

DELHI URBAN SHELTER IMPROVEMNET BAORD
GOVERNMENT OF N.C.T OF DELHI
OFFICE OF THE ACCOUNTS OFFICER (PF & PENSION)

No. D/687/AP (PF&Pension)/2020-21

Dated: 22/09/2020

Subject:- Submission of schedules of GPF, GIS, BF and Pension contribution etc along with copy of Mail /RGTS /NEFT /UTR.

It has been observed that the schedules of GPF, GIS, BF and Pension Contribution are not being received in the PF & Pension Section by the stipulated date from the field units/ divisions. Sometimes schedules are received after elapse of considerable time from the remittance of GPF, GIS, BF and Pension Contribution by the field units. Due to considerable gap between remittance of contribution and receipt of schedules from field units, PF and Pension Section is facing difficulty in co-relating the amount remitted by the field units with schedules and in maintaining date-wise cash books properly. Moreover, the delayed receipts of schedules in PF & Pension Branch from field units adversely affects the working of this branch in the matter of preparation of monthly accounts, posting of schedules in GPF ledger and finalization and issuance of GPF Statement to the employees of DUSIB

It has been further noticed that in certain cases total amount of schedules does not tally with the amount remitted by the field units due to which a number of discrepancies have cropped up in the GPF and Pension Accounts which need to be reconciled on priority basis.

In order to ensure maintenance of accounts of PF and Pension Section properly i.e. date-wise entry of contributions are made in the cash books as soon as the remittances are received from field units and to avoid any discrepancy, all the concerned DDOs/AAOs are requested to send the schedules duly reconciled with the amount remitted by them to PF & Pension Section by the 7th of every month along with the copy of Mail/RTGS/NEFT/UTR. It is also requested that remittance of pension contribution and GIS may be made separately from that of GPF and BF etc as separate accounts of Pension and GPF are being maintained by DUSIB.

Schedules without copy of Mail/ RTGS/NEFT/UTR will not be accepted in the PF & Pension Branch

Sr. Accounts Officer (PF & Pension)

22/09/2020

All Concerned DDOs/ACAs/AAOs.

Copy to:

1. B&FO for kind information.
2. Dy. C.A for kind information.
3. AAO (PF) & AAO (Pension)
4. Cashier (PF & Pension)

Diary No. 2020-21-22
Date: 23/9/2020
Computer Division (DUSIB)
Govt. of NCT of Delhi

BFO

22/9/20

23/9/20

As per
23.9.2020

Keep it circular
file

PA

upload in
website

Pls
23-9-20