

**DIRECTORATE OF TREASURIES & ACCOUNTS  
TELANGANA STATE :: HYDERABAD**

**Cir. Memo No.1/3555/2017**

**Dt:13th May, 2022**

**Sub.** P.S. - T & A Dept. - GPF of Panchayat Raj Teachers (ZP GPF) - Maintenance of ZP GPF accounts by the Zilla Parishad CEOs of newly formed districts - Transfer of ZP GPF accounts from previous ZP GPF maintaining authority to another ZP GPF maintaining authority where the PR employee/teachers are presently working - Certain Instructions - Issued.

**Ref.** 1. Memo No.F3/1925/2017 Dt: 15.05.2017 of this Office.  
2. Cir. Memo No.1/3555/2017 Dt: 13.07.2017 of this Office  
3. Cir. Memo No.1/3555/2017 Dt: 10.11.2017 of this Office  
4. GO MS No.317 General Administration SPF-I Dept. Dt:06.12.2021  
5. CEO ZP Warangal Lr.No.G2/366/2021 Dt:29.04.2022 addressed to DD, DTO Hanamkonda.

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Attention of all the DDs/DTOs working in District Treasury Offices is invited to the subject and references above cited.

In the reference 1<sup>st</sup> above cited, instructions were issued to newly formed districts to handover all the ZP GPF schedules from October, 2016 onwards to ZP CEO of the erstwhile districts, immediately after the closing of monthly account, for updating the ZP GPF accounts as per schedules and monthly account figures.

In the reference 2<sup>nd</sup> above cited, in addition to the above, instructions have been issued that the ZP GPF schedules shall be furnished to CEO ZP where the ZP GPF accounts are maintained with regard to attachment of mandal/division from one mother district to another mother district. Further the GPF interest shall be allowed by the GPF maintaining authorities, on the ZP GPF subscriptions subject to provisions of GPF Rules, wherever applicable.

Through the reference 3<sup>rd</sup> above cited, while reiterating the above instructions, all the DDs of erstwhile districts, have been instructed to coordinate with the DTOs of newly formed districts for timely submission of GPF schedules. Further it has been instructed to verify the posted figures/balances with reference to schedules/challans and confirm the balances and inform the variation if any along with documentary evidence of schedules/challans support of ledger copy so as to update the balances accordingly.

In pursuance of the orders issued in the reference 4<sup>th</sup> read above, several PR employees were posted to districts other than the district where their ZP GPF account were maintained. At this juncture, it has come to the notice of the undersigned that the ZP GPF subscriptions were credited to their respective account in the new district but the balances still remain with the previous GPF maintaining authority.

In view of the above, the following instructions are hereby issued to take necessary steps to transfer the ZP GPF account balances of the employees who were posted in another district, to the newly posted districts along with PD account balance in previous district where GPF account is previously maintained.

1. **PD to PD balance transfer:**

The DD/DTOs in coordination with the ZP GPF account maintaining authority i.e. ZP CEO shall transfer the ZP GPF PD account balance in respect of PR employees/teachers posted in other districts, lying in PD account to the PD accounts of the ZP CEOs where the PR employees are presently working.

2. **Amount to be transferred :**

The amount to be transferred shall be equal to sum of all the ZP GPF account balances available, in respect of PR employees/teachers who were posted and working in other districts. Such balance in the PD account shall be transferred along with the lists of employees/teachers and their ZP GPF balances. It shall be ensured that the total of ZP GPF balances shall be equal to the PD account balance so transferred.

3. **Module in IFMIS :**

A module has been developed in IFMIS for transferring of PD account amounts from one PD administrator to other PD administrator in PD Portal. In the PD Portal login of the ZP CEO, for the Head of account pertaining to ZP GPF balances, the details of employees and their ZP GPF balances to be transferred shall be uploaded in excel sheet/word format, the sum of which shall be equal to the amount of PD account so transferred.

(Procedure to be followed in PD portal annexed to this circular memo)

All the DDs/DTOs in coordination with the ZP GPF maintaining authorities shall transfer all the PD account balances along with list of ZP GPF account balances to respective ZP GPF maintaining authorities where the employee is presently working. This process shall be completed by 15.06.2022 without fail and shall ensure accuracy in transferring the PD account balances beforehand.

All the DDs/DTOs shall instructed to strictly adhere to the above procedures and any deviation, delay or erroneous transfers will be viewed seriously.

Encl: Annexure

Sd/- K SRC Murthy

**Director of Treasuries & Accounts**

To

All the DDs and DTOs working in Treasury Offices in the State.  
(Through FTP)

Copy to All the ZP CEOs maintaining ZP GPF accounts  
(Through concerned District Treasury Offices)

//F.B.O.//

  
Junior Accounts Officer

## ANNEXURE

(Cir Memo No.I/3555/2017 Dt:13.05.2022)

Procedure guidelines in PD Portal for transferring ZP GPF amounts from PD to PD accounts where the employee is presently working.

### **In ZP GPF maintaining authority's PD portal login:**

1. Go to  
Transactions → Issue Cheque
2. Select "  PD Account to PD Account"
3. Enter the required details. i.e HOA, Purpose and Party Amount
4. Upload documents  
Here, an excel sheet with the details of Emp ID; Emp Name; ZP GPF Balance; and Total amount shall be uploaded. The Total amount should be equal to the amount mentioned in "Upload Party details"
5. Upload Party details  
Here upload the details of the PD administrator, Head of Account, Amount to be transferred in a excel file in predetermined format, which is made available in the screen. The total amount should be equal to the amount mentioned in "Party amount" at Sl. No.3 above.
6. An E-cheque will be generated after submission, to the PD Administrator, where the employee is presently working, whereby the balances will be raised in the new district to the extent of amount so transferred.