

# Do's & Don'ts For DDOs

## **Do's**

They will ensure:

1. Enclosure of all GPF schedules in complete shape with pay bills.
2. Maintain GPF pass book of all subscribers for whom pay bills are drawn by him.
3. All the columns are completely filled in regularly.
4. Columns for withdrawals in GPF pass book are properly filled in and verified.
5. Subscribers are allowed to verify GPF pass book at six monthly intervals in January and July.
6. G.P.F Pass books are sent for reconciliation before authorization of 90% payment.
7. Final payment cases are sent to this office timely.
8. 90% payment and F.P authorized by this office are paid to subscribers timely.
9. Follow GPF Rules and Govt. orders strictly.

## **Don'ts**

1. G P F schedules not to includes other deductions or subscriptions of class-IV G P F.
2. Avoid cutting erasing or overwriting except under withdrawals in excess of prescribed limits.