



दिल्ली सरकार  
कार्यालय प्रमुख अभियंता, लो0नि0वि0,  
12वां तल, बहु-मंजिलाभवन, इंद्रप्रस्थसंपदा, नई दिल्ली: 110002  
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सं0२७(५१)/प्र0अभि0/लो0नि0वि0/2025 / ५७६६

दिनांक : २७.०६.२०२५

### OFFICE MEMORANDUM

#### **Sub: GPF Payment of Work Charged Staffs at the time of retirement.**

Numerous representations of held up payment of GPF of work charged staffs at the time of retirement has been received with some cases as old as 1<sup>1/2</sup> years vide which such aggrieved staffs have requested for release of their entitled GPF payment due at time of their retirement.

In this regard, a meeting has also been conducted with Principal Accounts Office, GNCTD by which the PAO has passed instructions through MOM dated 19.06.2025, copy of which is also enclosed herewith. A proforma in this regard, which is enclosed herewith, has been asked to be filled in by all such individuals and the concerned controlling office for further submission to appropriate PAO.

In view of the above and to mitigate any further hardship to such aggrieved individuals, the concerned controlling heads are directed to act expeditiously for resolving the matter at the earliest possible.

This issues with the approval of E-in-C, PWD.

Encl: As above

(Suresh pal)  
Dy. Director (Estt.)

To,

All Civil, Electrical, Horticulture Divisions  
under PWD

Copies to: -

1. Pr. Chief Engineer (Projects), PWD, 9th floor MSO Building, IP Estate, New Delhi
2. Pr. Chief Engineer (M&F), PWD, 12th floor MSO Building, IP Estate, New Delhi
3. All CEs, for further dissemination to SEs/EEs/AEs and JEs.
- ✓ 4. PWD Website

*Suresh pal*  
27/06/25  
Dy. Director (Estt.)

PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-Block, Vikas Bhawan, I.P.ESTATE, NEW DELHI - 110002

No.4(01)/R&P/T-1/2025/Pr.AO/258-267

Dated: 19/06/2025.

Minutes of meeting held under the chairmanship of Dy. Controller of Accounts (Tech), Principal Accounts Office on 10.06.2025 at 11:30 AM

A meeting was held on 10.06.2025 at 11.30 AM under the chairmanship of Dy. Controller of Accounts (Tech), Pr.AO to discuss the issues related to remittance into Cash Assignment Account (Debit Account) of PWD.

2. Apart from the concerned officers of Pr. Accounts Office, the following officers attended the meeting:

- i. Sh. Rohit Meena, Director (Works), PWD, GNCTD.
- ii. Sh. Sahanubhuti Ashok, Director (P), PWD, GNCTD.
- iii. Ms. Kavita Singh, Sr. AO, PWD, GNCTD.
- iv. Sh. M.K Dhankar, FO (East & Project), PWD, GNCTD.
- v. Sh. Vishal Raj Sharma, FO (Flyover & North), PWD, GNCTD.
- vi. Sh. Ram Nath Jha, SBI, LHO, Delhi.
- vii. Ms. Sunaina Bindra, SBI Tis Hazari Branch, New Delhi.
- viii. Sh. Deepak Kumar Sharma, PAO-22, GNCTD.

प्रमुख अभियन्ता

आवृत्ति सं.

दिनांक

प्रमुख अभियन्ता

निदेशक (कार्मिक)

निदेशक (अनु.)

निदेशक (कार्मिक)

उप सहायक अभियन्ता

उप सहायक अभियन्ता

उप सहायक अभियन्ता

उप सहायक अभियन्ता

3. At the outset, Dy. Controller of Accounts, Pr.AO welcomed the members and apprised that the bank accounts of PWD are Cash Assignment Accounts only for Debit transactions. However, it is brought to the notice of this office that a credit transaction is being effected in the said accounts. This has resulted in drawal of amount by the concerned CDDO in excess of LOC limit issued by this office.

4. During the course of discussion, it was emphasized that the credit transactions pertaining to CDDOs of PWD divisions are to be credited in the Receipt Account of PAO-22. It was further impressed upon that the CDDO accounts of PWD was opened only for operating debit transactions within the limit of LOC issued by this office. It was also emphasized that the Divisional Officer does not escalate the credit transactions to the appropriate competent authority and incurring expenditure in excess of LOC issued.

5. SBI authority was conveyed that a meeting was held on 17.03.2025 wherein it was conveyed stop the credit transactions in these debit account. SBI had assured that they would take up the matter with the higher authorities. This office has also received a letter dated 27.03.2025 vide which the SBI had conveyed that the matter is referred to GAD Department, SBI LHO, New Delhi and GAD Department, SBI, Corporate Centre Mumbai. The SBI representatives submitted that the credit to the account should not have happened as these are debit account. SBI Authority requested to provide all the debit account being maintained by PWD Divisions so that the matter may be taken up with their Competent Authority. The chair directed the PAO-22 to provide the Cash

am



Assignment Account (Debit Account) of all the divisions of PWD to SBI at the earliest with a copy to Principal Accounts Office.

