

**GOVERNMENT OF KERALA**  
**Finance (provident Fund) Department**

**CIRCULAR**

*No 59/99/Fin*

*Dated, Thiruvananthapuram 13th September, 1999*

Sub:-Deficiencies noticed in the on Provident Fund matters received in the Office of the Accountant General from various Heads of Departments/Controlling Officers/Drawing and Disbursing officers - Instructions issued

Ref:- (i) Letter No. FM 11/9-451/99-2000/170 dated 4-8-1999 from the Office of the Accountant General (A & E), Kerala, Thiruvananthapuram  
(ii) Circular No. 46/99/Fin dated 14-7-1999

The Accountant General in his letter cited above has brought to the notice of Government the following defects/omissions in the input materials in respect of Provident Fund.

1. Account Number are noted incorrectly in the General Provident Fund schedule
2. Non- Refundable Advance has been sanctioned with out showing the purpose for which it has been sanctioned
3. General Provident Fund closure applications are received without the signature of the head of office/department
4. In many cases rate if subscription exceeds, basic pay. Hence basic pay may invariably be noted in the deduction statement furnished along with closure applications
5. While preparing General Provident Fund Schedules, LWA if any, may be noted against the name of the subscriber

All Heads of Department of Office/Controlling Officers/Drawing and Disbursing Officers are here by directed to see that the above mentioned defects/omissions while preparing input materials relating to General Provident Fund are avoided in future. They may ensure that such instruction are scrupulously carried out by the subordinate Officers

**KORAH P.THOMAS,**  
Additional Secretary (Finance)

To

The Accountant General (Account and Entitlements) Audit, Kerala,  
Thiruvananthapuram  
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram  
All Heads of Departments and Officers  
All Departments and sections of the Secretariat  
The Registrar, High Court, Ernakulam (with C.L)  
The Registrar, University of Kerala/Cochin/Calicut (with C.L)

The Registrar, Gandhiji University, Kottayam (with C.L)  
The Advocate General, Kerala, Ernakulam (with C.L)  
The Register. Agricultural University, Mannuthy, Trissur (with C.L)  
The Secretary, Kerala Public Service Commission (with C.L)  
The Chairman, Kerala State Electricity Board, Thiruvananthapuram  
The Managing Director, Kerala State Road Transport Corporation,  
Thiruvananthapuram  
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and  
Under Secretaries to Government  
The Secretary to Governor  
The Private Secretaries to Chief Minister and other Ministers  
The P.A to Speaker  
The Private. Secretary to the Leader of Opposition, M.L.A Hostel  
Thiruvananthapuram  
The Additional Secretary to the Chief Secretary.