



PRANANATH COLLEGE (AUTONOMOUS), KHORDHA, ODISHA

**NAAC 3rd Cycle
Accreditation**

CRITERION WISE CONTENT

**COLLEGE WITH POTENTIAL
FOR EXCELLENCE (CPE)**

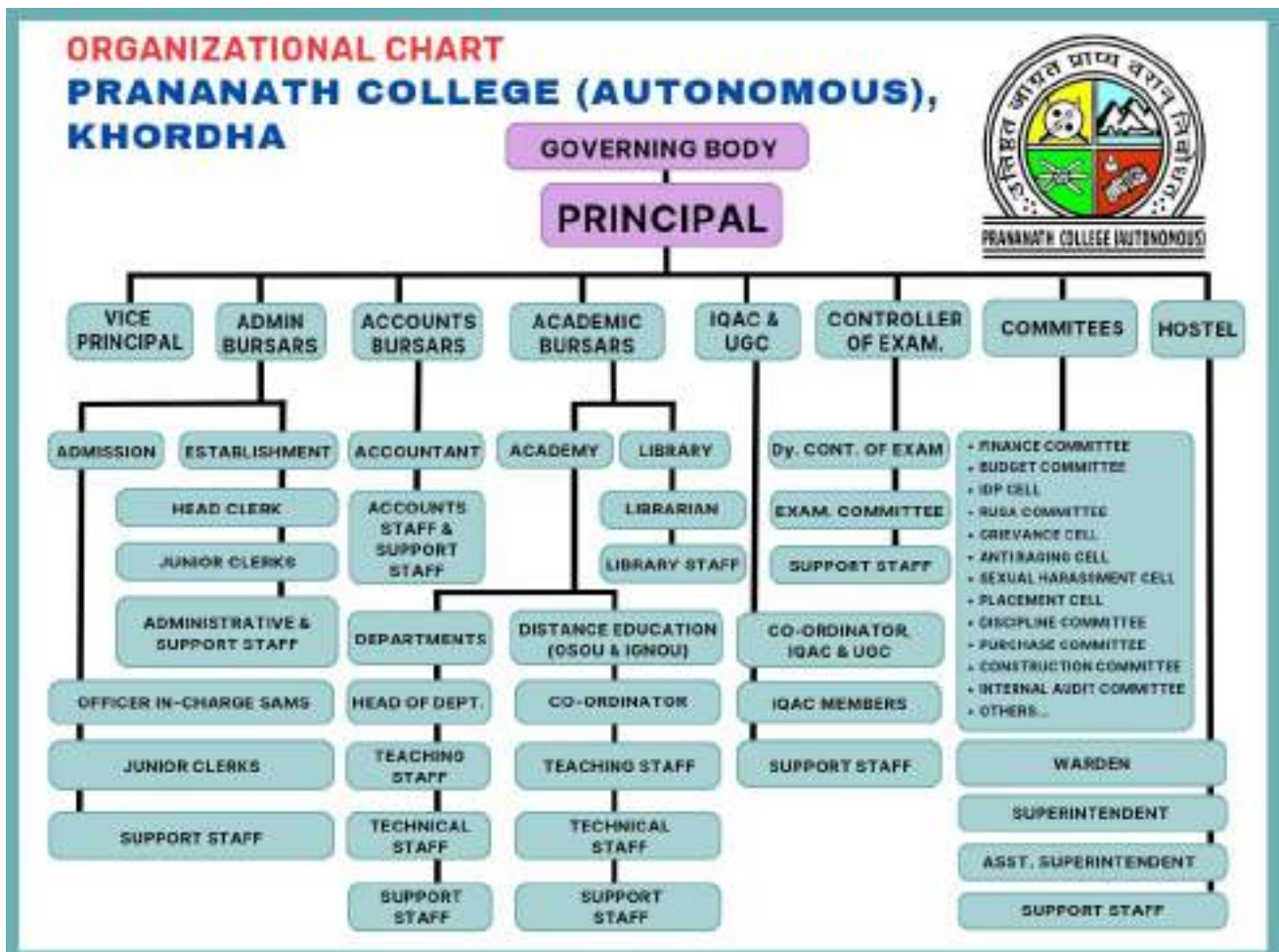
CRITERION VI – GOVERNANCE, LEADERSHIP & MANAGEMENT

Key Indicators: 6.1: Institutional Vision and Leadership

Metrics: 6.2.1

Supporting Documents Attached:

1. Organogram of the Institution
2. Anti Sexual Harassment Cell (Minutes)
3. Anti-Ragging Cell (Minutes)
4. GB Resolution on Appointment etc.
5. Odisha Gazette Grant in aid Order (Service Rule)
6. General Provident Fund Rule
7. Pension Rule of Odisha Govt.
8. Ragging Prevention Policies in College of Odisha
9. Sexual Harassment of Women at Workplace Act, 2013



