

ANDHRA PRADESH STATE ELECTRICITY BOARD



General Provident Fund Regulations

ANDHRA PRADESH STATE ELECTRICITY BOARD GENERAL PROVIDENT FUND REGULATIONS

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Andhra Pradesh State Electricity Board General Provident Fund Regulations

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In the exercise of the powers conferred by section 79(c) and (k) of the Electricity (Supply) Act, 1948 the Andhra Pradesh State Electricity Board hereby makes the following regulations:

- ✓ 1. (a) **Short title:**—These regulations may be called the Andhra Pradesh State Electricity Board General Provident Fund Regulations.
- (b) **Commencement:** They shall come into force on and with effect from such date as the Board may direct.
2. **Definitions:** (1) In these regulations unless there is anything repugnant in the subject or context.
 - (a) **Account Officer** means the Accounts Officers (Provident Funds) Office of the chief Controller of Accounts, Andhra Pradesh Electricity Board, Hyderabad.
 - (b) **Board** means the Andhra Pradesh State Electricity Board constituted under section 5 of the Electricity (Supply) Act, 1948.
 - (c) **Emoluments** Except where otherwise expressly provided “emoluments” means pay, leave salary or subsistence grant and includes dearness pay and any dearness allowances and

remuneration of the nature of pay received in respect of foreign service.

(d) ***Family*** means

- i) In the case of a male subscriber the wife or wives and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

Provident that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate unless the subscriber subsequently indicates by express notice in writing to the Account Officer that she shall continue to be so regarded and;

- ii) In the case of a female subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of a subscriber.

Provided that if a subscriber by notice in writing to the Account Officer expresses her desire to exclude her husband from her family the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate unless the subscriber subsequently cancels formally in writing her notice excluding him.

Note: (1) "Children" means legitimate children.

- 2) An adopted child shall be considered to be a child when the Account Officer, or if any doubt arises in the mind of the Account Officer, the Standing Legal Adviser of the Board is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

- 3) A child of one person given in adoption to another shall not be considered to be the child of the former, if the Account Officer, or any doubt arises in the mind of the Account Officer, the Legal Advisor of the Board is satisfied that under the personal law of the person concerned such adoption is legally recognised and in that case only.
- (e) “Fund” means the Andhra Pradesh State Electricity Board General Provident Fund.
- (f) “Leave” means any kind of leave recognised by the leave regulations applicable to the employee concerned of the Board, or any modification thereof for the time being in force.
- (g) “Year” means the financial year commencing on the 1st day of April and ending with the 31st day of March following.
- (2) Any expression connoting the masculine gender shall include the feminine gender also.
- (3) Words importing the singular number shall include the plural number and *vice-versa*.
- (4) Any other term or expression used in these regulations which is defined either in the Provident Funds Act (XIX of 1925) or in the Andhra Pradesh State Electricity Board Regulations is used in the sense therein defined.
- (3)
 - a) All powers under these regulations, including powers of altering, amending, adding to or relaxing any of the provisions of these regulations, will be exercised by the Board.
 - b) The power of interpreting these regulation is vested in the Board.
- 4) ***Constitution of the Fund:*** (1) A fund known as the Andhra Pradesh State Electricity Board General Provident Fund shall be established by the Electricity Board on and with effect from such date as the Board may direct.

- (2) The fund shall be maintained in India in Rupees.
- (3) A board of Trustees shall be constituted to administer the general Provident Fund with the Finance Secretary to Andhra Pradesh Government, Financial Adviser (Board) and/or – Chief Controller of Accounts and one or two representatives of the employees.
- (5) (1) All Board servants, whether permanent temporary or officiating excluding Class IV employees drawing emoluments not exceeding Rs. 600/- p.m. who are not already subscribers to the General Provident Fund or Contributory Pension Provident Fund or contributory Provident Fund shall join the General Provident Fund provided that:-
- (i) Temporary and officiating employees shall be eligible to join the fund from the following that in which they completed one year continuous service.
- (ii) No such employee as has been required or permitted or has already subscribed to the Andhra Pradesh State Electricity Board Contributory Provident Fund, or the Employee's Provident Fund Scheme, or the contributory Provident Fund (Andhra Pradesh) Scheme or the Gratuity Scheme of the Government of Andhra Pradesh as adopted by the Board, shall be eligible to join the fund while he retains his right to subscribe to any such fund.
- (iii) No employee who is appointed purely under the emergency provisions shall be eligible to join the fund.
- (2) All other eligible Board servants may elect to join the Fund.
- Note:** Re-employed persons may join the Fund at their option. The right to be admitted to the fund in the case of such an employee shall subsist from the date of his appointment to the post and not from the date of his exercising the option to join the Fund.

- (3) Instructions for the guidance of subscribers and drawing officers are incorporated in the appendix.

Employees acquired electrical undertakings taken over into Board's service: If an employee of an acquired electrical undertaking, who is a subscriber to a provident fund established and maintained by it, is taken over to pensionable service under the Board the amount of subscriptions and contribution with the interest thereon, standing to his credit in the provident fund of the acquired electrical undertaking shall be transferred to his credit in this fund.

7. ***Employees of the Andhra Pradesh State Government permanently taken over into Board's Service:*** All employees of the Andhra Pradesh State Government and taken over on permanent basis to pensionable service under the Board, the amount of subscriptions with the interest thereon standing to his credit in the provident fund shall be transferred to his credit in this fund.
8. ***Discontinuance of subscriptions:*** (1) A subscriber falling under sub-regulation (1) of regulation 5 may discontinue subscribing to the fund at any time but his right of renewing subscription shall lapse if he discontinues subscribing except when on leave, more than three times.
- (2) If a subscriber is reduced to class IV category he shall cease to subscribe to the Fund until he is reinstated in superior service.
- (3) If any employee's right to resume subscription lapses under sub-regulation (1) above, he shall nevertheless retain his other rights and liabilities as a subscriber to the Fund, and no final withdrawal of his deposit shall be allowed except on the happening of one or other of the contingencies provided for in regulation 35, 36 and 37.
9. ***Nominations:*** (1) A subscriber shall along with his application for admission to the fund, send to the Account Officer a nomination conferring on one or more persons the

right to receive the amount that may stand to his credit in the Fund in the event of his death before that amount has become payable, or having become payable, has not been paid.

Provided that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident fund to which he was subscribing before joining the fund shall if the amount to his credit in such other fund has been transferred to his credit in this fund be deemed to be a nomination duly made under this regulation until he makes a nomination in accordance with this regulation.

If the previous nomination is not in accordance with this regulation, he shall make a fresh nomination in accordance with the provisions of this regulation before his admission to the fund.

- 2) If a subscriber nominates more than one person under sub-regulation (1) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- 3) Every nomination shall be in such, one of the forms set forth in the first schedule as is appropriate in the circumstances.
- 4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Account Officer.

Provided that the subscriber shall, along with such notice send a fresh nomination made in accordance with the provisions of this regulation.

- 5) A subscriber may provide in a nomination:

a) In respect of any specified nominees, that in the event of his pre-deceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination provided that such other person or persons shall, if the subscriber has other members of his family be such other member or members.

b) That the nomination shall become invalid in the event of happening of a contingency specified therein;

Provided that if at the time of making the nomination the subscriber has no family become invalid in the event of his subsequently acquiring a family.

Provided further that if at the time of making the nomination the subscriber has only one member of the family he shall provided in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-regulation (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of the clause (b) of sub-regulation (5) or the provision thereto, the subscriber shall send to the Account Officer a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provisions of this regulations.

7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Account Officer.

Note:- In this regulation, unless the context otherwise requires, 'person' or 'persons' shall include a company or association

or body of individuals, whether incorporated or not.

10. ***Subscriber's Accounts:*** An account shall be prepared in the name of each subscriber and shall show the amount of his subscriptions with interest thereon calculated as provided in sub-regulation (2) of regulation 15.
11. ***Conditions of subscriptions:*** (1) Same as provided in regulation 8, a subscriber shall subscribe monthly to the fund except during a period of suspension.

Provided that a subscriber may, at his option not to subscribe during any period of leave, other than leave on average pay or earned leave of less than one month or thirty days duration as the case may be:

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in onesum or in installments, any sum not exceeding the maximum amount of arrears subscription permissible for that period.

- (2) The subscriber shall intimate his election not to subscribe during leave in the following manner:
 - (a) If he is an officer who draws his own pay bills by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave
 - (b) If he is not an officer who draws his own pay bills, by a written communication to the head of his office before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The election made or deemed to be made by a subscriber under this sub-regulation shall be final.

- (3) a) A subscriber who has, under regulation 36 withdrawn, the amount standing to his credit in the fund shall not subscribe to the fund after such withdrawal unless and until he returns to duty.
12. ***Rate of subscriptions:*** (1) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions namely:
- (a) It shall be expressed in whole rupees.
 - (b) It may be any sum, so expressed, subject to the following conditions:
 - (i) in the case of a subscriber drawing emoluments not exceeding Rs.600/- p.m. for whom subscription is compulsory; the rate of subscription shall be not less than 9 percent of his emoluments and not more than his emoluments.
 - (ii) In the case of a subscriber drawing emoluments above Rs.600/- but not exceeding Rs.1,000/- p.m. for whom subscription to the General Provident Fund was hitherto not compulsory, the rate of subscription shall be 4 percent of his emoluments and not more than his emoluments.
 - (iii) In the case of a subscriber drawing emoluments above Rs. 1,000/- per mensem for whom subscription to the General Provident Fund was hither to not compulsory, the rate of subscription shall be 6 percent of his emoluments and not more than his emoluments.
 - (iv) In the case of a subscriber drawing emoluments not exceeding Rs.600/- per mensem and who is not a subscriber to a Provident Fund constituted or recognised by the Board, the compulsory rate of subscription shall be 3 percent of his emoluments and voluntary subscription shall not be more than his emoluments.

