

GOVERNMENT OF KERALA

Abstract

**PROVIDENT FUND-FORMS OF SCHEDULE OF PROVIDENT
FUND DEDUCTIONS-REVISED FORM-ADOPTED**

FINANCE DEPARTMENT

G.O No (p) 289/61/Fin. (RC)

**Dated, Trivandrum, 10th july 1961/
19th asadha 1883.**

Read: Correspondence resting with letter from the accountant general No.TM.IV/11-40/60-62/41 dated 20-5-1961.

ORDER

The form 116 prescribed in the Travancore Financial and account code volume I was used hither to for preparing the schedule of provident fund deductions.

The accountant general has now suggested that the above form may be revised suitably so as to ensure correct preparation and postings of the schedules.

Accordingly government are pleased to order that the form appended to this order will here after be used for the purpose in respect of the contributory pension provident fund, a light blue colcured form will be used.

The Superintendent of Government Presses will make immediate arrangements to print and stock sufficient number of forms after ascertaining the number of forms required by each Head of Department who may have them on indent. The size of the form should be just as the same in use now.

By order of the governor,
S.Ramakrishna Iyer,
Assistant Secretary.

To

The Accountant General.
The Superintendent of Government Presses, Trivandrum.
The Gazette. The Fin (C.P.P.F.)
All Heads of Departments and Offices.
All Departments and Sections of the Secretariat.
The Fin (C.R.)
The Registrar of high court (With C. L.)
The registrar, University of Kerala (with C.L.)
The secretary, kerala public service commission (with c.l.)
The fin (RB) with file for making necessary amendments to
the travancore financial and account code.
G2330

FORM 116

[See Chapter 22; Article 815 III (2)]

Name of accountants officer who maintains the accounts (See note No.5)

Name of the provident fund.....

Statement showing deductions on account of contributions towards the state provident fund in the pay bill of the

Office Officers noted below during

196

Serial no	Account no	Name of subscriber	Salary\ pay as on 31 st march	Rate of subscription	Details of receipts					Total of cols. 6 and 9	Ledger folio vol no and page no	
					Subscription proper		Refund of advances					
					Amount	Months to which it relates	Number of installments	Amount	Month to which it relates			
1	2	3	4	5	6	7	8	9	10	11	12	
			Rs.	Rs.	Rs.				Rs.		Rs.	
Grand Total}		In figures In words										

- N.B.- 1. The account numbers should be arranged in serial order. The guide letters allotted to the departments viz. G.A.for general administration should be included.
2. The entry. In column 3 should show the rate of salary /pay drawn in respect of the last day of the financial year preceding (vide rule 6 of the P.F Rules.)
3. Salary/pay does not include P.T.A.P.C.A and local allowance (vide article 30(b) T.S.R.)
4. In the remarks column give reasons for discontinuance of subscription such as 'proceeded on leave'

“ Transferred to.....OfficeDistrict” “Quitted Service”, ”died” or “Discontinued under rule 5 .In this column, write description against every new name and such as “new subscriber” Came on transfer

from.....officedistrict” resumed subscription .If interest is paid on advance mention it in this column.

5. Separate schedules should be prepared in respect of persons whose accounts are kept by different 12 to be filled in by the ledger poster in the accountant General’s office.

Head of office.

Certified that a sum of Rs. _____ Has been deducted in the Establishment bill of the officers salary bills

Cashed on

Name of Treasury.

Treasury Officer.

For use in the Audit Office-voucher.

Date of encashment.

1. Certified that the name, amounts of individual deduction and the total shown in column 11 have been checked by reference to the bill.

2. For schedules attached with March pay bills, certified that the rates of salary as shown in column 3 have been verified with the amounts actually drawn in the bill.

Auditor, Dept. of Audit Section.