ANTI SEXUAL

HARASSMENT CELL

P.N. AUTONOMOUS COLLEGE,

KHORDHA

25-6-24

Principal
Prananath College (Autonomous)
Khordha

As per the guidelines of UGC and Supreme court an Anti-sexual Harassment Committee be established by the college to provide a healthy atmosphere to the students of the college. Anti-sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girls students. With regard to the Supreme court Judgement and guidelines issued in 1997 to provide for the effective environment of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the Universities, advising them to establish a permanent cell and committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the Universities and colleges. Keeping the above guidelines in view "Pranarath Autonomous College" has constituted a ~~meeting~~ committee against sexual harassment.

The Supreme Court of India, in a landmark Judgement in August 1997 stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Article 19(1)(g). Another Supreme Court Judgement in January 1999 has stated that sexually harassing behaviour "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of the fundamental right to gender equality and the right of the liberty and life". Based on these, Utkal University, to which the college is affiliated, made it mandatory for the affiliated and constituent college to adhere to following from the year ~~2009~~ 2019.

Pranarath Autonomous College, Khordha has committed itself to provide a congenial and conducive environment, in which students, teachers and non-teaching staffs can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to aware of the commitment to the rights to freedoms of

opposes any form of gender discrimination and violence.

DECLARATION OF POLICY:

P.N. college (Autonomous) Khorolha, shall value the dignity of individuals, enhance the development of its human resources, guarantee full respect for human rights, ensure the full enforcement of "Fundamental Rights" under Articles 14, 15, and 21, of the constitution of India, and uphold the dignity of workers, employees, applicants for employment, student of undergoing training, construction or education. Towards this end all forms of sexual harassment in the employment, education, training environment are hereby declared unlawful.

OBJECTIVES OF THE POLICY

- 1 → To fulfill the directive of the Supreme Court as per the Utal University in respect of implementing a policy against sexual harassment in the institution.
- 2 → To evolve a Mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in institution.
- 3 → To ensure the implementation of the policy in letter and through proper reporting of the complaints and their follow-up procedure.
- 4 → To provide an environment free of gender based discrimination.
- 5 → To ensure equal access of all facilities and participation in activities of college.
- 6 → To create a secure physical and social environment that raise awareness about sexual harassment.

GOAL : Prevention of sexual harassment to ensure safe environment for girls students for the studies.

Anti sexual harassment cell receives all complaints of students, teaching and non-teaching staffs are treated with dignity and respect and all the complaints should be maintained confidential.

FALSE REPORTING : Intentionally making a false report or providing false information is grounded for indiscipline.

JURISDICTION : The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made.

1. By a member of institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such case the committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Shabana
25-6-24

ANTI-SEXUAL HARASSMENT CELL - 2019-20

PRANANATH COLLEGE AUTONOMOUS, KHORDHA

Date: 11/01/2020

Venue: Principal office.

MINUTES OF MEETING

- * Discussion regarding conducting a program for the students.
- * The members of the committee decided to conduct a program on regarding gender sensitization.

NAME OF THE INCHARGE STAFF

SIGNATURE

1. Dr. Shyamsunder Das
2. Dr. Rajendra Nath Mishra
3. Dr. Binduchree Mishra
4. Dr. Nandita Chhotray
5. Dr. Manita Pattnaik
6. Dr. Sunita Tripathy
7. Lt. Asima Satapathy
8. Prof. Sunil Ranjan Kari

11.1.20

Sunita Tripathy
Satapathy

25-6-24

11.01.2020

PRANANATHI AUTONOMOUS COLLEGE, KHORDHA

Date : 30/03/2021

Venue :

— MINUTES OF MEETING —

- * Discussion was made to conduct a program for the student.
- * The members ~~the~~ committee decided to conduct a program on regarding "Mental Health challenges faced by students and Remedies."
- * The chief guest of the program was decided and confirmed.

NAME OF INCHARGE STAFF

SIGNATURE

1. Sr. Nandita Chhotray.
2. Prof. Prasanna K. Sahoo
3. Prof. Ashok K. Pradhan.
4. Sr. Sunita Tripathy
5. Capt. Arima Satapaty.

Sunila Tripathy
Satapaty

25.6.21

11-01-2023

ANTI SEXUAL HARASSMENT CELL - 2021-22

PRANANATH AUTONOMOUS COLLEGE, KHORDHA

Date :- 18/10/2021

Venue :-

MINUTES OF MEETING

→ Discussion regarding conducting a program for the students.

→ The members of the committee decided to conduct a program on regarding the "Gender Sensitization".

