

Office of the Director of  
Higher Secondary Education  
Housing Board Buildings  
Santhi Nagar  
Thiruvananthapuram.

**Fin.C3/43057/HSE/2012**

**Dated: 08/10/2012**

### **CIRCULAR**

Sub :- Higher Secondary Education – Finance – Regional Deputy  
Director Office – Inordinate delay in forwarding applications for  
PF withdrawals to DHSE – reg.

It has come to the notice of this office that the Regional Deputy  
Director offices of Higher Secondary Education make inordinate delay in  
forwarding applications for PF withdrawals from teachers. The Director of  
Higher Secondary Education has taken serious note of this matter. In the  
circumstances the following instructions are issued.

1. Applications for withdrawal of amounts greater than 2.25 lakhs from P.F  
Accounts need only be forwarded to this office.
2. Applications for withdrawals from Lab Assistants, HSST Junior and  
HSSTs of Govt. Higher Secondary Schools need not be verified by  
Regional Deputy Director Offices. Such applications can be verified by  
the Principal concerned and forwarded to the Directorate of Higher  
Secondary Education after signing the verification report and ABCD  
statements.
3. The applications for withdrawals from PF submitted by Principals of  
Govt. Higher Secondary Schools have to be verified by the concerned  
Regional Deputy Director and forwarded to Directorate of Higher  
Secondary Education after signing the verification report and ABCD  
statement.
4. The applications shall be forwarded to the Directorate of Higher  
Secondary Education in duplicate. Attested copies of credit cards for the  
last three years shall be enclosed with the application.
5. The Principals/RDDs are requested not to delay forwarding of  
applications to Directorate of Higher Secondary Education. The  
applications shall be forwarded to Directorate of Higher Secondary  
Education within 10 days of receipt of the same positively. If there is any  
defect in the application submitted by the teacher the same shall be  
returned to the teacher with a defect memo
6. Any delay in forwarding PF withdrawal applications to this office without  
sufficient reason will be viewed very seriously.

Sd/-

Director