



**DAMODAR VALLEY CORPORATION**  
**FINANCE DEPARTMENT**  
**DVC TOWERS, VIP ROAD, KOLKATA-700054**

No: CAO/P&A/ GPF 2025-26/ 558

Date: 03/4/2025

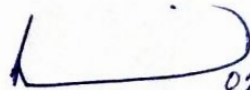
**OFFICE ORDER**

In terms of Corporation's O.M. No. AS/PS/OM/F-17/652 dated 05.12.2022, the monthly subscription to GPF in a Financial year for any individual employee shall not exceed a threshold limit of Rs. 5 lacs. Accordingly, this office moderates the GPF subscription of every individual GPF subscriber, throughout DVC, all year round to adhere to the ceiling limit of Rs. 5 lacs.

Since, we are at the beginning of a new financial year, fresh input for GPF subscription is invited from every individual GPF subscribers of DVC for the Financial Year 2025-26. For this Financial Year, 2025-26, to make the system easier for the employees, an option has been given to every individual employee to record his/her desired amount of GPF subscription in the EBA system himself/herself. The modality of the same is as follows:

1. In the worklist page of an individual GPF subscriber a tab with the nomenclature **"Update GPF subscription for the Fy 2025-26"** has been provided.
2. Under this tab, a field with the nomenclature **"GPF Subscription for the year 2025-26"** which is in editable mode and the desired amount of subscription needs to be filled in by individual subscribers.
3. Once the amount is filled in by an employee and the save button is clicked, the option will freeze. The employee needs to contact the concerned Accounts Office, for increasing or decreasing his GPF subscription subsequently, as per sub-rule (4) of Rule 8 of The General Provident Fund Rules 1960.

On the basis of the input received from individual subscribers, GPF deduction from the month of April 2025 will be started. All the employees must register their input in EBA system within 15.04.2025. If no option is registered within the time limit, the amount of GPF subscription last deducted in the month of March 2025 or the minimum stipulated GPF deduction will be continued.

  
Executive Director (Finance)  
DVC, HQ

02.04.25

Distribution: IT Cell HQ, DVC – for uploading Office Order on DVC Portal