NAME OF INCHARGE STAFF

SIGNATURE

1. Dr. Mausumi Konungo
2. Mr. Pradip Ku. Sahoo
3. Mr. Ashok Ku. Pradhan
4. Dr. Nandita Chhotaray
5. Dr. Sunita Tripathy
6. Capt. Azima Satapathy

Sunita Tripathy
Satapathy

Pradip Sahoo
11.01.2022

Pradip Sahoo
25.10.21

Principal
Prananath College (Autonomous)
Khordha

Programme :- Gender Sensitization

Venue :- P.N (Aut) College, Principal office

Date :- 19/08/22

Time :- 2:30 PM

MINUTES OF MEETING

Meeting of the antisexual harassment committee was held on 19/08/2022 at 2:30 PM and the following resolutions was passed.

Resolutions :-

- * It is resolved that the step to be taken for Antisexual harassment is such a way that is as per the Vishaka guideline
- * For purpose of the girl students to give complaints suggestion message through hotline numbers may be facilitated.
- * It is resolved that an awareness programme is to be organised among girls students to give complaints in case of harassment
- * It is also resolved that on different occasions the boy students should be advised to maintain cordial relationship with girls students.

1. Dr. Mausumi Karungo

2. Mr. Pramod Ku. Samal

Pramod Ku. Sa

3. Dr. Nandita Chhotaray

4. Dr. Sunita Tripathy

Sunita Tripathy

5. Mrs. Madhusmita Chhotaray

Madhusmita ch

6. Ms. Lipa Rani Nayak

Lipa Rani Nayak

7. Ms. Mitali Madhusmita Panda

ACTIONS TAKEN :

→ check Antisexual Harassment box monthly.

→ Assign to check the box.

Dr. Mausumi Karungo

→ No complaints received so far.

P. Karungo

11.01.2023

Principal

Principal
Pranath College, Khordha

25.1.24

Programme : Gender Sensitization

Venue :

Date : 07/08/2023

Time : 2:30pm

MINUTES OF MEETING :-

→ Meeting of the Anti sexual Harassment committee was held on 07/08/2023 at 2:30 PM and following resolutions was passed.

→ Resolutions :

* It is resolved that the steps to be taken for antisexual harassment be such a way that it is as per visakha guidelines.

* For Purpose of the girl student to give complaints suggestion box message through hotline number may be facilitated.

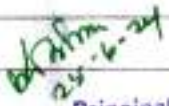
* It is resolved that an awareness programme is to be organised among girl students to give complaint in case of harassment.

* It is also resolved that on different occasions the boy student should be advised to maintain cordial relationship with female students.

Khurda
25.8.24

1. Dr. Prasanna Nayak
2. Mr. Pramod K. Samal
3. Mrs. Madhumita Chhetaray
4. Dr. Sunita Tripathy
5. Mrs. Asima Satapathy
6. Dr. Prachi Prakash Nayak
7. Dipa Rani Nayak
8. Bhagban Khillar


 Principal
 Pranath College (Autonomous)
 Pranath College (Autonomous)
 Khordha


 24-6-24
 Principal
 Pranath College (Autonomous)
 Khordha

Anti Ragging Cell

NOTICE - 01

Date - 05/08/2023

A meeting of the Anti Ragging Cell is scheduled to be held on 07/08/2023 at 02:00 pm in Room No - 34. All the distinguished members of this Cell are hereby informed to attend this meeting.

Snehalata Mishra
05-08-23

Convener

Mrs. Snehalata Mishra

As per the discussions made on date- 03/08/23 the committee members have carried out the Anti Sexual Harassment campaign within the ^{premises} presence of our college on date- 05/08/2023 . All of them explained regarding the new amendments/Acts passed by the Parliament for the said purpose. After lots of debate and discussion the following resolutions were made

1. Display of Rules and Regulations either by wall painting or by sticking the flex printing banners at the prominent places
2. During the current month, no such incidents of sexual abuse have been reported.
3. The Cell will function its modalities in collaboration with ICC (Internal Complain Committee) of this college
4. Discussions on various related issues.

The meeting was ended with a formal vote of thanks to the esteemed chair, proposed by Mrs. Snehalata Mishra

Members Present

1. Mrs. Snehalata Mishra *Snehalata Mishra 07.08.23*
2. Mrs. Sudhanshumala Rout *Sudhanshumala Rout, 07-08-23*
3. Mr. Gadadhar Sahoo *Gadadhar Sahoo 07-8-23.*
4. Mrs. Subhalaxmi Pattanaik *Subhalaxmi Pattanaik 07-08-23*
5. Mr. Subodh Kumar Jagadev *Subodh Kumar Jagadev 7.8.23*
6. Mrs. Sipra Mohanty *Sipra Mohanty 7.08.2023*
7. Mr. Lala Sunil Kumar Rai *Lala Sunil Kumar Rai 07-08-23*

Partipath
07.08.23
Principal
Prananath College (Autonomous)
Khordha

Anti Ragging Cell


08

NOTICE - 02

DT-18-10-2023

The members of staff for Anti Ragging Cell of our college are hereby requested to attend a meeting on dt 18-10-2023 at 2:00 PM in Room No-34. to discuss the following points.