- (v) In the case of a subscriber drawing emoluments above Rs. 600/- but not exceeding Rs.1,000/- per mensem for whom subscription to the General Provident Fund was hitherto compulsory, the rate of subscription shall be 10 percent of his emoluments and not more than his emoluments.
- (vi) In the case of a subscriber drawing emoluments above Rs. 1,000/- per mensem for whom subscription to the General Provident Fund was hitherto compulsory, the rate of subscription shall be 12 percent of his emoluments and not more than his emoluments.

The above orders shall be applicable to the Officers irrespective of the fact whether they have insured with the Andhra Pradesh Government Life Insurance Department or the Life Insurance corporation of India.

This regulation shall not be applicable to Class IV employees.

Note: Rounding of minimum percentage: If the prescribed percentage of emoluments a sum not expressible in whole rupees the nearest sum in whole rupees below that amount shall be taken as the minimum limits of subscription.

- 2) For the purposes of sub-regulation (1) the emoluments of a subscriber shall be;
 - (a) In the case of a subscriber who was in Board Service on the 31st march of the proceeding year, the emoluments to which he was entitled on that date provided as follows:
 - (i) If the subscriber was on leave on the said date and has elected to subscribe during such leave or was under suspension on the said date his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.
 - (ii) If the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his

emoluments shall be the emoluments to which he would have been entitled, had he been on duty in India or had he not been on leave.

- (b) In the case of a subscriber who was not in Board service on the 31st March of the preceding year, the emoluments to which he was entitled on the day he joins the fund.
- 3) The subscriber shall intimate to the Account Officer the fixation of the amount of his monthly subscription in each year in the following manner:
 - (a) If he was on duty on the 31st March of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month.
 - (b) If he was on leave on the 31st march of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty.
 - (c) If he was entered Board service for the first time during the year by the deduction which he makes in this behalf, from his pay bill for the month during which he joins the fund.
 - (d) If he was on leave on the 31st march of the proceeding year and continues to be on leave and has elected to subscribe during such leave by the deduction which he causes to be made in this behalf from his salary bill for that month.
 - (e) If he was on foreign service on the 31st march of the proceeding year, by the amount credited by him or on his behalf to the Account Officer on account of subscription for the month of April in the current year.
- (4) The amount of subscription so fixed shall remain unchanged throughout the year;

Provided that the amount of subscription may be enhanced once at any time during the course of a year.

Provided also that if a subscriber is on duty for a part of a month and on leave for the remainder of that month and if he has elected not to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

Provided further that where the minimum rate of subscription prescribed in clause (b) of sub-regulation(1) is revised by the Board after the subscriber has fixed or enhanced the amount of his subscription for an year and the amount of subscriptions so fixed or enhanced is less than the revised minimum rate, he shall, with effect from the date of such revision, refix the amount of his subscription so as to accord with that revised minimum rate.

13. ***Subscriber in foreign service (or on deputation):*** when a subscriber is transferred to foreign service or sent on deputation out of India, he shall remain subject to the regulations of the fund in the same manner as if he were not so transferred or sent on deputation.
14. ***Realisation of subscriptions:*** (1) When emoluments are drawn by employees from the Board's fund or are drawn and paid by disbursing officer recovery of subscriptions on account of these emoluments and of the principal and interest of advances shall be made from the emoluments themselves.
(2) When a subscriber is on foreign service and receives his emoluments from the foreign employer the subscriptions shall be recovered and forwarded to the Account Officer by the foreign employer.
(3) If a subscriber fails to subscribe with effect from the date on which he is required to join the fund or in default in any month or months during the course of a year otherwise than as provided in Regulation 11, the total amount due to the fund on account of arrears of subscription shall, with interest thereon at the rate provided in regulation 15 forthwith be

paid by the subscriber to the fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (c) of sub-regulation (1) of Regulation 16.

Provided that the subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

15. **Interest:** (1) Subject to the provisions of sub-regulation(5) the Board shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Board which shall be the same rate prescribed from time to time by the Government of India for the payment of interest on subscriptions to the General Provident Fund in respect of Central Services.

Provided that if the rate of interest determined for a year is less than 4 percent, all existing subscribers to the fund in the year preceding that for which the rate has for the first time been fixed at less than 4 percent shall be allowed interest 4 percent.

Provided further, that a subscriber who has previously subscribing to General Provident Fund or the State Government and whose subscriptions together with interest thereon have been transferred to his credit in this fund under regulation 39 (a) shall also be allowed interest at 4.60 per cent if he had been receiving that rate of interests under the rules of that fund under a provision similar to that of the first provision to this regulation

- (2) Interest shall be credited with effect from the last day in each year in the following manner;

- (i) On the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year interest for twelve months.
- (ii) On sums withdrawn during the current year interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal.
- (iii) On all sums credited to the subscribers account after the first day of the preceding year – interest from the date of deposit upto the end of the current year.
- (iv) The total amount of interest shall be rounded to the nearest whole rupee (fifty naye paise and above counting as the next higher rupee).

Provided that when the amount standing at the credit of the subscriber has become payable, interest shall thereupon be credited under this sub-regulation in respect only of the period from the beginning of the current year or from the date of deposit as the case may be, upto the date on which the amount standing at the credit of the subscriber became payable.

- (3) In this regulation, the date of deposit shall in the case of a recovery from emoluments, be deemed to be the first day of the month, in which it is recovered. In the case of an amount forwarded in accordance with sub-regulation (2) of regulation 14, the date of deposit shall be deemed to be the first day of the month, if it is received by the Account Officer before the fifteenth day of the month, but if it is received on or after the fifteenth day of that month the first day of the next succeeding month.

Provided that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall in the case of recovery of subscription, be deemed to be the first day of the next succeeding month.

- (4) In addition to any amount to be paid under regulations 35-36 or 37 interest thereon upto the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid.

Provided that where the Account Officer has intimated to that person (or his agent) a date on which he is prepared to make payment in cash or has posted a cheque, in payment to that person, interest shall be payable only upto the end of the month preceding the date so intimated or the date of posting the cheque, as the case may be.

Note: If a subscriber holding a post in an officiating or temporary capacity exercises on the termination of his post the option allowed by regulation 35 of leaving, in the fund the amount accumulated to his credit, interest shall be allowed on that amount for not more than a year after the termination of employment. If the subscriber subsequently obtains re-employment under the Board deposits not withdrawn will commence again to bear interest from the date of on which subscriptions are renewed.

- (5) Interest shall not be credited to the account of a muslim subscriber if he informs the Account Officer that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it, or if he had joined the fund during the year from the date of his joining the fund.
- (6) The interest on amounts which under sub-regulation (3) of regulation 14, sub-regulation (5) of regulation 17, sub-regulation (3) of regulation 25, sub-regulation (4) of regulation 27, Sub-regulation (1) of regulation 29, sub-regulation (1) or (2) of regulation 30 regulation 35 or

regulation 26 are replaced at the credit of the subscriber in the fund, shall be calculated at such rates, as may be successively prescribed under sub-regulation (1) of this regulation and so far as may be in the manner described in this regulation.

16. ***Advances from the fund:***(1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the appropriate authority specified in the fifth schedule subject to the following conditions:

- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on any one or more of the following objects and not otherwise.
 - (i) to pay expenses in connection with the illness, confinement or disability, including where necessary the travelling expenses of the subscriber or any person actually dependent on him.
 - (ii) to meet the cost of higher education including where necessary, the travelling expense of the subscriber or any person actually dependent on him in the following cases,
 - (a) for education outside India for academic technical professional or vocational course beyond the High School State; and
 - (1) In the case of non-gazetted officers, for all academic, medical, engineering or other technical or scientific courses beyond the High School state, provided that the period of study is for not less than three years in the aggregate; and
 - (2) in the case of gazetted officers for any medical engineering or other technical or specialised course beyond the high school state, provided that the period of study is for not less

than three years.

Explanation: For the purpose of this regulation specialised course shall mean a course leading to M.Sc. (Ag.) and B.Sc. (Ag.) degree in Agricultural Science, M.V.Sc. and B.V.Sc. degree in veterinary science, but shall not include degree courses such as B.A., B.Com, B.Sc., M.A., M.Com., and M.Sc., degree courses irrespective of the period of study.

- (iii) to pay obligatory expenses on a scale appropriate to the applicant's status which, by customary usage, the applicant has to incur in connection with his marriage, or other ceremonies or in connection with marriages, funerals or other ceremonies of persons actually dependent on him.

Provided that the condition of actual dependence shall not apply in the case of son or daughter of the subscriber.

Provided further that the condition of actual dependence shall not apply in the case of an advance required to meet the funeral expenses of the parents of a subscriber.

