (Finance & Accounts )

EOTOM-WS