- ① Display of flex printing banners (both Odia and English languages) in prominent places.
- ② Cases of Sexual Harassments if any or reported so far till date.
- ③ Awareness Campaign in and around the premises of our college.


18-10-23
Convenor

(Mrs Saetalata Mishra)

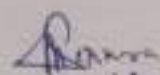
Saetalata Mishra

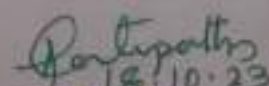
A meeting of the Anti Ragging Cell of this College was held on Dt 18/10/2023 at 2.00 PM at Room No -3A, under the chairmanship of Mrs. Snehalata Mishra, convenor of this cell. After a threadbare discussion, the following resolutions were made.

- 1) It was decided to display the flex printed banner (Both in Odia and English language) at two places inside the college campus.
- 2) Awareness campaign regarding Anti sexual harassment amendments as well as rule of law should be undertaken from time to time.
- 3) The cell members should look into the progress of the awareness campaign by contacting the girl students from various classes.

Members present

1. Snehalata Mishra 18.10.23
2. Sudhansumata Pr 18.10.23
3. Gadachor Sahoo 18.10.2023
- 4.
- 5.
6. Sefra Mohanty 18.10.23
7. Kala Smit Kumar Lu 18.10.23


18.10.23
Convenor


18.10.23
Principal
Prananath College (Autonomous)
Khatkhata

Office of the Principal
PRANANATH COLLEGE (AUTONOMOUS), KHORDHA

NOTICE

No. 1025

Date: 05.08.2021

A urgent meeting of Anti-Raging Cell and Sexual Harassment Cell will be held today (05.08.2021) at 02.30pm in the office of undersigned to discussed important issues relating to ragging and sexual harassment within the campus for the session. Following members are requested to attend the meeting positively.

Members of Anti Ragging Cell

1. Dr. (Mrs.) Binodini Mishra
2. Dr. (Mrs.) Nandita Chhotaray
3. Dr. (Mrs.) Basanti Das
4. Mrs. Subhalaxmi Pattanaik
5. Mr. Subodh Kumar Jagdev

Members of Anti Ragging Cell

1. Dr. (Mrs.) Mousumi Kanungo
2. Mr. Pradip Kumar Sahoo
3. Mr. Ashok Kumar Pradhan
4. Dr. (Mrs.) Nandita Chhotaray
5. Dr. (Mrs.) Sunita Tripathy
6. Capt. Asima Satapathy

Ranjita Saha
Principal 5-8-21

Prananath College (Autonomous),
Khordha

Copy to: OC/HC/Admin. Bursas/Comm. Room GF/Academic Bursar

RESOLUTION

A joint meeting of Anti-Raging Cell and Sexual Harassment Cell was held on 05.08.2021 at 02.30pm under the chairmanship of the Principal, Dr. Ranijta Sethi to discuss different matters relating to ragging and sexual harassment within the campus for the session 2021-22. During the deliberation the following resolutions were passed.

1. To ensure that the campus will be a ragging free zone and no students shall not be the victim of any kind of physical, verbal and mental ragging within the campus.
2. To adopt proper mechanism for registering complaints against any kind of ragging.
3. To take cognizance of complaints on ragging and accordingly compliances shall be done with proper enquiries.
4. The redressal to the victim shall be made by giving warning to the harasser and he/she will be debarred from appearing examination for adopting ragging.
5. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
6. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
7. To seek medical, police and legal intervention with the consent of the complainant, if required.
8. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires. The Department of Psychology may take initiative in this regard.

Ranijta Sethi
Principal 5-8-21

Prananath College (Autonomous),
Khordha

Resolutions of the Administrative Committee Meeting held on 14.08.2021
vide this Office Notice No.212 dtd. 13.08.2021

