



**OFFICE OF THE
ACCOUNTANT GENERAL PAKISTAN REVENUES**
SECTOR G-8/4, ISLAMABAD
www.agpr.gov.pk

No. TM/18-64/Circular/2019-20/Vol-B-VI/Part File/2298

Dated: 06-11-2020.

To,

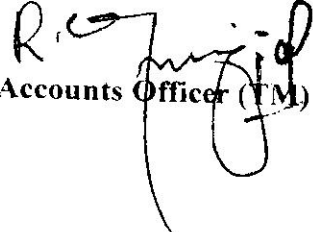
The DDOs,
All Ministries/Divisions/Departments/

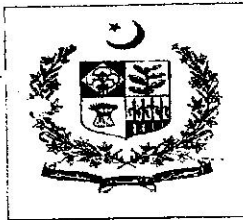
The DDOs,
Authorities/Organizations/Autonomous Bodies and Self Accounting Entities.

Subject: - **NECESSARY INFORMATION IN TREASURY CHALANS OF G.P. FUND.**

Please find enclosed herewith a letter No. EFC-II/GPF/FTO/Co-ord/2020-21/4618, dated 03-11-2020, GP-Fund, Islamabad, on the subject cited above for information / necessary action/compliance please.

Encl: As above


Accounts Officer (TM)



**OFFICE OF THE
ACCOUNTANT GENERAL PAKISTAN REVENUE
EMPLOYEE FACILITATION CENTER/GP-FUND
G-8/4, ISLAMABAD**

Tel:051-9260372

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No. EFC-II/GPF/FTO/CO-ORD/2020-21/ 4618

Dated: 03 - 11 - 2020

CIRCULAR

Subject: NECESSARY INFORMATION IN TREASURY CHALLANS OF G.P FUND.

This office is in the process to update the missing credits in G.P. Fund accounts of the subscribers. As per existing practice, treasury Challan for deposit of G.P. Fund received through Federal Treasury Office, Islamabad are used to update the G.P. Fund accounts of subscribers serving in autonomous organizations/ self accounting entities (SAEs) etc. During the punching of challans in SAP, it has been observed that the departmental authorities are not recording correct Personnel number and name of the subscribers in the treasury challans due to which the amount deposited cannot be credited in G.P. Fund account. Moreover, departmental authorities are depositing composite challans for multiple subscribers with separate list of employees due to which authenticity of the subscribers cannot be judged.

2. In view of above, it is requested that all the Ministries/Divisions/Departments/ Authorities/ Organizations/ autonomous bodies/SAEs to ensure the provision of following information in the treasury challans for G.P. Fund deposits:

- I. Correct Personnel Number and Name of Subscriber.
- II. In case subscription of several subscribers is deposited through one Challan, personnel numbers and name of each subscriber must be recorded at the front/back side of Challan which must be verified by the DDO. Separate lists will not be accepted.
- III. In case subscription of a subscriber for multiple periods is deposited through one Challan, the rate of subscription and period must be recorded.
- IV. Recovery of outstanding balance of G.P. Fund advance if made through Challan must be submitted to this office along with change statement for stoppage of recovery through payroll system. Recovery of G.P. Fund advance preferably be made through payroll.
- V. Separate Challan form may be used for each head of account like G06103-G.P. Fund.

These issues with the approval of Director General of Pakistan Revenues, Islamabad

Accounts Officer

Accounts Officer(TM), for circulation to all the Ministries/Divisions/Departments /Authorities/Organizations/Autonomous Bodies and Self Accounting Entities.

MR. Aslam

4/11

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04/11/2020