- (iv) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duty, the advance in this case being available in addition to any advance admissible for the same purpose from any other Board's source:

Provided that the advance under this sub-clause shall not be admissible to a subscriber who institute legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against the Board in respect of any condition of service or penalty imposed on him; and

- (v) to meet the cost of his defence where the subscriber is prosecuted by the Board in any court of law or where the

subscriber engages a legal practitioner to defend himself in any enquiry in respect of any alleged official misconduct on his part.

- (c) The sanctioning authority shall record in writing its reason for granting the advance.
- (c) An advance shall, not except for special reasons:
 - (i) Exceed three month's pay or half the amount at the credit of the subscriber in the fund, whichever is less; or
 - (ii) Unless the amount already advanced does not exceed two thirds of the amount admissible under sub-clause (I) be granted until atleast twelve months have lapsed after twelve months have lapsed after the final repayment of all previous advances together with interest thereon.

Provided that if the reason is of a confidential nature it may be communicated on the Account Officer confidentially.

- (d) Notwithstanding anything contained in clause (c) the advance to be sanctioned for the purpose of sub-clause (iv) of sub-clause (v) of clause (a) shall not greater, and shall in no case exceed half the amount at the credit of the subscriber.
- (2) In fixing the amount of an advance, the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the fund.
- (3) All payments towards withdrawals from the funds including temporary advances shall be made by the Account Officer on receipt of sanction of the competent authority either by cheque/demand draft or by money order as the case may be to the subscriber. The drawing officer of the pay bills of the subscriber may also draw the advances sanctioned from provident fund and make the disbursement.

17.(1) An advance shall be recovered from the subscribers in such number of equal monthly installment as the sanctioning

authority may direct but such number shall not be less than twelve unless the subscriber so elects, and more than twenty four. In special cases where the amount of advance exceeds three months pay of the subscriber under clause (c) of sub-regulation (1) of regulation 16, the sanctioning authority may fix such number of installments to be more than twenty-four but in no case more than thirty-six. A subscriber may, at his option, repay two or more instalments in a month. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary to admit of the fixation of such instalments.

- (2) Recovery shall be made in the manner prescribed in regulation 14 for the realization of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent while he is in receipt of sub-sistence grant or is on leave other than leave on average pay or earned leave of less than one month's or 30 days duration, as the case may be. The recovery may be postponed on the subscriber's written request, by the sanctioning authority during the recovery of an advance or pay granted to the subscriber.
- (3) If more than one advance is made to a subscriber, each advance shall be treated separately for the purpose of recovery.
- (4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent of the principal for each month or broken portion of a month during the period between drawal and complete repayment of the principal.

Provided that subscribers whose deposits in the Fund carry no interest shall not be required to pay into the Fund and additional instalments on account of interest on advances granted to them from the fund.

- (b) Interest shall ordinarily be recovered in one installment in the month after complete repayment of the principal, but, if the period referred to in clause (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly installments. The method of recovery shall be that provided in sub-regulation (2) . Payments shall be rounded to the nearest rupee in the manner provided in the clause (iv) of sub-regulation (2) of regulation 15.
- (5) If an advance has been granted to a subscriber and paid to him and the advance is subsequently disallowed before repayment is completed, the whole, or balance of the amount withdrawn, shall with interest at the rate provided in regulation 15, forthwith be repaid by the subscriber to the fund, or in default, be ordered by the Account Officer to be recovered by deductions from the emoluments of the subscriber in a lumpsum or in monthly installments not exceeding twelve, as the Board may direct:

Provided that subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

- (6) Recoveries made under this regulation shall be credited as they are made to the subscriber's account in the Fund.
18. ***Withdrawals from the fund:*** (1) Subject to the conditions specified herein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under clause (c) of sub-regulation (1) of regulation 16, at any time after the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on super annuation, whichever is earlier, from the amount handing to his credit in the Fund, for one or more of the following purposes namely:

- (a) meeting the cost of higher education, including where necessary, the travelling expenses, of the child of the subscriber in the following cases, namely:
 - (i) for education outside India for academic, technical, professional or vocational course beyond the high School state and
 - (ii) for education in India
 - (i) In the case of Class III Officers, for all academic, medical, engineering or other technical or scientific courses beyond the High School stage, provided that the period of study is for not less than three years in the aggregate; and
 - (2) In the case of Class I and Class II Officers, for medical, engineering or, other technical or specialised course beyond the High School state provided that the period of study is for not less than three years in the aggregate.

Explanation: For the purpose of this regulation specialised course shall mean a course leading to M.Sc. (Ag.) and B.Sc. (Ag.) degrees in Agricultural Science, M.V.Sc. and B.V.Sc. degrees in veterinary science, but shall not include degree courses such as B.A., B.Com., B.Sc., M.A., M.Com., and M.Sc., irrespective of the period of study.

- (b) meeting the expenditure in connection with the marriage of the subscriber's sons or daughters and any other female relation actually dependent of him;

Provided that in respect of the same marriage, subscriber may either withdraw the money in terms of this regulation or in terms of Regulation 16.

- (c) meeting the expenses in connection with illness, including where necessary, the travelling expenses, of the subscriber or any person actual dependent on him.
- (d) building or acquiring a suitable house of this resident

including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose or reconstructing, or making additions or alterations to a house already owned acquired by a subscriber;

- (e) purchasing a house-site or repaying an outstanding amount on account of loan expressly taken for this purpose.
- (d) for constructing a house on a site purchased utilising the sum withdrawn under the clause

Note: (1) A subscriber who has availed himself of an advance under the Scheme for the grant of loan for house building purposes, sponsored by the State or Electricity Board or has been allowed any assistance in this regard from any other Government/Board source, shall be eligible for the grant of final withdrawal under sub-clauses (d), (e) and (f) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid Scheme subject to the limit specified in the provision to sub-regulation(1) of Regulation 19.

- (2) A subscriber who has been granted a final withdrawal for any of the purposes mentioned in sub-clauses (d) to (f) should not be granted a second withdrawal.
- (3) The actual withdrawal from the fund shall be made only on receipt of on authorization from the Account Officer concerned who will arrange this as soon as the formal sanction of the sanctioning authority has been issued.

19. **Conditions of withdrawals:** (1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Regulation 18 from the amount standing to his credit in the fund shall not ordinarily exceed one-half of such amount or six month's pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit upto $\frac{3}{4}$ of the balance at his

credit in the fund having due regard to (I) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount to credit in the fund.

Provided that in the case of a subscriber who has availed himself of an advance under the Scheme for the grant of loans for house building purpose sponsored by the State or Central Government or Govt. of Andhra Pradesh State Electricity Board or has been allowed any assistance in this regard from any other Government/Board source, the sum withdrawn under this sub-regulation together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other Government/Board source shall not exceed Rs.1,75,000/- or five years' pay, whichever is less.

- (2) A subscriber who has been permit to withdraw money from the fund, under regulation shall satisfy the sanctioning authority within reasonable period as may be specified by that authority that the money has been utilised for the purpose which it was withdrawn, and if he fails to do so, whole of the sum so withdrawn, or so much thereof has not been applied for the purpose for which it withdrawn shall forthwith be repaid in one lumpsum together with interest thereon at the rate determined under Regulation 15, by the subscriber to the Fund and in default of such payment it shall be ordered the sanctioning authority to be recovered from emoluments either in a lumpsum or in such number of monthly installments as may be determined by Board.
 - (3) Nothing in sub-regulation (2) shall be deemed to require a subscriber whose deposit in the Fund carry no interest to pay any interest on any sum repayable by him under that sub-regulation.
20. *Conversion of an advance into a withdrawal :-* (1) A subscriber who has already drawn or may draw in future an

advance under Regulation 16 for any of the purpose specified in clause (a), (b) and (c) of subregulation (1) of Regulation 18, may convert, at his discretion by written request addressed to the Account Officer, through the sanctioning authority the balance outstanding against him (with interest) into a final withdrawal on his satisfying the conditions laid down in Regulation 18 and 19.

Note :- The conversion of temporary advance into a final withdrawal may be permitted, if the subscriber satisfied the conditions on the date of conversion of the temporary advance into final withdrawal in respect of the balance outstanding against him.

21. *Withdrawals from the fund for the purchase of motor car :-*

(1) Withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under Clause (c) of sub-regulation (1) of Regulation 16, at any time after the completion of twenty eight years of service including broken period of service, if any, of a subscriber or within three years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the fund for purchasing a motor car or for repaying a loan already taken by him from the Board for the purpose, subject to the following conditions, namely :-

- (i) The Officer's pay shall be Rs.1,000 or more;
 - (ii) The amount to be withdrawn shall be limited to Rs.12,000 or one-fourth of the amount standing to his credit in the fund or the actual price of the car, whichever is the least.
 - (iii) The withdrawal shall be allowed only on one occasion. In case of withdrawal for the purchase of another car, no motor car advance shall be admissible.
- (2) The actual withdrawal from the fund shall be made only on receipt of an authorisation from the Account Officer

concerned, who shall arrange this as soon as the formal sanction of the sanctioning authority has been received.

