

## Do's & Don'ts For Subscribers

### **Do's**

1. Verify pass book twice in the year in the prescribed time.
2. Acknowledge the receipt and correctness of Annual Accounts statements immediately after its receipt.
3. Use facility of IVRS and SMS alerts systems for G P F updates.
4. Visit website of this office for status of Reconciliation and Final Payment cash and grievance Redressal.
5. Apply for PIN and register mobile number for using IVRS and SMS alerts systems.
6. While visiting this office, contact Visitors Facilitation cell only.
7. Make nomination for payment of G P F dues.

### **Don'ts**

1. Not to delay in getting discrepancies in G P F accounts settled.
2. Not to contact dealing officials of this office directly.