

**F.No.1-8/2018-PBI**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(PBI Division)**  
\*\*\*\*\*

Sansad Marg, Dak Bhawan  
New Delhi, Dated: 15 October, 2019

To,

1. All Chief Postmasters General
2. All Post Masters General
3. All GM (Finance) / DAPs
4. CHRO, IPPB

**Subject: Standard Operating Procedure (SOP) for Withdrawal / Advance from GPF by regular employees of Department of Post (DoP) presently working at India Post Payments Bank (IPPB) on deputation / foreign service.**

Madam/Sir,

This Division has issued a Standard Operating Procedure (SoP) for remittances and credit of various service benefits and maintenance of service records etc. of the regular employees of Department of Posts (DoP) on deputation/foreign service to India Post Payments Bank (IPPB) vide letter no. F. No. 1-8/2018-PBI dated 01<sup>st</sup> April 2019, however, provisions related to withdrawals and advances from GPF were not covered in this SoP. In continuation of this SoP, enclosed procedure to be followed for Withdrawal / Advance from GPF by regular employees of Department of Post (DoP) presently working at India Post Payments Bank (IPPB) on deputation / foreign service.

2. It is requested that the it may be brought to the notice of all concerned.

Encl: As above

  
(Abhishek Jain)  
Assistant Director General (PBI)

Copy for information to:

1. Sr. PPS of Secretary (Posts)
2. Sr. PPS of DG (Posts)
3. GM (CEPT), Mysore for uploading the SoP
4. CEO, IPPB

**Procedure for Withdrawal / Advance from GPF by regular employees of Department of Post (DoP) presently working at India Post Payments Bank (IPPB) on deputation.**

**I. Actionable Points by DoP:** Nodal Office and Administrative Authority shall remain same as per Standard Operating Procedure (SoP) for remittances and credit of various service benefits and maintenance of service records etc. of the regular employees of Department of Posts (DoP) on deputation / foreign service to India Post Payments Bank (IPPB) issued vide letter no. F. No. 1-8/2018-PBI dated 01<sup>st</sup> April 2019.

**Application for Withdrawal / Advance from GPF:**

The DoP employee on deputation / foreign service to IPPB shall send the prescribed application form for GPF Withdrawal / Advance in triplicate along with his/her GPF balance sheet (Current/Last), application stating his/her account details e.g. Account number, IFSC code, Bank name and address of the branch etc. to his/her concerned authority in IPPB prescribed for this purpose. The concerned authority in IPPB shall forward the application to the concerned Nodal Officer of DAP for further action.

The concerned DAP after following the due process of verification of service particulars and balance etc. shall issue the sanction and payment shall be made at the same DAP-HRMS section directly into the account of the employee (Employee to provide correct account number and other details to PAO at the time of GPF withdrawal). Copy of the sanction shall also be forwarded to IPPB for information.

The database of employees on foreign service needs to be created in CSI by identification of the required parameters and all such employees should be tagged to the concerned PAO for necessary action.

In case of advance from GPF, the concerned sanctioning authority i.e. DAP shall communicate to IPPB's single point of contact (SPOC) the number of installments and amount of monthly installment to be recovered from the pay of employee.

Necessary entries shall be made by Nodal DAP in the books of accounts and register as per the monthly schedule received from IPPB.

**II. Actionable Points by IPPB:**

Chief Human Resource Officer of IPPB shall prescribe the concerned authority in IPPB for dealing the matters related to withdrawal / advance from GPF. Such concerned authority in IPPB shall accept the application for withdrawal / advance from GPF in the prescribed form along with aforesaid documents and forward the same to the concerned Nodal Officer of DAP for further action.



In case of Advance from GPF, the monthly recovery shall be made by the IPPB as per the sanction / communication received from concerned DAP and such amount shall be sent to the concerned DAP for crediting to the employee's GPF account as per the standard process. IPPB shall ensure that monthly instalments due towards advance from GPF shall be regularly deducted and remitted to the DAP nodal office within 15 days from the end of the month.

\*\*\*\*\*