22. Subject to the conditions hereinafter contained in regulations 23-32.

- (a) Payments toward a policy of Life Insurance may, at the option of a subscriber, be substituted in whole or part for subscriptions due to the fund.
- (b) The amount of subscriptions with interest thereon standing to the credit of a subscriber in the fund may be withdrawn to meet.
 - (i) A payment towards a policy of Life Insurance;
 - (ii) The purchase of a single payment life insurance policy.

Provided that no amount shall be withdrawn (1) before the details of the proposed policy have been submitted to the Accounts Officer and accepted by him a suitable; or (2) to meet any payment or purchase made or effected more than three months before the date of application or presentation of claim for withdrawal; or (3) in excess of the amount required to meet a premium or subscription actually due for payment with-in three months of the date of application or presentation of claim for withdrawal.

Note:- Due date of payment for the purpose of this provision will be the date upto which payment can be made including the grace period allowed by the insurance companies.

Explanation :- Under clause (3) of this provision on withdrawal from the fund for financing a policy of life insurance shall be made after the due date of payment without production of the premium receipt in taken of such payment.

The Account Officer, shall, before accepting as suitable the details of the proposed policy, satisfy himself that the policy is taken out mainly for the benefit of the subscriber's family

and shall refuse to accept a policy which does not fulfil this conditions.

Provided further that payments towards an educational endowment policy may not be substituted for subscriptions to the Fund and that no amounts may be withdrawn to meet any payment or purchase in respect of such a policy if that policy is due for payment in whole or part before the subscriber's age of normal superannuation.

Provided further that amounts withdrawn shall be rounded to the nearest whole rupee.

Note :- The subscribers may finance their insurance policies carrying double accident benefits from the provident fund accumulations, but they can draw funds only to the extent of premium calculated at the ordinary rates and the balance required to cover the double accident benefit should be born by them from their own resources.

23. (1) The number of policies in respect of which substitution for subscription due to the fund or withdrawal of subscriptions from the fund may be permitted under Regulation 22 shall not exceed four.

Provided that where immediately before 16th August 1954 in respect of employees of the Electricity Department of the Government of Andhra Pradesh taken over into Board's service, substitution for subscriptions due to the fund or withdrawal of subscriptions from the fund is permitted in respect of more than four policies, such substitution or withdrawal shall continue to be permitted in respect to these policies.

(2) The premium for a policy, including any policy referred to in the provision to sub-regulation (1) in respect of which withdrawal of subscriptions from the fund may be permitted under Regulation 22 shall not be payable otherwise than annually

Explanation:- in computing the maximum number of policies specified in sub-regulation (1), policies which have matured or have been converted into paid up ones shall be excluded.

24. (1) If the total amount of any subscriptions or payments substituted under clause(a) of Regulation 22 is less than the amount of the minimum subscription payable to the fund under sub-regulation (1) of regulation 12, the difference shall be rounded to the nearest rupee in the manner provided in clause (iv) of sub-regulation (2) of Regulation 15 and by the subscriber as a subscription to the Fund.
- (2) If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in Clause (b) of Regulation 22 he shall, subject to his option under clause (a) of that regulation continue to pay to the fund the subscriptions payable under Regulation 12.

Provided that no subscription shall be payable by an employee, who in exercise of the option allowed by Regulation 8 (1) has ceased to subscription to the Fund.

25. (1) A subscriber who desires to substitute a subscription or payment under clause (a) of regulation 22 may reduce his subscription to the Fund accordingly :

Provided that the subscription shall

- (a) intimate to the Account Officer on his pay bill or by letter the fact, and reason for, the education; and
- (b) send to the Account Officer, within such period as the Account Officer may require, receipts or certified copies of receipts in order to satisfy the Account Officer that the amount by which the subscription has been reduced was duly applied for the purposes specified in clause (a) of Regulation 22.

- (2) A subscription who desires to withdraw any amount under clause (b) of Regulation 18 shall
 - (a) intimate the reasons for the withdrawal to the Account Officer by letter;
 - (b) make arrangements with the Account Officer for the withdrawal; and
 - (c) send to the Account Officer, within such period as the Account Officer may require, within such period as Account Officer may require, receipts or certified copies of receipts in order to satisfy the Account Officer that the amount withdrawn was duly applied for the purposes specified in clause (b) of Regulation 22.
 - (3) The Account Officer shall order the recovery of any amount by which subscriptions have been reduced, or of any, amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (b) of sub-regulation (1) and clause (c) of sub-regulation (2) together with in interest there on at the rate determined under Regulation 15 in respect of the year in which the payment should have been made from the emoluments of the subscriber and place it to the credit of the subscriber in the Fund.
26. (1) The Board will not make any payments on behalf of subscribers to insurance companies not take steps to keep a policy alive.
- (2) A policy to be acceptable under these regulations shall be one effected by the subscriber himself on his own life and shall (unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife, or of his wife and children, or any of them) be such as may be legally assigned by the subscriber to the Board.

Explanation :- (1) A policy on the joint lives of the subscriber and the subscriber's wife or husband shall be deemed to be policy on the life of the subscriber for the purpose of this sub-regulation.

Explanation :- (2) A policy which has been assigned to the subscriber's wife shall not be accepted unless either the policy is first reassigned to the subscriber or the subscriber and his wife both join in an appropriate assignment.

Explanation:- (3) The policy may not be effected for the benefit of any beneficiary other than the wife or husband of the subscriber or the wife or husband and children of the subscriber or any of them.

27. (1) The policy, within six months after the first with-holding of a subscription or withdrawal from the Fund in respect of the policy; or in the case of an India, within such further period as the Account Officer if he is satisfied by the production of the completion certificate (INTERIM RECEIPT) may fix, shall -
- (a) Unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber or of his wife and children or any of them be assigned to the Board as security for the payment of any sum which may become payable to the Fund under Regulation 31 and delivered to the Account Officer, the assignment being made by endorsement of the policy in Form (1) or Form (2) or Form (3) of the forms in the Second Schedule according as the policy is on the life of the subscriber or on the joint lives of the subscriber and the subscriber's wife or husband; or the policy has previously been assigned to the subscriber's wife;
 - (b) If it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or of the wife and children or any of them, be

delivered to the Account Officer.

Note :- Employees subscribing to the General Provident Fund, Andhra Pradesh or to the Contributory Pension Provident Fund as the case may be and whose policies have been assigned to the Governor of Andhra Pradesh shall, on coming over to this Fund, get the policies reassigned to them, and those policies shall be assigned to the Andhra Pradesh State Electricity Board and delivered in accordance with these regulations. If the policies are of the kind mentioned in Regulation 27(1) (b), they shall be delivered to the Account Officer.

- (2) The Account Officer shall satisfy himself by reference to the Life Insurance Corporation of India where possible, that no prior assignment of the policy exists.
- (3) Once a policy has been accepted by the Account Officer for the purpose of being financed from the Fund, the terms of the policy shall not be altered nor shall policy be exchanged for another policy without the prior consent of the Account Officer to whom details of the alteration or of the new policy shall be furnished.
- (4) If the policy is not assigned and delivered, or delivered, within the said period of six months or such further period as the Account Officer may, under sub-regulation (1) have fixed, any amount withheld or withdrawn from the fund in respect of the policy shall with interest thereon at the rate provided in regulation 15, forthwith be by the subscriber to the Fund, or, in case of default be ordered, by the Account Officer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise.
- (5) Notice of assignment of the policy shall be given by the subscriber to the Insurance Corporation, and the acknowledgement of the notice by the Insurance Corporation shall be sent to the Account Officer within three months of

the date of assignment.

Note : - Subscribers are advised to send notice of the assignment to the Insurance Corporation in duplicate accompanied in cases in which the notice has to be sent to a company in Great Britain or Ireland, by a remittance of five shillings, which is fee for the acknowledgement authorised by the policies of Assurance Act, 1867 (3) and 9, Vict.C144.

28. The subscribers shall not during the currency of the policy draw any bonus the drawal of which during such currency is optional under the terms of the policy and the amount of any bonus which under the terms of the policy the subscriber has no option to retrain from drawing during its currency shall be paid forthwith into the fund by the subscriber or in case of default be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber, by installments or otherwise, as may be directed by the authority competent to sanction at advance for the grant of which special reasons are required under clause (c) of sub-regulation (1) of Regulation 16.
29. (1) Save as provided by Regulation 32 when the subscriber :-
- a) Quits the service, or
 - b) Has proceeded on leave preparatory to retirement and applies to the Account Officer to reassignment or return of the policy; or
 - c) While on leave has been permitted to retire or declared by a competent medical authority to be unfit for further service and applies to the Account Officer for reassignment or return of the policy; or
 - d) Pays or repays to the fund the whole of any amount withheld or withdrawn from the fund for any of the purposes mentioned in sub-clause (ii) or clause (a) of Regulation 22

and sub-clause (i) and (ii) of clause (b) of Regulation 22

- (i) If the policy has been assigned to the Board under regulation re-assign the policy in form(1) of the Forms set forth in the Third Schedule to the subscriber, or to the subscriber and the joint assured as the case may be, and make it over to the subscriber together with a signed notice of the subscriber together with a signed notice of he re-assignment addressed to the Insurance Corporation; or
- (ii) If the policy has been delivered to him under clause (b) of sub-regulation (1) of Regulation 27 make over the policy to the subscriber;

Provided that, if the subscriber, after proceeding on leave preparatory to retirement, or after being, while on leave, permitted to retire or declared by a competent medical authority to be unfit for further service, returns to duty, any policy so reassigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Board and delivered to the Account Officer, or again be delivered to the Account Office, as the case may be in the manner provided in Regulation 27 and thereupon the provisions of these regulations shall, so far as may be, again apply in respect o the policy;

Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provisions of sub-regulation (4) of Regulation 27 applicable to a failure to assign and deliver a policy shall apply.