1. Management payment employees retiring from service shall be made an ex-gratia payment of Rs.1,00,000/- (Rupees one lakh only) on the day of their retirement from Employees' Welfare Fund.
2. The representation of Sri Sangram Kumar Nayak, ex-Peon for his re-employment after six years of gap is not considered.
3. The representation of Sri Uma Kanta Martha, Lect. in Education is considered. Steps shall be taken to bring him under management fold.
4. A special incentive of Rs.800/- (Rupees eight hundred only) shall be paid to Laxminarayana Samanta Singhar, Sr. Clerk in Principal's Office for his satisfactory extra labour w.e.f. August 2021.
5. A convenience allowance of Rs.200/- (Rupees two hundred only) shall be paid to Sri Naba Kishore Dash, Peon for distributing the letters in and nearby Khordha Town w.e.f. August 2021.
6. A proposal for opening of P.G. courses in Chemistry, Botany and Zoology under Self Financing mode from the academic session 2022-23 will be submitted to the Government with due procedure.
7. As the security guards will be deployed in the college by the Security Agency from 01.09.2021, the watchmen appointed earlier for the security purpose will be adjusted in different departments/sections as per need.
8. Steps shall be taken for auction of damaged/unused furniture, electronic equipments etc. through auction sale notice.
9. In the court case of Dr. Sarat Ku. Dora, Reader in Pol. Sc. an Advocate will be contacted for submitting the Show Cause in the Hon'ble High Court, Odisha.
10. The application of Mr. Nadiya Bihari Swain, s/o- Surendra Ku. Swain, former retired employee is considered. He will be given appointment as and when work load permits.

J. Swain
14/8/2021

President, G.B.
Prananath College (Autonomous)
Khordha
President, G.B.
Prananath Autonomous College
Khordha

Ranjita Saha
14/8/21
Principal
Prananath College (Autonomous)
Khordha
Principal
PRANANATH COLLEGE
(Autonomous)
Khordha

Ranjita Saha
31/8/21

S/no	Name of the Employee	Designation	Date of Retirement
01	SK Sarif	Peon	31.08.2021
CH No - 328526 dt 31.08.2021 of SBI Barak Branch Khorja			

OFFICE OF THE PRINCIPAL
PRANANATH COLLEGE (AUTONOMOUS), KHORDHA
OFFICE ORDER

No. 1197

Date: 28.08.2021

As per the resolution of the Administrative Committee and approval of the President, G.H. dt 28.08.2021, Sk. Sarif, Peon (M.P.) shall be paid a sum of Rs. 1,00,000/- (Rupees one lakh only) of the amount due to him at his retirement i.e. 31.08.2021.

Accounts Section is hereby directed to take necessary steps for the above payment in shape of a payee cheque to Sk. Sarif.

Ranjit Singh
Principal

Prananath College (Autonomous)
Khordha

Dist. Off. V.P./Adm. Bur. Accts. Bur. Accountant H.C.

The Orissa Gazette



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 190 CUTTACK, THURSDAY, FEBRUARY 5, 2004 / MAGHA 15, 1925

GOVERNMENT OF ORISSA
DEPARTMENT OF HIGHER EDUCATION.

NOTIFICATION

Bhubaneswar, dated the 5TH February, 2004.

S.R.O. No. 59/2004—In exercise of the powers conferred by sub-section(4) of section 7-C of the Orissa Education Act,1969(Orissa Act 15 of 1969), the State Government do hereby make the following Order to regulate the payment of grant-in-aid to Private Educational Institutions being Non-Government Colleges, Junior Colleges or Higher Secondary Schools, namely:-

1.Short title and commencement.- (1) This Order may be called the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 2004.

(2) It shall come into force on the date of its publication in the Orissa Gazette.

2.Definitions.- In this Order, unless the context otherwise requires, -

- (a) "Act" means the Orissa Education Act, 1969;
- (b) "Director" means the Director, Higher Education, Orissa and includes any officer not below the rank of Deputy Director who may be authorized by the Government in that behalf from time to time, by general or special Order, to perform all or any of the functions and exercise all or any of the powers of the Director under this Order;
- (c) "Government" means the Government of Orissa in the Department of Higher Education;
- (d) "Governing Body" means a Governing Body constituted in accordance with the Act and the Orissa Education (Establishment, Recognition and Management of Private Colleges) Rules, 1991 or the Orissa Education (Establishment, Recognition and Management of Private Junior Colleges /Higher Secondary Schools) Rules, 1991, as the case may be;
- (e) "Grant-in-aid Order,1994" means the Orissa(Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order,1994; and
- (f) words and expressions used, but not defined herein, shall have the meaning respectively assigned to them in the Act.

3.Admissibility of Grant-in-aid .-(1) Every private educational institution being a Non-Government College, Junior College or Higher Secondary School which has become eligible by the 1ST June,1994 to be notified as aided educational institution pursuant to

the Grant-in-aid Order,1994 shall be notified by the Government as required under clause(b) of section 3 of the Act and the institution so notified shall be entitled to receive grant-in-aid, by way of block grant, determined in the manner provided in the sub-para(2):

Provided that a college, in order to be eligible to be notified as an aided educational institution, must not have more than two ministerial staff and two Peons.

