

### **FUNCTIONS OF DISTRICT FUND OFFICES:**

- *The District Fund Offices have to ensure that the individual ledger accounts of G.P.Fund subscribers are maintained strictly in accordance with the instructions issued by Govt. from time to time.*
- *To compile the fund accounts received from the compiling treasuries of the district both headwise and treasurywise.*
- *Post the accounts both receipts and payments in the individual ledger*
- *Transfer the balances of the subscribers transferred to any other district in the event of transfer.*
- *Allot A/C Nos. to new subscribers in the district with Code Nos. for the district and the departments.*
- *Maintain and arrange the safe custody of the records of nominations. Maintain a classified consolidated District Broad Sheet for both headwise and treasurywise of receipts and payments accounts.*
- *Submission of monthly consolidate B. Sheet figures to the Divl. Head Office for incorporating the figures in the consolidated B. Sheet for the State as a whole.*
- *Reconciliation of the headwise and treasurywise figures with the district compiling treasuries and timely submission of reconciled monthly statement of debit and credit figures to the head office.*
- *The District Fund Office would also serve for the collection of information regarding missing credits, wrong Account Nos. personally on the spot and would act as a District compiling treasuries so that unpost items are not allowed to accumulate.*
- *Issue of Annual Account Statements to the subscribers.*
- *Correspondence in respect of items held under objections.*
- *Preparation of budget estimates.*
- *Calculation of interest due for the year.*
- *Adjustment of missing and unpost credits/debits.*
- *Primary audit of temporary and final withdrawals with sanction.*

- *Review of ledger folios with a view to arrest the increase in the missing credits and punctual referred to the advance and interest thereon taken from Provident Fund balances.*
- *Prompt settlement of final refund claims.*
- *Ensure that the requirements of the department in regard to maintenance of provident fund accounts of the state as a whole are properly met with.*

*The Dy. Directors of both the provinces monitor the working of subordinate Fund units under their administrative control. The Fund Units render monthly and quarterly returns to their respective controlling officers who after compilation dispatch such returns to Directorate.*

*Under rule 1.17 of J&K G.P.fund the Divisional head offices conduct the Administrative inspection of all the District Fund Offices.*