- (2) Save as provided by Regulation 32 when the subscriber dies before quitting the service, the Account Officer shall.
- (i) if the policy has been assigned to the Board under Regulation 27, re-assign the policy in Form (2) of the forms set forth in the Third Schedule to such person as may be legally entitled to receive it and shall make over the policy to such person

together with a signed notice of the re-assignment addressed to the Insurance Corporation; or

- (ii) If the policy has been delivered to him under clause (b) of sub-regulation (1) of Regulation 27 makes over the policy to the beneficiary, if any, or if there is no beneficiary, to such person as may be legally entitled to receive it.

30 (1) If a policy assigned to the Board under regulation 27 matures before the subscriber quit the service, or if a policy on the joint lives of a subscriber and the subscriber's wife or husband assigned under regulation 27 falls due for payment by reason of the subscriber's wife or husband, the Account Officer shall, save as provided by regulation 32 proceed as follows: -

- (i) If the amount assured together with the amount of any bonuses which have accrued is greater than the whole of the amount withheld or withdrawn from the Fund in respect of the policy with interest thereon at the rate provided in regulation 15, the Account Officer shall re-assign the policy in the form set forth in the Fourth Schedule to the subscriber or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber, who shall immediately on receipt of the policy moneys from the insurance Corporation / Company pay or repay to the Fund the whole of any amount withheld or withdrawn with interest, and in case of default, the provisions of regulation 34 shall apply as they apply in relation to cases where money withheld or withdrawn from the Fund under clause (a) of clause (b) of regulation 22 has been utilised for a purpose other than that for which sanction was given to the withholding or withdrawal.
- (ii) if the amount assured together with the amounts of any bonuses which have accrued is less than the whole of the amount withheld or withdrawn with interest, the Account Officer shall realise the amount assured together with any

such bonuses and shall place the amount so realized to the credit of the subscriber in the fund.

- (2) Save as provided by regulation 32 if a policy delivered to the Account Officer under clause (b) of sub-regulation (12) of regulation 27 matures before the subscriber quits the service, the Account Officer shall make over the policy to the subscriber.

Provided that if the interest in the policy of the wife of the subscriber, or of the wife and children, or any of them as expressed on the face of the policy, expires when the policy matures, the subscriber if the policy moneys are paid to him by the Insurance Corporation shall immediately on receipt thereof, pay or repay to the fund either.

- (i) The whole of any amount withheld or withdrawn from the fund in respect of the policy with interest thereon at the rate provided in regulation 15 or;
- (ii) an amount equal to the amount assured together with the amounts of any bonuses which have accrued, whichever is less and

In case of default, the provisions of regulation 34, shall apply as they apply in relation to cases where money withheld or withdrawn from the fund under clause (a) or clause (b) of regulation 22 has been utilised for a purpose other than that for which sanction was given to the withholding or withdrawal.

31.

32. If the Account Officer receives notice of

- (a) an assignment other than an assignment to the Board under regulation 27 of, or
- (b) a charge or encumbrance on, or
- (c) an order of a court restraining dealing with the policy or

any amount realized thereon, the Account Officer shall not

- (i) re-assign or make over the policy as provided in regulation 29, or
- (ii) realize the amount assured by the policy or re-assign or make over the policy, as provided in regulation 30 but shall, forthwith, refer the matter to the Board.

33. The provisions of regulation 22 to 32 shall apply only to the employees mentioned in the Note under regulation 27(1) and also to the employees referred to in regulation 4(3) who are subscribers to this fund, and who have been previously substituting in whole or in part, payments towards policies of life insurance for subscriptions due to the fund or making withdrawals from the fund for such payments.

34. Notwithstanding anything contained in these regulations if the sanctioning authority is satisfied that money drawn as an advance from the fund under sub-regulation (1) of regulation 16 or withheld or withdrawn from the fund under clause (a) or clause (b) of regulation 22 has been utilized for a purpose other than that for which sanction was given to the drawal, withholding or withdrawal of the money, the amount in question shall with interest at the rate provided in regulation 15, forthwith be repaid or paid, as the case may be, by the subscriber to the fund, or in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be on leave. If the total amount to be repaid or paid, as the case may be, be more than half the subscribers emoluments, recoveries shall be made in monthly installments of moiety of his emoluments till the entire amount recoverable be repaid or paid, as the case may be, by him.

Note: The term 'emoluments' as used in this regulation does not include subsistence grant.

35. ***Final withdrawal of accumulations in the Fund:*** When a subscriber quits the service, the amount standing to his credit in the fund shall become payable to him;

Provided that where a subscriber is dismissed or removed or compulsorily retired or invalidated from service the amount standing to his credit in the fund shall not be paid to him.

- (a) if he has preferred an appeal against such dismissal, removal, compulsory retirement or invalidation until the appeal is disposed of or unless he states in writing that he has withdrawn the appeal; and
- (b) if he has not preferred such an appeal until the time allowed for preferring an appeal has expired or unless he states in writing that he will not prefer an appeal.

Provided further that a subscriber who has been dismissed or removed or compulsorily retired or invalidated from the service and is subsequently reinstated in the service, shall, if required to do so by the Board repay any amount paid to him from the fund in pursuance of this regulation with interest thereon at the rate provided in regulation 15, in the manner provided in the provision to regulation 36. The amount so repaid shall be credited to his account in the fund.

Provided further that where a subscriber resigns his appointment and his resignation is accepted with retrospective effect, the amount standing to his credit in the fund shall be deemed to have become payable only after the issue of orders accepting the resignation of the subscriber.

A subscriber holding a post in an officiating or temporary capacity may either withdraw the amount on the termination of his post or leave it in the fund to be withdrawn at the time he finally quits service.

Explanation: The amount at the credit in the fund of a subscriber who is re-employed under the service of the Board

without a break need not be refunded. The amount may be paid to him only when he quits the service of the Board, finally.

36. When a subscriber:

- (a) has proceeded on leave preparatory to retirement, or
- (b) while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, or
- (c) has attained the age of superannuation but has not been permitted to retire from service owing to some reason or other, the amount standing to his credit in the fund shall, upon application made by him in that behalf to the Account Officer, become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, if required to do so by the authority competent to sanction an advance for the grant of which special reasons are required under clause (c) of sub-regulation (1) of regulation 16, repay to the fund, for credit to his account, the whole or part of any amount paid to him from the fund in pursuance of this regulation with interest thereon at the rate provided in regulation 15, in the cash or securities or partly in cash and partly in securities, by installments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the said authority.

37. On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has made

- (i) When a subscriber leaves a family
- (a) if a nomination made by the subscriber in accordance with the provisions of regulation 9 in favour of a member or members of his family subsists the amount standing to his

credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in proportion specified in the nomination.

Provided that the amount shall be payable only to a person who fulfils the character of a member of the family on the date of the death of the subscriber:

- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

Provided that no share shall be payable to:

- (1) Sons who have attained legal majority;
- (2) Sons of deceased son who have attained legal majority;
- (3) Married daughters whose husbands are alive;
- (4) Married daughters of a deceased son whose husbands are alive.

If there are any members of the family other than those specified in clauses (1), (2), (3) and (4).

Provided further that the widow or widows and the child or children of a deceased son , shall receive between them in equal parts only the share if any, which that son would have received if he had survived the subscriber.

- (ii) when the subscriber leaves no members of his family, if a nomination made by him in accordance with the provisions of regulation (9) in favour of any person or persons subsists,

the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to the nominee or nominees in the proportion specified in the nomination or equally if no proportion is specified.

Note :- (1) Payment of provident fund money due to a minor beneficiary of a deceased subscriber may be made to the guardian appointed by the court to receive payment on behalf of a minor beneficiary even where the amount involved does not exceed the limit of Rs.5,000/- specified in clause (b) of sub-section (1) of section 4 of the provident Fund Act, 1925. Where the party is unable to secure the appointment of a guardian due to lack of funds or any other sufficient cause payment may be made after obtaining the order of the Board to the person having the custody and protection of the minor or such other persons, who is deemed suitable.

(2) Payment may, however, be made without requiring the production of a guardianship certificate from the court to the natural guardian of minor beneficiary or in the absence of a natural guardian to the person considered fit by the head of the office to receive payment on behalf of such minor beneficiary if the share of such minor beneficiary does not exceed Rs.500/- and the total amount payable to all the minor beneficiary in one particular case does not exceed Rs.1000/

Provided that before the payment is made the person receiving payment executes a bond signed by two sureties, agreeing to indemnify the Board against any subsequent claim, which might arise.

Provided further that, in cases governed by the Hindu Law, payment may be made, without requiring the production of a guardianship certificate from the court to a Hindu widow of a deceased subscriber on behalf of her minor children

other than step-children irrespective of the limit of Rs.500/- and Rs. 1000/- specified above. She may, if considered expedient, be required to execute a bond signed by two sureties agreeing to indemnify the Board against all claims in respect of the monies paid.