(2) The block grant payable to the private educational institutions under sub-para(1) shall be a fixed sum of grant-in-aid, which shall be determined by taking into account the salaries and allowances, as on the 1ST day of January, 2004, of the teaching and non-teaching employees of the educational institution which has become eligible to receive grant-in-aid by the 1ST day of June,1994 in accordance with the Grant-in-aid Order, 1994, but the determination of the quantum of such block grant shall be within the limits of economic capacity of Government as mentioned in sub-section(1) of section 7-C of the Act and shall have no linkage with the salary and allowance payable to any such employee by the Governing Body from time to time.

Provided that no educational institution shall be notified to receive such block grant unless it satisfies the performance criteria as envisaged in clause (ii)&(vii) of sub-section (1) of section 7-D of the Act.

(3) The block grant shall be placed, through the Director, at the disposal of the Secretary of the Governing Body of the concerned educational institution proportionately either on quarterly or monthly basis.

(4) The Secretary of the Governing Body of each educational institution at whose disposal the block grant is so placed shall utilise the grant in the manner and for the purpose as may be specified by the Director and furnish the utilization certificate thereof at such intervals as may be specified by the Director while releasing such grant.

(5) The block grant shall not be utilised in respect of any post other than those for which the concerned educational institutions has become eligible for grant- in-aid.

(6) Payment of block grant under this Order shall be made with effect from the month of January,2004 which is payable on or after the 1ST day of February, 2004.

(7) No claim on account of grant-in-aid under this Order shall be made or entertained for any period prior to the month of January, 2004.

4.Repeal and saving.- (1) The Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order,1994 is hereby repealed, save for the purposes mentioned in sub-para(1) of para 3.

(2) Notwithstanding the repeal under sub-para (1), the private educational institutions which are in receipt of any grant-in-aid from Government under the Order so repealed immediately before the date of commencement of this Order, shall continue to receive such grant-in-aid, as if the Grant-in-aid Order,1994 had not been repealed.

[No. 5555-IVHEG-120/03-HE.]

By order of the Governor

R. C. BEHERA

Commissioner-cum- Secretary to Government

**Government of Jammu and Kashmir,
Office of the Financial Commissioner (Revenue), J&K.
(www.jkfcrr.nic.in e-mail id: jkfinancialcr@gmail.com)**


Subject: General Provident Fund (Central Services) Rules, 1960- proforma thereof.

CIRCULAR

Consequent upon the implementation of Jammu and Kashmir Reorganization Act, 2019, in the Union Territory of Jammu & Kashmir, General Provident Fund (Central Services) Rules, 1960 have been made applicable to the UT of Jammu and Kashmir. A proforma as enclosed has been devised in order to better understand the rules and smooth processing of GP Fund cases.

It is, therefore, enjoined upon all the DDOs under the Administrative control of Financial Commissioner, Revenue to process all the GP Fund cases in the devised format. However, the applicability of the said proforma is subject to the detailed study of the General Provident Fund (Central Services) Rules, 1960.

By the order of Financial Commissioner, Revenue.


07.03.2022
(Dr. Priya Badyal), KAS
Chief Accounts Officer,
Financial Commissioner, Revenue.

No. FCR-BUD/12/2022-06(148428)

Dated:07.03.2022

Copy to:

1. Commissioner Secretary, Revenue Department
2. Divisional Commissioners, Kashmir/Jammu.
3. Commissioner, Survey & Land Records, J&K.
4. Deputy Commissioners _____ ALL.
5. Regional Directors, Survey & Land Records, Jammu/Kashmir _____ ALL.
6. Tehsildars _____ ALL.
7. Pvt. Secy to FC(R) for information of the FC(R).

Proforma for processing General Provident Fund Cases
(Ref. Circular No. No. FCR-BUD/12/2022-06(148428) dated 07.03.2022)

