

**GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
(GENERAL BRANCH)**

FIN/GEN/17/98-99 (Pt):

Dated Kohima the ^{3rd} June' 2010.

OFFICE MEMORANDUM

Sub:- Submission of Proposal For GPF Final Payment to Finance Department.

The undersigned is directed to refer the subject cited above and to inform all Administrative Heads and Heads of Departments on the revised guidelines for submission of proposals for GPF Final Payment to Finance (Gen. Branch) for issue of Drawal Authority as mentioned under service category-wise below:

Sl. No.	Service category	Required Documents
1	Grade I,II,& III	(1) Retirement Release Order (original & 2 Nos. xerox) (2) GPF Final sanctioned by AG (original & 2 Nos. xerox)
2	Grade IV	(1) Retirement Release Order (original & 2 Nos. xerox) (2) GPF sanction order (original & 2 Nos. xerox) (3) GPF Pass Book / ledgers (original & Xerox)
3	Death Cases	(1) Death Cert. issued by Eco & Stat. Deptt. (2 Nos. xerox) (2) Succession Cert. issued by Magistrates. (2 Nos. xerox) (claimant's photo to be affixed duly) attested by HoD. (3) GPF sanction order (original & 2 nos. xerox) (4) GPF Pass Book (Gr.IV) (original & xerox)

2. All concerned departments are advised to carefully cross check the correctness of GPF accounts under submission and to verify the relevant documents to ensure that the proposals to Finance is complete and correct in all respects.
3. Xerox documents / photo copies should be attested by Controlling Officers of respective departments only.

No. FIN/GEN/17/98-99 (Pt):
Copy to:

1. The OSD to the Chief Secretary, Nagaland.
2. All Administrative Heads / Head of Departments / All Deputy Comms. Nagaland; for information and necessary action.
3. The Accountant General, Nagaland: Kohima. (with reference to letter No. PF-III/ MISC/09-10/2169 Dt. 18-3-10.)
4. The Editors of local Papers:- with a request for publicity in their esteemed local news paper for information to all individual concerned parties.
5. Guard File.

Sd/-

(TOSHI AIER) IAS

Dated Kohima the 3rd June' 2010.

Asst. Dir. V. Imp
P.O. Finance
In relevant file - Jm 16/10
FT. for record
Wabaw
PT & C
Pf

Wabaw
3/16/10
(V. KEZO)