- (3) Payment of provident Fund money due to a person nominated to receive the whole or part of the amount standing to the credit of a subscriber in the Fund shall be made as follows in cases where the nominee has predeceased the subscriber and the nomination continues to be valid at the time of the death of the subscriber or where the nominee dies after the subscriber but before receiving payment.
- (a) When the amount due to the deceased nominee does not exceed Rs.500/- the Account Officer may arrange payment of the amount to the claimant or claimants reported by the Collector of the District concerned to be entitled to receive payment, after making such enquiry into right and title of the claimant or claimants as the Collector may deem sufficient, if the Collector considers that the production of letters of administration or other legal authority may be dispensed with. The records of enquiry should contain the signed statements of at least two trustworthy or dis-interested persons.

Provided that the Collector may, in such cases, if he considers it expedient, require the party to execute, before the payment is made, a bond signed by two sureties agreeing to indemnify the Board against any subsequent claim which might arise.

- (b) When the amount due to the deceased nominee exceeds Rs.500/- payment shall be made by the Account Officer to the person who produces probate or letters of administration evidencing the grant to him of administration to the estate of the deceased nominee or succession certificate entitling the holder thereof to receive payment of the amount.

Provided that, in cases where the Board is satisfied of the right and title of a person claiming payment as heir of the deceased nominee and that undue delay and hardship would be caused by insisting on the production of letters of administration or other leave authority, they may authorise the Account Officer to pay the amount to the claimant on his executing a bond signed by two sureties agreeing to indemnify the Board against any subsequent claim which might arise.

38. (1) When the amount standing to the credit of a subscriber in the Fund become payable it shall be the duty of the Account Officer to make payment, as provided in section 4 of the Provident Funds Act, 1925.

(2) If the person, to whom, under these regulations, any amount or policy is to be paid, re-assigned or delivered, is a lunatic for whose estimate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment, reassignment or delivery shall be made to such manager and not to the lunatic.

Provided that where no such manager has been appointed, the amount or policy shall be paid, reassigned or delivered to any relative or person who is liable to maintain such lunatic

(3) heads of offices shall obtain and forward to the Account Officer applications from subscribers for payment of Provident Fund balances under this regulation. The applications shall be in the form in the sixth schedule and shall be sent so as to reach the Account Officer within a fortnight of the event necessitating the closure of the Fund Accounts.

Payments of amounts withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

Note :- When the amount standing to the credit of a subscriber has become payable under regulations 35, 36 or 37; the Account Officer shall authorise prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being paid as soon after as may be.

39. (a) If any employee eligible for membership of this fund is already a subscriber to the General Provident Fund (Andhra Pradesh) the amount of sub-scriptions, together with interest thereon, standing to his credit in the fund shall be transferred to his credit in this fund.
- (b) If any employee governed by the Andhra Pradesh Contributory Provident Fund Pension Insurance Rules, 1950 later comes under the Liberaalised Pension Scheme and is admitted to this fund.
- (i) The amount of subscriptions with interest thereon standing to his credit in that fund shall be transferred to his credit in this fund; and
- (ii) The amount of contributions with interest thereon standing to his credit in that fund shall be recredited to the Board.
- (c) If a Government servant, State of Central, who is already a member of the General Provident Fund of the Government, is appointed to Board's service, the amount standing to his credit in that fund shall be transferred and paid to this fund when the employee joins this fund. The amount so transferred to this fund

shall be credited to the amount of the member and be subject to the provisions of these regulations.

40. If a subscriber to this fund is subsequently admitted to the benefits of the Board's Contributory Provident Fund, the amount of his subscriptions, together with the interest thereon, shall be transferred to the credit of his account in the Board's contributory Provident Fund.

Note : The provisions of this regulation do not apply to a subscriber who is appointed on contract or who has retired from service and is subsequently re-employed with or without a break in service in another post carrying Contributory Provident Fund benefits.

41. All sums paid into the fund under these regulations shall be credited in the books of the Board to an account named "The Andhra Pradesh State Electricity Board General Provident Fund". Sums of which payment has not been taken by the party concerned within six months after they become payable under these regulations shall be transferred to "Deposits" at the end of the year and treated under the ordinary regulations relating to deposit.
42. When paying a subscription in India, either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the fund, which shall be communicated to him by the Account Officer. Any change in the number shall similarly be communicated to the subscriber by the Account Officer.
43. (1) As soon as possible after the close of each year, the Account Officer shall send to each subscriber a statement of his account in the fund showing the opening balance as on the 1st April of the year, the total amounts credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that

date. The Account Officer shall attach to the statement of account an inquiry as to whether the subscriber.

- (a) Desires to make any alteration in any nomination made under regulation 9.
 - (b) Has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the provision to sub-regulation (1) of regulation 9.
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Account Officer within three months from the date of receipt of the statement.
- (3) The Account Officer shall if required by a subscriber, once but not more than once in a year, inform the subscriber of the total amount standing to his credit in the fund at the end of the last month for which his account has been written up.

First Schedule

See Regulation 9 (3)

Forms of Nomination

I. When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in regulation 2 of the Andhra Pradesh State Electricity Board General Provident Fund Regulations to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable, or having become payable, has not been paid.

Name and address of nominee	Relationship with subscriber	Age.	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber or on the happening of the contingencies specified in the previous column.
1	2	3	4	5
Dated This day of 19 At				

Two witnesses of signature :

1)

2)

III. When the subscriber has no family and wishes to nominate more than one member thereof.

I hereby nominated the persons mentioned below who are members of my family as defined in regulation 2 of the Andhra Pradesh State Electricity Board General Provident Fund Regulations to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable, or having become payable, has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :-

Name and address of nominee	Relationship with subscriber	Age.	Amount or share of accumulations to be paid to cash.	Contingencies on the happening of which the nomination shall be come invalid.	Name, address and relationship of the person or persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber or on the happening of the contingencies specified in the previous column.
1	2	3	4	5	6
Dated this			Day of	19	at

Two witnesses of signature :

1)

2)

Note : - This column shall be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in regulation 2 of the Andhra Pradesh State Electricity Board General Provident Fund Regulations, hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the fund in the event of my death before that amount has become payable, or having become payable, has not been paid.

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber or on the happening of the contingencies specified in the previous column.
1	2	3	4	5
Dated This day of 19				At

Two witnesses:

1)

2)

****Note :-** Where a subscriber has no family and makes a nomination, he shall specify in the column that the nomination shall become invalid in the event of his subsequently acquiring a family.

wishes to nominate more than one person.

I, having no family as defined in regulation 2 of Andhra Pradesh State Electricity Board General Provident Fund Regulations, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the fund in the event of my death before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and address of nominee	Relationship with subscriber	Age.	Amount or share of accumulations to be paid to cash.	Contingencies on the happening of which the nomination shall be c o m e invalid.	Name, address and relationship of the person or persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber or on the happening of t h e contingencies specified in the p r e v i o u s column.
1	2	3	4	5	6
Dated this			Day of	19	At

3) Two witnesses of signature :

1)

2)

* Note : This column shall be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Note :- Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

SECOND SCHEDULE

[See Regulation (27) (1) (a)]
Forms of Assignment

(1)

I, A.B. of hereby assign unto the Andhra Pradesh State Electricity Board the within policy of assurance as security for payment of all sums which under regulation 28 of the Andhra Pradesh State Electricity Board General Provident Fund Regulations, I may hereafter become liable to pay to the Fund.

I hereby certify that no prior assignment of the within policy exists.

Dated this day of 19

Signature of subscriber

One witness to signature :

(2)

We, A.B. (the subscriber) of and C.D. (the joint assured) of in consideration of the Board agreeing at our request to accept payments toward the within policy of assurance in substitution for the subscriptions payable by me the said A.B. to the BD's G.P.F. (or as the case may be, to accept the withdrawal of the sum of Rs. from the sum to the credit of the said A.B. in the Board's General Provident Fund for payment of the premium of the within policy of assurance) hereby jointly and severally assign unto the said Board the within the policy of assurance as security for payment of all sums which under regulation 28 of the Andhra Pradesh Sate Electricity Board General Provident Fund Regulations, the said A.B. may hereafter become liable to pay to that fund.

We hereby certify that no prior assignment of the within the policy exists.

Dated this

day of

19

*Signature of subscriber
And the joint tenant*

One witness to signature :

Note : The assignment may be executed on the policy itself either in the subscriber's hand writing or in type or alternatively a typed or printed slip containing the assignment may be pasted on the blank space provided for the purpose on the policy. A typed or printed endorsement must be duly signed and if pasted on the policy it must be initialled across all four margins.

I, C.D. wife of A.B. and the assignee of the within policy, having, at the request of A.B. the assured agreed to release my interest in the policy in favour of A.B. in order that A/B/ may assign the policy to the Board which has agreed to accept payments toward the within policy of assurance in substitution for the subscriptions payable by A.B. to the Board's General Provident Fund hereby at the request and by the direction of A.B. assign and I the said A.B. assign and confirm unto the said Board the within policy of assurance as security for payment of all sums which under regulation 28 of the Andhra Pradesh State, Electricity Board general Provident Fund Regulations., the said A.B. may hereafter become liable to pay to the Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this

day of

19

*Signature of the assignee
and the subscriber*

One witness to signature ;

Station

(4)

Form of single tenant assignment to be used in cases where a subscriber to the Provident Fund who has effected an insurance policy under the regulations of that Fund is admitted to the Andhra Pradesh State Electricity Board General Provident Fund.