1	Name of the Official	
2	Designation	
3	Date of Birth	
4	Date of 1st appointment	
5	Date of Retirement	
6	General Provident Fund Account No.	
7	Closing as per GPF Schedule (Year)	
8	Subscription w.e.f MM/YYYY to MM/YYYY	
9	Refund w.e.f MM/YYYY to MM/YYYY	
10	Net Balance available at his credit	
11	Amount Applied	
12	Type of GPF Advance/Withdrawal	
	13 or 14 whatever the case may be	
13	<p>In case of Advance :- (Read O.M No3/2/2017-P & PW (F)(i) and dated 07.03.2017 read rule 5, as per the GPF (CS) Rule 1960. Maximum time limit of Fifteen days (15 days) is being prescribed for sanction and payment of advance from the fund. In case of emergencies like illness etc, the time limit may be restricted to seven days.</p>	
(a)	Last Amount of advance	
(b)	Date of last advance	
(c)	Present subscription	
(d)	Amount of Advance entitled (90% in case of All India Services (Provident Fund) Rules, 1955 and 75% in case of General Provident Fund, Central Services, Rules, 1960)	
(e)	Previous outstanding Advance	
(f)	Amount applied	
(g)	Total Aggregating amount	
(h)	Number of installments	
(i)	Purpose of Advance	
(j)	Proof of purpose	
(k)	Rule under which request is covered	
(l)	Competent Sanctioning Authority	
14	<p>In Case of Withdrawal :- Amount of withdrawal entitled under General Provident Fund, Central Services, Rules, 1960:-</p> <p>With regard to limit. Read with O.M No. 3/2/2017-P & PW (F) (ii) and dated 07.03.2017. Read rule 8, as per the GPF (CS) rule, 1960, no time limit has been prescribed for sanction and payment of withdrawal amount. Therefore, it has been decided to prescribe a maximum time limit 15 days for sanction and payment of withdrawal from the fund. In case of emergencies like illness etc the time limit may be restricted to seven days.</p>	
(a)		

	<p>i. 90% of the balance at the credit in cases of withdrawals under Clause (B) of sub-rule (1) of Rule 15 (i) read office OM No and dated, 07.03.2017. *</p> <p>ii) 75% of the balance at his credit under Clause (A&B) of sub-rule (1) of Rule 15 GPF (CS) Rule, 1960. **</p>	
(b)	<p>Amount of withdrawal Entitled under Rule, 12 (1) (a) of all India Services (Provident Fund Rules, 1955:- Note: Withdrawal will not ordinarily be allowed before the expiry of six months from the date of the previous withdrawal, and in any case not more than two withdrawals should be allowed in any financial year:- A doubt was raised whether under sub rule (2) the withdrawals may be made at any time during the first and second halves of the financial year (April-September and October-March), even though the time lag between the dates for the first withdrawal and the second is less than six months. The intention of the sub rule is that a withdrawal will not ordinarily be allowed before the expiry of six months from the date of the previous withdrawal, and in any cases not more than two withdrawals should be allowed in any financial year.</p> <p>i. 90% of the balance at the credit in cases of withdrawals under Rule, 12 (1) (a) ***</p> <p>ii. The Government may at any time within twelve months before the date of retirement on superannuation sanction withdrawal of upto, (90%) ninety percent of the amount standing to his credit of a member of an All India Service in the fund without assigning any reason for such withdrawal by him. This facility shall be admissible only once.</p> <p>iii. 75% of balance at the credit in cases of withdrawals under Rule 14, sub rule (1A) of 12 ****</p>	
(c)	Purpose of withdrawal	
(d)	Proof	
(e)	Rule under which request is covered	
(f)	Competent/Sanctioning Authority	
(g)	Recommendations	

Extract from the rule:

Conditions for withdrawal 90% under General Provident Fund (Central Services) Rules, 1960 as below:

1. Housing including building or acquiring a suitable house or a ready built flat for his residence.
2. Repayment of outstanding housing loan.
3. Purchase of house site for building a house.
4. Constructing a house on a site acquired.

5. Reconstructing or making additions on a house already acquired.
6. Renovating, additions or alternations of ancestral house.

Conditions for advance 75% under General Provident Fund (Central Services) Rules 1960 as below:

1. Illness of self, family members or dependents.
2. Education of family members or dependent of include primary, the subscriber. Education wills secondary and higher education, covering all streams and educational institutions.
3. Obligatory Expenses viz betrothal, marriage, funerals or other ceremonies.
4. Cost of Legal proceedings.
5. Purchases of consumer durables.
6. Pilgrimage and visiting places of eminence. This will include any travel and tourism related activities.

Conditions for withdrawal 90% under General Provident Fund All India Services (Provident Fund Rules), 1955:

1. 12(1)(a) building or acquiring a suitable house or a ready built flat for his residence including the cost of the site.
2. 12(1)(b) repaying an outstanding amount on account of a loan expressly taken for building or acquiring a suitable house or ready built flat for his residence.
3. 12(1)(c) purchasing a house site for building a house thereon for his residence or repaying any outstanding amount on account of a long expressly taken for this purpose.
4. 12(1)(d) reconstructing or making additional or alterations to a house or a flat already owned or acquired by a subscriber.
5. 12(1)(e) renovating, making additions or alterations to or upkeep of an ancestral house at a place other than the place of duty or to a house built with a loan from Government at a place other than the place of duty.
6. 12(1)(f) constructing a house on a a site purchased under clause ©.
7. 12(1)(g) meeting the cost of consumer durables such a television, video cassette recorder, video cassette player, washing machines, cooking range, geysers, computers.

