



GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE COMMISSIONER OF PANCHAYAT RAJ AND RURAL  
EMPLOYMENT, URDU HALL LANE, HIMAYATNAGAR, HYDERABAD:



Memo. No. 15739/CPR&RE/I-2 /2011 Dated:18.07.2011.

Sub:- Education Department – Teaching and Non Teaching Employees working under the control of P.R. Departments – Particulars of ZPPF amounts and Missing Credits updating in Web site – Requested - Reg.

Ref:- Representation of the State Teachers Union A.P. dated 13.7.2011.

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The attention of Chief Executive Officer, Zilla Praja Parishad, Chittoor district is invited to the reference cited (copy enclosed) and he is requested to follow the following instructions on the operation of Provident Fund Accounts in Zilla Praja Parishads in respect of teaching and Non Teaching staff.

1. Ensure the correct GPF No. and address in respect of each subscriber.
2. Closing balances as on 31.3.2011 to be updated by entering all missing credits.
3. Ensure all Subscriptions up to 31.3.2011 are entered.
4. All loan sanctions / Part Final / Final Withdrawal shall be entered in GPF account.
5. Balance sheet up to 31.3.2011 shall be prepared and ensure all are communicated.
6. Ensure website created and incorporate all the above said information for taking printouts by the subscribers themselves.

The Chief Executive Officers, Zilla Praja Parishads shall furnish a certificate of compliance on the above instructions on or before 31.8.2011 without fail. They are also directed to engage a special drive by deploying sufficient number of staff from other sections if necessary and complete this work.

Hereafter any complaints received on missing credits, non-furnishing of balance sheets up to 31.3.2011 and non-payment of final payments to pensioners, G.P.F. withdrawals will cause for initiation of disciplinary action against all concerned.

Treat this as Urgent.

Sd/- Poonam Malakondaiah,  
Commissioner, PR&RE

To  
The Chief Executive Officer,  
Zilla Praja Parishad Chittoor district.  
Copy to the Other Chief Executive Officer, Zilla Praja Parishads with similar instructions and compliance report on or before 31.8.2011.

" True Copy Attested "

  
PUNNA KUMAR  
General Secretary

//FORWARDED BY ORDER//

  
SUPERINTENDENT.