

Documents/Papers required for the GPF Number Allotment

- I) In the case of employees join Delhi Government on Technical resignation from other Government / bodies
- 1) GPF application form in duplicate duly completed by the Head of the Office.
 - 2) GPF nomination form in duplicate duly completed.
 - 3) Copy of Appointment orders / Taken on strength orders of the employee.
 - 4) Copy of the order from the competent authority regarding counting of past services for the pensionary benefits under Rule 26(2) of CCS Pension Rules 1972.
 - 5) Certificate that Pro -rata pensionary liabilities have been received from the previous organization.
 - 6) All the Papers/Documents submitted are to be authenticated by the Head of Office.
- II) In the case of MCD teachers join the Delhi Government Schools on the promotion quota
- 1) GPF application form in duplicate duly completed by the Head of the Office.
 - 2) GPF nomination form in duplicate duly completed.
 - 3) Copy of Appointment orders / Taken on strength orders / Promotion orders of the employee.
 - 4) Copy of the relieving order from the concerned MCD school in which the date of initial appointment of the employee is also recorded
 - 5) All the Papers/Documents submitted are to be authenticated by the Head of Office.
- III) In the case of employees who join the Delhi PWD duly transferred from CPWD
- 1) GPF application form in duplicate duly completed by the Head of the Office.
 - 2) GPF nomination form in duplicate duly completed.
 - 3) Copy of Appointment orders / Taken on strength orders of the employee.
 - 4) Copy of the PIMS Data
 - 5) All the Papers/Documents submitted are to be authenticated by the Head of Office.

IV) In case of employees who are promoted from the Class IV to Group C or above

- 1) GPF application form in duplicate duly completed by the Head of the Office.
- 2) GPF nomination form in duplicate duly completed.
- 3) Copy of Appointment orders / Taken on strength orders / Promotion orders of the employee.
- 4) Copy of order / Document showing the initial appointment of the employee.
- 5) All the Papers/Documents submitted are to be authenticated by the Head of Office.

IV) In case of Group D employees

- 1) Prescribed GPF application form in duplicate duly completed, clearly indicating the date of appointment of the employee.

(New GPF Account Number **(DGA Series)** is allotted only to the existing Group D employees whose accounts are maintained by the Deptt.)
