

# KERALA AGRICULTURAL UNIVERSITY

## Proceedings

KAU – Finance – Disbursement of withdrawals from General Provident Fund, Family Benefit Scheme, Welfare Fund Scheme, Workers Provident Fund, Workers Family Benefit Scheme and Workers Welfare Fund Scheme through bank account — Sanctioned - Orders Issued.

---

### FINANCE WING

No.BG/B1/9730/2014

Dated.13/05/2014

---

### ORDER

At present the disbursement of withdrawals from General Provident Fund, Family Benefit Scheme, Welfare Fund Scheme, Workers Provident Fund, Workers Family Benefit Scheme and Workers Welfare Fund Scheme are being effected through cheque drawn in favor of the Drawing Officer/ Drawing and Disbursing Officer. Several Drawing and Disbursement Officers reported that they are facing difficulty in encashing the cheques at counter as the Banks are insisting to encash it through account.

The University has already been disbursing the salary and other personal entitlements of its employees through bank account.

Having examined this matter in detail the following orders are issued:

1. Sanction is hereby accorded to implement the disbursement of withdrawals from General Provident Fund, Family Benefit Scheme, Welfare Fund Scheme, Workers Provident Fund, Workers Family Benefit Scheme and Workers Welfare Fund Scheme through bank account of the beneficiary with immediate effect.
2. A new form given in Appendix of this order (Form No. N-1) is introduced and this should be attached to all bills related to above claims.
3. Persons who are not authorised to draw their own claims should submit the form along with their application and the Officer responsible for drawing the amount shall attach the form to the corresponding bill with necessary endorsements.
4. For effecting payment to legal heirs of a deceased employee, the form should be submitted for each person and the Drawing Officer should certify his/her identity and account details in the corresponding section of the form.
5. The persons who have already forwarded applications/bills should forward the form immediately.

**Dr. Joy Mathew**  
**COMPTROLLER**

To

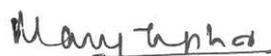
All DDO's under the Kerala Agricultural University

Sr. Deputy Comptroller (B&P) / (P&L), Assistant Comptroller (B&P) / (P&L), Section Officers  
PF-A / PF-B / WD-A /

Copy to:

PS to Hon. VC / PA to Hon. VC / PA to Registrar / PA to Director of Research / PA to DPP / Director of Academics and PG Studies / University Librarian / Director CITI / Joint Registrar I / Joint Registrar II / Deputy Comptroller (B & P) / Assistant Comptroller (B & P)

// Approved for Issue //

  
Sr. Deputy Comptroller

