

P F VI 1320
OFFICE OF THE COMPTROLLER
KERALA, TRIVANDRUM
DATED THE 16/3/1959

CIRCULAR

- Sub: 1. Despatch of annual statements of fund accounts for 1958-59.
2. Scrutiny of rates of subscription to the S.P.F

- 1a To facilitate the prompt Despatch of annual statements of S.P.F accounts for the year 1958-59, all drawing officers are requested to forward institution- varlists (in duplicate) of P.F Subscribers on 15/6/1959 (Gazetted as well as Non-Gazetted)direct to this office, so as to reach this office on or before 20/6/1959 in the form given below.
- b. The account numbers of subscribers may be arranged in serial order and great care bestowed to furnish both the the Departmental and the general number, the Departmental No. being shown as numerator and the General No as denominator, special attention should be bestowed in furnishing correct number so as to avoid mistakes in the despatch of annual statements etc.
- c. In the remarks column, against the names of subscribers who have discontinued Subscription, the reason may be indicated suitably as “ On leave ,Transferred to Office,Suitted service Retired, died ,suspension , pay withheld , etc.... “ “Against new names “Transferred from... office”, may be noted . (Please note that such remarks are to be indicated in the SPF deduction statements attached to monthly pay bills also, in future, besides entering the account numbers in serial order).

Name of institution and full address :-

Account No. Deptl. No. Gl. No.	Name Subscriber.	Designation	Salary on 31-3-59	Rate of subscription.		Remarks
				Existing rate.	Revised rate.	

N.B In respect of Education Department, Director of Public Instruction and District Educational officers may forward lists (in duplicate) of their officers only. Asst. Educational officers will obtain the lists (in duplicate) of all the Lower primary Schools, and special institutions if any, under their control, and forward the school-warlists direct to this direct to this office with a covering list of Schools, in addition to the List of their offices. Headmasters of High schools and Upper Primary Schools will forward the lists (in duplicate) of the staff of that institution direct to this office.

2. Scrutiny of the rate of subscription to SPF of the staff by the the heads offices

- A. Instances where contributions to the SPF are being made for below minimum rate admissible, as per rules, are innumerable. The minimum rate admissible is half an anna in to the rupee for those who pay in Rs 100/- and below and one anna in the rupee for those whose may is above Rs.100/- . There is no maximum limit prescribed
- B. The subscription should in all cases be rounded to the rupee with a view to avoid fractions vide G.P.L Dis. 30816/57/ Fin dated 28-10-57. The heads of offices should scrutinize and revise the rates of subscriptions of the staff, So that in no case the rate of subscription to the SPF after the rounding, is below the minimum, and see that the deductions are made accordingly, in the pay bills for 3/59. As usual, the enhancements or reduction, if desired in the rates, may be bills for the month of March.
- C. In respect of refund of advances, it is observed that in certain case interest is being realized from subscribers every month, even in fractions of a rupee. This is against rules and G P quoted above. The interest may be realized in one or two installments as the case may be as provided in the rules, after completing the recovery of the advance. No further advance should be paid before the recovery of advance already drawn including the interest, thereon has been completed.

The receipt of the Circular may be acknowledged. Necessary directions may please be given to the subordinate officers.

Assistant Accounts Officer

To

The Conservator of Forests
Chalaky