

GOVERNMENT OF KERALA

Circular
FINANCE DEPARTMENT

C.No.28/66/Fin (PF)

Dated, Trivandrum, 20th April 1966

Sub:- Provident Fund-Printing/Cyclostyling the Provident Fund Schedules .

Read: -(1) Circular No.34828/PF/62-2/Fin.dated 3-8-1962
(2) Circular No.100/64/Fin.(PF) dated 28-11-1964
(3) Circular No.36/65/Fin (PF) dated 19-7-1965
(4) Letter No.PF1/Ex.9-296/65-66/575 dated 14-2-1966 from the Accountant General.

In the Circulars read above, instructions were issued to all the draw officers for the correct preparation of Provident Fund schedules to be attached to monthly pay bills.

2. The Accountant General has now reported that, in spite of repeated instructions issued by Government, a large number of items under Provident Fund have to be taken to the unposted category due to want of schedules, want of account numbers in the schedules and wrong account numbers in them. According to him, this state of affairs can be avoided to a large extent if the Provident Fund schedules of officers with large establishments are cyclostyled showing the names and correct amount numbers of the subscribers. In large offices like the Secretariat where the transfer of the personnel may not be frequent such schedules may even be got printed.

3. The procedure suggested by the Accountant General will reduce the number of unposted items under Provident Fund and thus save a lot of avoidable correspondence. Government are are therefore pleased to accept his suggestions and order that cyclostyled Provident Fund schedules showing names and correct amount numbers of the subscribers will be used in ----- with large establishment. The schedules may got printed in transfer transfer of personnel is not frequent in such offices.

By order of the Governor,
K.V.THOMAS,
Deputy Secretary.

To

The Accountant General, Kerala, Trivandrum.

All Heads of Departments and Offices.

The Registrar of High Court (with C.L).

The Registrar, University of Kerala (with C.L).

The Secretary Public Service Commission (with C.L).

The Secretary, Vigilance Commission (with C.L).

The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries,

Under Secretaries and Assistant Secretaries to Government.

All Departments of the Secretariat.

The Secretary to the Governor.

The Private Secretaries to the Advisers.

The Stenographer to the Chief Secretary.