I. (Subscribes name) of
(Subscriber's address). hereby further assign
unto the Board the within policy of assurance as security for the
payment of all sums which under regulation 28 of the Board's
General Provident Fund Regulations the said (Subscriber's name).

May hereafter become liable to pay to the Board's General
Provident Fund.

I hereby certify that except an assignment to the Board as
security for payment of all sums which the said (subscriber's name)
has become liable to pay under regulation
of the Andhra Pradesh State Electricity Board General Provident
Fund Regulations, no prior assignment of the within policy exists.

Dated this day of 19

Signature of subscriber

One witness :

Form of joint tenant assignment to be used in cases where a subscriber to Provident Fund where who has effected an insurance Policy under the regulations of that Fund is admitted to the Andhra Pradesh State Electricity Board General Provident Fund.

We (subscriber's name)

Of (subscriber's address)

And (wife's name)

wife of

 hereby jointly and severally further assign unto the Board the within policy of assurance as a security for the payment of all sums which under regulation 28 of the Andhra Pradesh State Electricity Board General Provident Fund Regulations, the said (subscriber's name) may hereafter become liable to pay to the Board's General Provident Fund.

We hereby certify that except an assignment to the Board as security for payment of all sums which the said (subscribers name) has become liable to pay under regulation of the provident Fund Regulations, no prior assignment of the within policy exists.

Dated this day of 19

Signature of subscriber

One witness :

THIRD SCHEDULE

[See Regulation 29.]

Forms of Reassignment by the Andhra Pradesh State Electricity Board.

All sums which have become payable by the above name A.B. under regulation 28 of the Andhra Pradesh State Electricity Board General Provident Fund Regulations having been paid and or all liability for payment by him of any such sums in the future having ceased the Board both hereby reassign the within policy of assurance to the said.

A.B.

A.B.	and	C.D.
Date this	day of	19

Executed by

Account Officer of the Fund
For and on behalf of the Board
In the presence of

(Signature of the Account Officer)

YZ

(One witness who should add his designation and address)

(2)

The above named A.B. having died on the hereby day of 19 , the Board doth hereby reassign the within policy of assurance to C.D.*

Dated this _____ day of _____ 19

Executed by

Account Officer of the Fund

For and on behalf of the

Board in the presence of

(Signature of the Account Officer)

YZ

(One witness who should add his designation and address).

* Fill in particulars of persons legally entitled to receive the policy

FOURTH SCHEDULE

[See Regulation 30.]

Form of reassignment by the Andhra Pradesh State Electricity Board

The Board both hereby reassign the within policy of assurance to the said.

A.B.

A.B.	and	C.D.
Date this	day of	19

Executed by

Account Office of the Fund

For and on behalf of the Board

In the presence of

XY

(Signature of the Account Officer)

(One witnesses who should add in designation and address)

FIFTH SCHEDULE

[See Regulation 16]

1. An advance for the grant of which special reasons are not required under clause (c) of sub-regulation (I) of regulation 16 may be sanctioned.

- i) In the case of subscribers who are Class I and II.
- a) By the Board , or (b) the Chief Engineer for Electricity if such officers are under his control.
- ii) In the case of subscribers who are nongazetted officers on a pay of not less than Rs.150 per mensum.
- (a) By the Head of the department or other authority competent to dismiss the subscriber.
- (b) by the authorities specified below officers are under their control, namely :-
 - (1) Secretary to the Board.
 - (2) Superintending Engineer.
 - (iii) in the case of other subscribers by the head of the office or any lower authority competent to dismiss the subscriber.

2. An advice for the grant of which special reasons are required under clause (c) of sub-regulation(1) of regulation 16 may be sanctioned by the authority competent to dismiss the subscriber. "Provided that in respect of subscribers deputed to foreign service in advance shall be sanctioned by the authority competent to sanction the advance had the subscriber continued to be in the service of the Andhra Pradesh State Electricity Board."

Details of the temporary advances drawn by me/final withdrawals made by me from my provident fund account during the 12 months preceeding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter are given below :

	<i>Amount of Advance</i>	<i>Date</i>
1)		
2)		

5. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me form my provident fund account during the 12 months immediately preceeding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of a new policy.

	<i>Amount</i>	<i>date</i>
1.		
2.		

@ 6. I certify that I have not preferred/will not prefer an appeal against my dismissal/removal/compulsory retirement/invalidation from service.

7. The particulars of Life Insurance Policies financed by me from the provident fund which are to be released by you are given below :

	<i>Policy No.</i>	<i>Name of the Co.</i>	<i>Sum assured</i>
1.			
2.			
3.			

4.

Station :

Yours faithfully,

Date:

(Signature)

Name and address.

Foot note : * Paragraph 3 applies only when payment is desired at a place other than the one where the subscriber last served otherwise it may be struck out.

& Para 6 applies only to employee who were dismissed/ removed/ invalidated from service.

CERTIFICATE BY THE HEAD OF OFFICE

1. It is certified after due verification with reference to the records in my office, that no temporary advance./final withdrawal was sanctioned to the applicant from his/her provident fund account during 12 months immediately proceeding the date of his/her quitting service/proceeding on leave preparatory or retirement or thereafter.

Or

2. It is certified after due verification with reference to the records in y office, that the following temporary advances/final withdrawal were sanctioned to and drawn by the applicant from his/her provident fund account during the 12 months immediately proceeding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

Amount of advance/withdrawal..... date Voucher No.

1.

2.

@ 3. It is certified that the employee had appealed against the order of this/her dismissal/removal compulsory retirement/ invalidation from service and final orders on the appeal were passed on..... but the employee stated in writing that he/she had withdrawn his/her appeal.

Or

It is certified that the employee has not preferred an appeal against the order of his/her dismissal/removal/ compulsory retirement/invalidation from service and that the time allowed for preferring appeal expired on.....

Or

It is certified that the employee has given a declaration in writing that he/she will not prefer an appeal against the order of his/her dismissal/removal/compulsory retirement/invalidation from service.

(Signature of the Head of Office)

@ Certificate No.3 to be furnished in the case of employee who were dismissed/removed/compulsorily retired/invalided from service.

FORM 'B'

Employees Of Class Iii And Iv Service
Form of application for final payment of balance in the
Andhra Pradesh State Electricity Board
General Provident Fund Accounts

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To
The Account Officer (Provident Funds)
Accounts Wing,
Andhra Pradesh State Electricity Fund

(Through the Head of Office)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for Months have been discharged/ dismissed/ compulsorily retired/invalided/have resigned finally from Board service and my resignation has been accepted with effect from Forenoon/afternoon.

2. My Provident Fund Account No. is I desire to receive payment through my office.

3. The under mentioned life insurance policies financed by me from my Provident Fund Account may kindly be released.

<i>Policy No.</i>	<i>Name of the Co.</i>	<i>Sum assured</i>
-------------------	------------------------	--------------------

- 1.
- 2.
- 3.
- 4.

Station :

Yours faithfully,
(Signature)

name and address.

(For use by Heads of Offices)
Forwarded to the for necessary action.

2. Provident Fund Account No. of Sri/Smt. Kumari (as verified from the Statements furnished to him/her from year to year) is

3. He/she has finally retired/will retire/has proceeded on leave preparatory to retirement for..... months/has been discharged/ dismissed/ compulsorily retired/ invalided/ has resigned finally from Board's service and his/her resignation has been accepted with effect from forenoon/afternoon.

4. The last fund deduction was made from his/her pay in this office bill No..... dated for Rs..... (Rupees) cash voucher No. of the amount of deduction being Rs. and recovery on account of refund of advance Rs.....

5. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement thereafter.

Or

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

Amount of advance/withdrawal..... Date..... Voucher No.....

1.

2.

6. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund account during the 12 months immediately preceeding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of a new policy.

Amount Date Voucher No.....

1.

2.

@ 7. It is certified that the employee has appealed against the order of his/her dismissal/removal/compulsory retirement/invalidation from service and final orders on but the employee the appeal was passed on stated in writing on That he/she had withdrawn his/her appeal.

Or

It is certified that the employee has not preferred an appeal against the order of his/her dismissal/removal/compulsory retirement/invalidation from service and that the time allowed for preferring appeal expired on

Or

It is certified that the employee has given a declaration in writing on That he/she will not prefer an appeal against the order of his/her dismissal/removal/compulsory retirement invalidation from service.

(Signature of Head of Office)

@ Certificate No.7 to be furnished in the case of employees who were dismissed/removed/compulsorily retired invalidated from service.

FORM 'C'

Form of application for final payment of balances in the Provident Fund Account of a subscriber to be used by the nominee of any claimants where no nomination subsists.

To
The Account Officer (Provident Funds)
Accounts Wing
Andhra Pradesh State Electricity Board

Through the Head of Office.

