

I/391770/2024

No. E-407535 /27
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL : A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI - 781006

Dated Dispur, the 29th December, 2023.

To : The Accountant General (A & E), Assam,
Maidamgaon, Beltola, Guwahati-29.

Sub : Final Payment of GPF to **Smti. Gita Sharma, ACS (Retd.)**

Sir,

I am directed to forward herewith a prescribed G.P.F. application **Form No. I** (for final payment of G.P.F. amount) in original along with its enclosures as detailed below submitted by **Smti. Gita Sharma, ACS (Retd.)** and a certificate stating that no non-refundable G.P.F. advance & Temporary advance has been sanctioned to the officer concern from this end.

You are, therefore, requested kindly to arrange issuing necessary authority for final payment of G.P.F. amount to **Smti. Gita Sharma, ACS (Retd.)** from your end at an early date.

Authority may be issued to the Deputy Secretary to the Govt. of Assam, General Administration (Sectt. Accounts) Department, Dispur, who is the Drawing & Disbursing Officer (DDO) for the above matter

Enclosed :-

- 1) 2 (Two) copies of Specimen Signature and 2(two) copies of Identification Mark of **Smti. Gita Sharma, ACS (Retd.)** duly attested.
- 2) 1 (One) copy of GPF Statement issued by the Accountant General, Assam.
- 3) Salary statement for the month of October, 2023

Yours faithfully

Signed by

Sanjib Kumar Borah

Joint Secretary to the Govt. of Assam
Personnel (A) Department

Date: 02-01-2024 11:35:23

Memo No. No. E-407535 /27 - A

Dated Dispur, the 29th December, 2023.

Copy to:

- 1) **Smti. Gita Sharma, ACS (Retd.)** Shubham Enclave, A-101, Hatigaon, Ghy - 781038.
- 2) The Deputy Secretary to the Govt. of Assam, General Administration (Sectt. Accounts) Department, Dispur, Guwahati -6
- 3) The Personnel Management Information System / Assam Online Portal, Personnel (A) Department, Dispur, Guwahati-06.

By order etc.

(E-signed)

Joint Secretary to the Govt. of Assam
Personnel (A) Department