

SPEEDPOST/FAX/MAIL

No. FC\II\sys\DDP FUND/13-14
O\o the PCDA (CC)
Lucknow Cantt
Dated: 18 /02/2016.

To,

**The Officer in charge
Area Accounts Office
Kanpur, Allahabad
ALL AO GE's Offices
Pay Sec-I,II,III and
Pay Tech, *& Store Audit*
Accounts Section-I
Office Automation Cell**

Sub: Instruction for GPF data feeding for Non-DAD of Project NIDHI on new platform of PHP.

During the GPF data validation it is seen that some pay section of main office and sub-offices of this organization are not feeding GPF data properly, resulting in huge number of rejections in SRR.

1. Since PM compiled data is being uploaded in Project Nidhi on daily basis. Please Check the DV not punched/ not tallying report in the report Manu of Project Nidhi to verify the compiled Data and immediately punch/upload scheduled data. If there is any discrepancy/wrong compilation in PM, sort out the same immediately by TE.
2. PM may please be compiled in the same month to ensure the correct booking and compilation.
3. Appropriate code head is to be operated to ensure the correct booking. If wrong code head (other than 00/015/01) is compiled, the same may please be adjusted immediately through TE in the same month.
4. It may be ensured during the course of data entry that the correct Pay bill month & year and unit & Section code be mentioned as per schedule. If subscriptions & refund of more than one month is compiled in one DV No pertaining to one GPF A/c number, credit may please be punched month wise.
5. While punching the record, the GPF A/C No. and name must be agreed to as per the schedule.
6. In case of new case, if the GPF A/C No does not exist in the GPF master. The online GPF Master must be opened in Project Nidhi and copy of prescribed Proforma may be downloaded from Project nidhi (available on the right bottom corner of login Screen of Project nidhi).
7. If the scheduled amount is found less/ Excess than actual compiled amount, the difference amount may be booked at the earliest in the same month through TE.
8. While passing of GPF Final withdrawal/Temporary advance, credit/debit/adjustment from the current financial Year from the Project Nidhi must be reconciled with the closing balance of CCO 9 (Fund statement) for the current financial year so that minus balance cases may be avoided in future.
9. It is also advised to forward the verified Credit and debit Schedule (DV Wise) to this office at the end of each month so that discrepancy may be sorted out in the Review rejection before transmitting the Data to CDA (Funds) Meerut.
10. All instructions/information sent through Zimbra Mail (cgda mail server) by this section are required to be checked on daily basis by your office.


St. AO (Fund Cell)