

No: 1061 - 1170 / 12 G.P.F

Dated: 17/02/2012.

From

Chief Engineer/Water Resources,
Irrigation Works, Punjab,
Chandigarh.

To

All DDO's (as per list attached),
Irrigation Works, Punjab,
Chandigarh.

Subject: - Guidelines for GPF Data-entry.

As you are aware that data entry of GPF deposits of employees have been decentralized at DDO level from 2010-11. However during processing of data, it has been noticed that the data-entry of GPF subscriptions or withdrawals have not been done in the appropriate month. The instructions on the subject are reiterated below and it is expected that the same are followed during all GPF data entries in future:-

1. All monthly subscriptions or arrears drawn up to **5th of every month** should only be shown against that month. Subscriptions for 6th and onwards should be shown against the next month.
2. All withdrawals irrespective of the day of the month should be shown against that month.
3. The DDO office should contact the computer section of the Head office to confirm about the GPF data received through e-mail as the database file attached with the e-mail has no record if the system at the DDO end is **virus-infected**.
4. The DDO should also intimate the **email-id** in case the data has not been sent from the official id.
5. The updated version of GPF software is available on the departmental website (www.pbirrigation.gov.in) under the heading "**Important links**"/GPF.
6. For any GPF related query, the list of all DDO's along with the dealing assistant in the GPF section of the Head office is also attached. The detail of Superintendents and all the assistants of the GPF section of Head office including their mobile number is also available on the website.

The GPF statements for the year 2010-11 have already been issued to all DDO's. It is requested that GPF data entry for the year 2011-12 may now be started to be completed upto 31.03.2012 and the same may be sent to Computer Centre, Head Office, Chandigarh through e-mail at irrcomp@gmail.com. The **original GPF schedules** along with duly signed **checklist** may however be sent directly to GPF section of the Head office.

o/c *Shw* *16/2/12*
Superintendent/GPF,
for Chief Engineer/Water Resources,
Irrigation Works, Punjab,
Chandigarh