Sir,

It is requested that arrangements may kindly be made for payment of the accumulations in the Provident Fund Account of Sri/Srimathi the necessary particulars required in this connection are given below :-

1. Name of the employee
2. Date of birth
3. Post held by the employee
4. Date of death
5. Proof of death in form of a death certificate issued by the Municipal authorities, etc., if available.
6. Provident Fund Account No. allotted to the subscriber
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known.
8. Details of the nominees alive on the date of death of the subscriber, if a nomination subsists.

<i>Name of the Nominee</i>	<i>Relationship with the Subscriber</i>	<i>Share of the Nominee</i>
--------------------------------	---	---------------------------------

1.

- 2.
- 3.
- 4.

9. In case the nomination is in favour of a person other than a member of the family, the details of the family if the subscriber subsequently acquired a family.

<i>Name of the Nominee</i>	<i>Relationship with the Subscriber</i>	<i>Share of the Nominee</i>
--------------------------------	---	---------------------------------

- 1.
- 2.
- 3.

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber.

<i>Name of the</i>	<i>Relationship with the Subscriber</i>	<i>Share of the Nominee</i>
--------------------	---	---------------------------------

- 1.
- 2.
- 3.

11. In the case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship certificates, as the case may be.

12. If the subscriber has left no family and no nomination subsists, the names of persons to whom the provident fund money is payable (to be supported by letters of probate of succession

certificate, etc.)

Name	Relationship with Subscriber	the address
------	---------------------------------	-------------

- 1.
- 2.
- 3.

13. Religion of the claimant(s)

14. The payment is desired through my office.

Station :

Date :

Yours faithfully,
(Signature of claimant)
(Full name and address)

(For use of Head of Office)

Forwarded to the for necessary action. The particulars furnished above have been duly verified.

2. The Provident Fund Account No. of Sri/Srimathi/ Kumari (as verified from the annual statement furnished to him/her) is

3. He/she died on A death certificate issued by the Municipal authorities has been produced is not required in this case as there is no doubt about his/her death.

4. That last fund deduction was made from his / her pay for the month ofdrawn in this office Bill No..... dated for Rs.....(Rupees.....) cash

Voucher No. of the amount of deduction being Rs..... And recovery on account of refund of advance

5. Certified that he/she was neither sanctioned any temporary advance for any final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her death.

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death.

<i>Amount of Advance withdrawals</i>	<i>Date and place of encashment</i>	<i>Voucher number</i>
--	---	---------------------------

- 1.
- 2.

6. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death for payment of insurance premia or for purchase of a new policy.

<i>Name of the</i>	<i>Relationship with the Subscriber</i>	<i>Share of the Nominee</i>
--------------------	---	---------------------------------

- 1.
- 2.

Signature of the Head of Office.

APPENDIX.
[See Regulation 5 (3)]

To impress upon all concerned that the account of the subscribers should be kept upto date so that the money should always be available for payment in full without any delay. This can be achieved with the co-operation of all drawing officers. It is imperative that the applications for admission, nominations and final withdrawal papers are processed with the utmost expedition.

Application for admission :

As per Regulation 5 (2) of the Andhra Pradesh State Electricity Board General Provident Fund Regulations, Board servants appointed purely under the emergency provisions of the rules are not eligible for admission of the Fund. All regular Board servants may join the Fund after completion of one year of regular service at their option.

The date of birth of the subscriber should be noted in the application.

In the column, "emoluments per mensem" the basic pay and Dearness Allowance should be indicated separately.

Nomination :

The nominations should be executed in the appropriate form.

The name of the subscriber should be indicated in block letters and his residential address (not the place of duty) should be indicated.

Full particulars of the residential address(es) of the nominee(s) and alternate nominee(s) should be furnished.

Under the column "Contingencies on the happening of which the nomination shall become invalid" "Death or in the event of the nominee predeceasing the subscriber" need not be written as under the provident fund Act, the nomination becomes automatically cancelled in either event. Events such as "divorce", "Legal

Separation” etc., should be specified in this column. If no events are visualised, the space below the column may be crossed off neatly with diagonal lines.

It may particularly be noted that a nomination is to be made only in the favour of the members of the family except where the subscriber has no family. Alternate nominees should also be members of the family, if there be any such member(s) besides the primary nominee. A subscriber who has no family should specify in the column “contingencies on the happening of which the nomination shall become invalid” that the nomination shall become invalid in the event of his subsequently acquiring a family.

If there is only one member of the family and a person other than a member is nominated as the alternate nomination shall become invalid in the event of his subsequently acquiring a family.

If there is only one member of the family and a person other than a member is nominated as the alternate nominee, it should be provided in the above column that “the nomination in favour of such alternate nominee shall become invalid in the event of the subscriber acquiring any other member(s) of this family.

Every alteration correction or deletion in the nomination should be attested by the full signature of the subscriber.

Sanction to Advances :

It should be remembered that the accumulations in the Provident Fund are intended primarily as a provision for the family after the retirement or death of the subscriber. The utmost caution should, therefore, be exercised in sanctioning temporary withdrawals. The sanctioning authorities have a special duty to ensure that advances are not sanctioned in excess of what the occasion demands and that the need for such advances is genuine. It should also be particularly borne in mind that as subscription cannot now be discontinued, the repayment of the advance together

with further subscriptions would be a substantial strain on the current resources of the subscribers.

Preparation of Fund Schedules :

The amounts deducted in pay bills are not often posted in the accounts immediately. The main reason for such delay is that Fund Schedules are not prepared with due care. The attention of the drawing officers is particularly drawn to the instructions given below for the preparation of schedules.

When signing the bills the drawing officers should pay particular attention to ensuring that schedules have been prepared properly. The schedules should be prepared in the printed (prescribed) form. The correct account numbers including the suffix such as 'A', 'B', 'C', 'D', 'E' etc., should always be noted.

The account numbers should be arranged in the attending order (I.C) if in an office, there are five subscribers with account Nos. 101, 49, 629, 1042, 33, the entries for 33 should appear first, then those for 48 and so on. It may be found convenient to type out columns (1) and (2) of the Schedules in sufficient numbers to last for about six months or a year. The names of new entrants and subscribers transferred from other offices in the course of the year may be added at the end. The names, may, however, be re-arranged when new copies are types out. When a new name appears for the first time in a Schedule, the place from where an officer has been transferred should be shown in the remarks column of the Schedules.

Applications for admission to the Provident Fund should be sent without any delay so that the account numbers are allotted well in time. The account number should be quoted in the bill for the first month as required under the rules.

Where no recovery is made of subscription or repayment or advance for a subscriber, the reasons for such non-recovery should be briefly stated against his name, e.g., "pay not drawn", "discontinued during leave" etc.

The particulars of differences between previous months schedules and the schedule for the current month should be given in the form of the subsidiary statement to the schedule of General Provident Fund deductions stating the reasons for the variations in the last column.

If subscriber proceeds on leave or retires or dies the date of the event should be recorded in the remarks column of the Schedule against the subscriber's name.

The column "amount realised" should be used only for recording regular monthly subscriptions. In the case of schedules running to more than a page, total should be struck on each page and carried forward to the succeeding page and the grand total of the schedule agreed with the total of the deductions in the pay bills. The total of the schedules should be written both in figures and words.

In the schedule for the month of April (i.e.) Schedule attached to the pay bill for March paid in April, pay as on 31st March including special pay and dearness allowance should be noted in the column "pay" in respect of every subscriber. However, in the Schedules relating to establishments in which the names of incumbents are not shown in the pay bills (i.e.) last grade servants, the following certificates should be recorded by the drawing officers at the foot of the schedules.

"Certified that the rates of subscriptions shown in the Schedules are in accordance with the General provident Fund Rules".

The Schedules should be prepared in Form "T.R" 56-A and attached to the pay bills.

Application for final withdrawals :- The amounts at the credits at the credit of the subscriber's accounts become payable only when one of the events mentioned in Regulations 31, 32 and 33 of the Andhra Pradesh State Electricity Board General Provident

Fund Regulations happens, viz., retirement, resignation, removal, dismissal, compulsory retirement, invalidation, leave preparatory to retirement or death. The applications should therefore be sent only after one of the events has taken place and not before. In the case of subscribers who have been dismissed, removed, compulsorily retired or invalidated, the following particulars should be furnished.

(i) Whether the subscriber has preferred an appeal against the orders, if so, the date of final orders on appeal or the date on which he states in writing that he has withdrawn the appeal:

(ii) Where the subscriber has not preferred an appeal, the date of expiry of the time allowed for appeals. If however, the subscriber gives in writing before the expiry of the time that he would not appeal the date of such latter.

The obviate delay in the final settlement of Provident Fund balances. The applications for final withdrawals should be obtained from the subscribers or families as the case may be, as soon as the amount has become payable under the rules and forwarded to the Accounts Officer (Provident Funds), Accounts Wing, Office of the Chief Controller of Accounts forthwith.

The applications for final withdrawals should be sent in the form prescribed in sixth schedule to the Andhra Pradesh State Electricity Board General Provident Fund Regulations.

The Certificates regarding the drawl of temporary advance/ part-final withdrawal and for life insurance premium in the case of non-gazetted officers and the certificates regarding, temporary advance/part final withdrawals in the case Gazetted Officers should be signed by the authority empowered (vide Fifth Schedule to the Andhra Pradesh State Electricity Board General Provident Fund Regulations) to sanction advance for which special reasons are not required.