(Action: SBI, Tis Hazari, PAO-22)

6. PWD authorities were advised to keep a watch on credit transactions in Cash Assignment Account (Debit Account) and if it is noticed that credit has been effected erroneously in the said account then appropriate steps may be take up to transfer the amount in appropriate head. Officers of PWD were requested to advise all the CDDOs to incur expenditure within LOC limit and not to make payment beyond LOC against such credits being received in their accounts.

(Action : Director (Works)/PWD)

7. The chair invited the attention of PWD authorities that a DO letter No. E-in-C/Pers/24(5)/1435 dated 06.06.2025 was received in Pr. Accounts Office from Engineer-in- Chief, PWD regarding GPF payment of Work Charged Staff at the time of retirement.

(Table Agenda)

PWD officers were apprised that as per DoPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India, vide OM dated 30.04.2010 has upgraded all Group 'D' posts into Group 'C'. The GPF accounts of all Group 'C' officials require to be maintained by the Pr. Accounts Office and each Group 'C' officials should be allotted a GPF Account No. The Pr. Accounts Office is pursuing the matter since 20.12.2018. It is regretted that PWD has not given the due gravity to the matter and the desired result was not achieved.

In order to streamline the issue, PWD authority was advised to direct all the Divisional Officers to obtain the GPF Account No. of all Group 'C' Work Charged Staff from Pr. Accounts Office. Thereafter, the GPF contribution of these government employees shall be credited in their newly created GPF Account after following due procedure in this regard. This process shall be completed by PWD in a time bound manner.

(Action : Director (Works) PWD)

8. The matter with regard to comprehensive information of Pooling Account being operated in various branches of SBI is also discussed with the representative of SBI of Government Business Department, LHO, Delhi. SBI has assured to provide comprehensive details of operative/non-operative pooling accounts in softcopy and hardcopy in r/o Govt. of NCT of Delhi alongwith the amount standing in the credit under these accounts PAO wise.

(Action : SBI, LHO, Delhi )

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9. The meeting ended with vote of thanks to the Chair.

19.06.25  
(K. K. Jha)

Asstt. Accounts Officer (Tech-1)

Copy to:

1. P.A to Controller of Accounts, Pr.Accounts Office for information.
2. The Director(works), PWD, 13<sup>th</sup> Floor, MSO Building, I.P. Estate.
3. The Director (P), PWD, GNCTD.
4. The DGM/AGM, Govt. Business Department, SBI, 3<sup>rd</sup> floor, New Delhi Main Branch Building, 11 Parliament Street, New Delhi-01.
- ✓ 5. The Controller of Accounts , PWD, 13<sup>th</sup> Floor, MSO Building, I.P. Estate.
6. P.A to DCA (Estt/Tech), Pr. Accounts Office, for information.
7. Chief Manager, SBI, Tis hazari, Court Complex, New Delhi-110054.
8. Sr.AO (Tech-II), Pr.AO for information.
9. Pay & Accounts Officer, PAO-22. GNCTD.
10. Guard File.

(Reverse of the form)  
Office of the \_\_\_\_\_

A P P E N D I X

\_\_\_\_\_  
Name of Fund

STATEMENT OF PARTICULARS FOR ALLOTMENT OF PROVIDENT  
FUND ACCOUNT NUMBERS TO COMPULSORY SUBSCRIBER FOR  
THE MONTH OF \_\_\_\_\_

Head of account to which pay and allowances are debited: \_\_\_\_\_

*Please read carefully the instructions  
printed on the reverse before filling in the*

Sl. No.	Name of Government Servant (Subscriber).with H.R.M.S employee ID	Name of Subscriber's father/husband.	Date of birth of subscriber.	Date of joining service	Desig- nation.	Emolu- ments.	Monthly rate of subscrip- tion(In whole rupee).	Month from which subscrip- tion to commen- ce.	Mobile number of subscriber for receiving SMS alerts	E-mail id of subscriber	Remarks	To be filled in by accountant office. Account No. Allotted.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

No. \_\_\_\_\_

Forwarded in duplicate to the \_\_\_\_\_ Dated \_\_\_\_\_

Accountant General for necessary action. The Government servant whose name is included in the statement is required to join the ..... Fund under the ..... Rules of Govt. of ..... Their names have not been included in the previous statement and they are not already members of any Provident Fund (Nomination of G.O's is enclosed as mentioned in the remarks column).

No. \_\_\_\_\_ Returned to \_\_\_\_\_ Dated \_\_\_\_\_

Accounts No. allotted may be intimated to the subscriber and also noted in the Service Book, nomination and other office records. In all correspondence connected with Provident Fund of the subscriber, the account No. should be quoted. Receipt of nomination in respect of G.O's at Sl. Nos ..... here by acknowledged.

\_\_\_\_\_  
(Head of Office)

Accounts Officer,  
Office of the Accountant General



# Form 1

## Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I, ....., hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- amount that may stand to my credit in the General Provident Fund
- any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Telephone No.

**Note 1 :** Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

**Note 2 :** The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated ....., under the following Rules :—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page ..... Volume..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.