Conditions for withdrawal 75% under General Provident Fund All India Services (Provident Fund Rules), 1955 as below:

1. 12(1)(A) Subject to the conditions specified in rules 14 and 14A, the Government may at any time after the completion of fifteen years of service (including broken periods of service if any) of a subscriber or with ten years before the date of his retirement on superannuation, whichever is earlier, sanction withdrawal by him from the amount standing to his credit in the fund for one or more of the following purposes namely:
 2. 12(1)(A)(a) meeting the cost of higher education, including where necessary the travelling expenses of the subscriber or any child of the subscriber in the following cases namely:
 - i) for education outside India for academic, technical, Professional or vocational course beyond the High School Stage;
 - ii) for any medical, engineering or other technical or specialised course in India beyond the High School Stage.

Pension Rules

1	The Head of office shall supply prescribed application form for pension to the pensioner. There is no prescribed fee for obtaining the Provident Fund application form as well as pension forms.
2	Every Head of office shall have a list prepared every six months of all government servants working under him who are to retire within the next 24 to 30 months (Rule 57 (1) of Odisha Civil Services (Pension) Rules, 1992). Accordingly required number of pension forms are requisitioned well in advance.
3	Head of office shall verify the service of Government servant 5 years before the date of retirement or after 25 years service which is earlier as per Finance Department Office Memorandum No 5731/F dated 15.02.1997.
4	Head of office shall undertake the work of preparation of pension papers 2 years before the date of retirement of Government servant as per sub-rule (1) of rule 58 of Odisha Civil Services (Pension) Rules, 1992.
5	Head of office shall be responsible for obtaining the particulars from Government servant at least one year before the retirement and complete processing of pension papers not later than 8 months in advance of the date of retirement. (Sub-rule (2) of Rule 58 of Odisha Civil Services (Pension) Rules, 1992).
6	Where the Head of office is not the Appointing Authority, the pension papers shall be transmitted to the Appointing Authority/ Pension Sanctioning Authority one year before the date of retirement (Sub-rule (3) of rule 58 of Odisha Civil Services (Pension) Rules, 1992).
7	Appointing Authority shall sanction the pension and intimate the same to the AG (A&E), Odisha not later than 4 months before the date of retirement of Government servant (Rule 62(2) of Odisha Civil Services (Pension) Rules 1992).
8	AG (A&E), Odisha shall issue the Pension payment order (P.P.O)/ Gratuity payment order (G.P.O) not later than one month in advance of the date of retirement. (Rule 64 (1) of the Odisha Civil Services (Pension) Rules, 1992).
9	Family Pension will be sanctioned by the Pension Sanctioning Authority/ Appointing Authority within one month from the date of death of the Government Servant (Rule 73 (1) of Odisha Civil Services (Pension) Rules, 1992).
10	The officer held responsible for making inordinate delay in finalizing pension or family pension is liable for disciplinary action as per the provision laid down in Rules 62 (2) (ii) of Odisha Civil Services (Pension) Rule, 1992.
11	In pursuance of the direction of the Hon'ble High Court in O.J.C No-6886 of 1999 PG & PA Department issued a circular in Memo No-7029 dated 30.12.99 with an instruction to recover interest @ 18% per annum from the person/ persons responsible for delay in payment of pension.
12	When it is not possible to forward the pension papers to AG(A&E), Odisha due to unavoidable circumstances, Pension Sanctioning Authority can release provisional pension suo motu in spite of pendency of Judicial or disciplinary proceeding against the Government servant. (As per Rule 65 of Odisha Civil Services (Pension) Rules 1992) (Read with PG & PA Department circular Memo No-4728 dated 01.03.2001).
13	Disciplinary proceedings initiated against a Government servant is to be concluded in time as per G.A Department Resolution No-7361 dated 25.03.98 and same should not linger for years together after retirement.
14	As per Rule 68 of Odisha Civil Services (Pension) Rules, 1992 advances along with other Government dues outstanding against the Government servant can be adjusted from the gratuity of the retiring personnel. Any audit objection does not impose any liability on the Government servant concerned unless the same is established in a Departmental proceedings initiated against him under Odisha Civil Services (C.C & A) Rules, 1962. Hence, the pension should not be held up for audit objections. Action can not be taken on audit objections unless it is established by an enquiry. (F.D.O M. No-31740/F dated 22.08.91).
15	All Head of office / Pension Sanctioning Authority should collect No Demand Certificate from the offices of a Government Servant in which he worked for the last 3 years only from the date of his retirement (As per Rule 68 (3) Note (a) & (b) of Odisha Civil Services (Pension) Rules 1992 read with PG & PA Department Memo No-4418 dated 15.12.08). It is not the responsibility of Government servant to collect No Demand Certificate.