



No. G.P. Fund-I (Coord)/HM/ 1386.

Dated: 02.08.2021

REVISED WORKFLOW FOR G P FUND PAYMENTS

It has been observed that GP Fund subscribers/ employees of the Government of the Punjab have been facing a lot of problems while getting advance and Final Payment of GPF cases. Keeping in view the hardship of the subscribers, some new SOPs with the following workflow for Advances and Final Payments shall be followed at Main Office and in all District Accounts Offices with immediate effect till further orders. These SOPs are being issued in addition SOPs circulated vide letter No. Computer Coord/BPR-GPF WORKFLOW/CD-1588 Dated: 30.04.2013.

2. The manual processing of GPF Rolls had been discontinued and all the payments shall continue to be made through GPF off cycle to be executed as per schedule issued by DG MIS vide letter No. Comp; Coord/circular/Payroll Period control/CD-388, dated: March 09, 2018 (on Every Monday) before execution of regular payroll.
3. In order to process the cases expeditiously, the practice of issuing GPF authority and then receiving Change Forms separately will be discontinued henceforth and the Change Forms for G P Fund Advances / Final Payment will be received alongwith Sanction Order / G P F 10 Form issued and forwarded by the competent authority simultaneously to process the case in a single step. If, however, the amount of authority issued by AG / DAOs is less than the claim (amount of Change Form), the bill will be passed for less amount as per authority issued.
4. The confirmation of old G P Fund balances pertaining to the period prior to 01.05.2013 *if required* may be carried out accordingly from the concerned Accounts Office. However, there is no need of confirmation/ verification of the period falling after 01.05.2013, as the data relating to G P Fund balances after that date can be verified from SAP generated GPF Re-Calculation Sheet.
5. The verification of GPF Re-Calculation Sheet may be run by the concerned Sectional Incharge after updation of balances in SAP to ensure transparency and correctness in the G P Fund accounts of the subscribers.
6. As the balances are available on the SAP system, GPF Re-Calculation Sheet showing the updated balance of a G P Fund subscriber of the Government of the Punjab can be used for processing of G P Fund advance/ Final Payment cases. There is no need of printing ledger cards as the G P Fund deductions are being recorded in the SAP system.
7. On transfer of an employee from one station to the other, the concerned Accounts Office will issue a Last Pay Certificate to the employee adding Data Input Sheet of G P Fund balance for

use in new Accounting Office. In case of transfer of an employee out of audit jurisdiction of Main Office (A G Punjab, Lahore) concerned Pay Roll Section will forward a copy of LPC to Fund-II Section of the Main Office for ensuring updation and transfer of the G P Fund balance of that employee from the concerned G P Fund Section when sent for the purpose.

8. All G P Fund cases of Advances / Final Payments shall be processed as per following timelines in main office and DAOs.

SR No.	NATURE OF WORK	MAXIMUM TIME PERIOD
1.	Finalization of Final Payment Cases	07 Days
2.	Issuance of G P Fund Authority if already updated	03 Days
3.	Releasing of all type of payments / Pay orders on the change form and punching it to the current payroll.	01 Day
4.	G P Fund Missing Credit/ G P Fund Transfer from other Districts	05 Days
5.	Updation of cases of Autonomous Bodies/Broadsheets	10 Days
6.	Disposal of Special letters	03 Days
7.	Disposal of Ordinary letters.	01 Day (except Sanctions, Balance Transfer cases or updation)

9. The above mentioned revised SOPs are implemented in AG Punjab, Lahore and all DAOs with immediate effect. Any problems/ difficulties faced during the operations of new SOPs should be brought to the notice of Addl. AG (Funds/ Computers) immediately for fast track resolution.

(This is issued with the approval of the Accountant General, Punjab)

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ADDITIONAL ACCOUNTANT GENERAL
(FUNDS)
02/08/2021

No. & date even: -

Copy for information and necessary action to:

- 1) SPS to the Accountant General Punjab, Lahore.
- 2) APS to Director General (DAOs).
- 3) PS to Secretary Finance, Govt. of the Punjab, Lahore.
- 4) All Deputy Accountant General in Main Office.
- 5) Accounts Officer (TM-1 Local)
- 6) All Accounts Officer in Main Office.
- 7) All District Accounts Offices in Punjab.


ADDITIONAL ACCOUNTANT GENERAL
(FUNDS)