

GREATER HYDERABAD MUNICIPAL CORPORATION

**Office of the Addl. Commissioner (Fin.)
Greater Hyderabad Municipal Corporation**

CIRCULAR

No.100/Pen. Contr/GHMC/2012

Date:04-09-2012.

Sub: - GHMC – New Contributory Pension Scheme – Formation of Contributory Pension Cell (CPC) in the Head Office – Submission of details by DDOs – Reg.

Ref: - 1. Office order No.100/Estt/Treasury/2012, dt.23.08.2012 of CFA, GHMC.
2. Circular No.14430/Pen. Contr/GHMC/2012, Dt.27.08.2012 of AC (Fin) GHMC.



It is to inform to all the DDOs of GHMC that a separate cell has been formed in the Head Office, under Financial Advisor, GHMC (HO). In order to implement and update the instructions issued by Govt., from time to time, some details are required. Hence, all the DDOs of GHMC of all the zones are requested to furnish the following details in the prescribed proformae, specified wherever applicable.

In order to allot the account numbers, all the DDOs are requested to furnish the details of the employees who were appointed after 01/09/2004 and who come under the said scheme i.e., Contributory Pension Scheme (CPS) in the proforma mentioned below:

Proforma-I

1	2	3	4	5		
				Nomination details:		
Name of the Employee & Designation with employee number	Circle & Section where the employee working	Date of Appointment	Month/Amount of Pension Contribution Deducted	(a)	(b)	(c)
				Name	Relationship	Age & DOB

All the DDOs are requested to submit the amounts deducted monthly along with the vouchers in the following format every month, without fail.

Statement showing the details of PC amount for the month _____ 2012.

Proforma-II

Name of the Employee, Designation & employee number	Circle & Section where the Employee is working	Pay	DA	10% of Pay & DA	Remarks

The DDOs have to invariably certify at the end of the statement that the contributions have been calculated @ 10% of pay plus DA, every month by taking necessary action.

In the circular No.14430/Pen.Contr/GHMC/2012, Dt.27.08.2012, all the DDOs were requested to submit the CPS cheques of contributory pension of AEEs working under control, to GPF Section, so as to remit the same in the newly opened Account in SBH, MCTB. Contrary to these instructions some of the DDOs are submitting a single cheque, which includes Pension Contributory Amount for the GHMC Employees and of the AEEs, due to which the concerned section is not in a position to remit the amount in two separate accounts. All the DDOs are once again requested to submit the separate cheques for AEEs and the GHMC Employees.

They are also requested to follow the above instructions scrupulously by taking necessary action and furnish the details accordingly without fail. Any deviation from these instructions will be taken to the notice of the Commissioner, GHMC.


Chief Financial Advisor,
GHMC.

To all:

1. All DDOs of all Zones, GHMC.
2. All the Examiner of Accounts, GHMC.
3. All the Financial Advisors, GHMC.

Copy to AC (Fin), GHMC.

Copy submitted to Commissioner's Table.

Copy to Municipal Employees Union.