

OFFICE OF THE DIRECTOR (ADMN.)  
LOK NAYAK HOSPITAL, NEW DELHI: 110002

No. PA/Dir.(A)/2010/ 5556

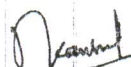
Dated: 8th February.,2011

OFFICE CIRCULAR

Advances and withdrawal from the GPF is being utilized by the members and employees of this establishment quite frequently for the various purposes. It ranges sometimes from the flimsy bhat ceremony of some distant cousin to the housing and litigation needs of the staff. Often the requirement of advance and withdrawal is time bound in so far as the funds have to be made available to the employee before the date of event. In case the event is overshoot and processing of the advance and withdrawal is not over before the date of event, it creates resentment in the staff. Besides, the DDO and PAO find it difficult to release the funds after the event.

It is, therefore, necessary that the applications for GPF advance and withdrawal is put up within two days of receipt by the Dealing Assistants (DA). It is more important in case the event is related to the sagai, marriage, mundan in the employees own family. All the Dealing Assistants and Office Superintendents are advised to ensure that such important events are given due weightage and it should not take more than two days to put up the file from the end of the Dealing Assistant.

Some mechanism to monitor the progress of the file should also be in place so that the Dealing Assistants should be able to check the file if it get dumped somewhere in the line.

  
0-2-11  
(AK KAUSHAL)  
DIRECTOR (ADMN)

Copy to:

1. OS-II, OS-III, OS-V LNH
2. Notice Board
3. Web site of LNH

Asst. Prop.  
Sinha  
9/2/11