

**IMPORTANT CIRCULAR**

**OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (Fys)  
10-A, S.K. BOSE ROAD, KOLKATA – 700 001**

NO: F/1/914

DT: 10.02.10

To  
The All C of A (Fys)

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**SUB:** *Timely submission of NGO Assets/Dr. Schedule/Cr. Schedule & other reports etc.*

Of late, it has been noticed that consequent on promotion of NGO's to GO's grade, their GPF Assets are transferred either very late or being sent to Local Account Office attached to concerned Factory/Allied establishment where the individual is posted on promotion. As a result, this office experiences immense difficulty in crediting the NGO assets to the subscriber's GPF Account timely. Further, as this office has the sole authority to maintain the GPF Account of GOs of Fys & allied establishments, it is advised to furnish the NGO assets of all the employees promoted to JWM/JTO from NGO grade directly to P C Of A (Fys), Kolkata to avoid unnecessary delay. It is also added that while forwarding the NGO Assets, the information of subscription, withdrawal (if any), and refund, date of birth and name of nominee along with the upto date interest and photo copy of last CCO-9 may please be furnished to this office.

**2. Dr. Schedule**

Further, the Dr. Schedule from LAOs are generally received either after a gap of four to five months after the month in which it was generated or after expiry of Financial year which again creates lot of difficulties in compiling the CCO-9. It is therefore, suggested to furnish the Dr. Schedule timely to M.O., Kolkata. Moreover, a Quarterly Report of Dr. Schedule may please be furnished to this office alongwith the declaration to this effect that "NO Dr. SCHEDULE IS PENDING AT THEIR END FOR THE MONTH/QUARTER ENDING OF .....,2009.

**3. Cr. Schedule**

This office is compelled to issue the CCO-9 without crediting the subscriptions in some cases due to non-receipt of full Cr. Schedules of April (RPB of March) & March (RPB of February). It is therefore, reiterated that full Cr. Schedules along with all the details may be furnished at least for the above mentioned two months with a view to overcoming the problem explained above.

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**4. Reconciliation Work**

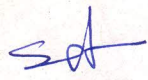
In this context, the Br. A.Os are advised to take utmost care while booking the subscription and withdrawal amount since the improper operation of GPF code head creates hindrance in reconciliation work at this end.

**5. DID Schedule**

As per the extant procedure when the FMC [Fund Maintaining Controller] of a subscriber (GO) changed, the DID (Defence Interdepartmental Schedule) is operated for transferring the GPF Assets. Being the sole FMC of GOs, M.O., Kolkata can only generate the DID schedule for transferring the GPF Assets and NOT BY THE LAO under any circumstances.

Strict compliance of the above instructions is desired to avoid any last minute problem.

Please acknowledge receipt.

  
A. C of A (Fys)