

GOVERNMENT OF KERALA

**Finance (PF) Department**

CIRCULAR

No. 33/82/Fin.

*Dated, Trivandrum, 24<sup>th</sup> May 1982.*

Sub:- Improvement of the system of maintenance of Provident Fund Accounts-  
Check list for-Drawing Officers- Further instructions issued.

Ref:- 1. Circular No. 34/79/Fin. dated 20<sup>th</sup> April 1979.

2. Letter No. FM/I/Ex/9-129/68/174 dated 23-3-1981  
from the Accountant General, Kerala, Trivandrum.

In the circular cited, detailed instructions have been issued to all the drawing officers to prepare the Provident Fund Schedules and vouchers correctly, enclosing an illustrative check list indicating the functions of the drawing officers relating to Provident Fund.

The Accountant General, Kerala in his letter cited has brought to the notice of the Government that the instructions contained in the above circular are seldom followed by Departmental officers. He has pointed out that names are not printed or cyclostyled in Part A of the Provident Fund Schedules. Too many names are entered in the limited space available, thereby confusing the entries relating to each subscriber. It is felt that if the printed schedules are properly ruled there will not be any crowding of the entries and correctness can be ensured in the posting.

In order to avoid the above defects, all drawing officers are requested to see that the printed Provident Fund Schedules are properly ruled and also the follow the instructions contained in the circular No. 34/79/Fin. dated 20-4-1979 strictly.

P.SAHADEVAN,  
*Additional Secretary (Finance).*

To

The Accountant General, Kerala.  
All Heads of Departments and Offices.  
All Departments (All Sections) of the Secretariat.  
The Secretary, Kerala Public Service Commission (with C.L.)  
The Registrar, High Court of Kerala, Ernakulam (with C.L.)  
The Registrar University of Kerala/Cochin/Calicut (with C.L.)  
The Registrar, Kerala Agricultural University, Trichur (with C.L.)  
The Advocate General, Ernakulam (with C.L.)  
The Secretary, Kerala State Electricity Board, Trivandrum (with C.L.)  
The General Manager, Kerala State Road Transport Corporation Trivandrum.  
The Secretary to Governor.  
The Private Secretaries to Chief Minister and other Ministers.  
The Stenographers to the Chief Secretary and Additional Chief Secretary.

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