

FORM C

(See rule 12)

PROVIDENT FUND PASS BOOK

This is only a subscriber's record denoting the transactions in his Provident Fund Account. In case of any dispute regarding the balance in the account, the balance as per the ledgers in the Accountant General's Office only will be accepted.

INSTRUCTIONS

1. Fill in carefully the entries in this pass book. Whenever there is a change in the designation, official address or in the account number of the subscriber, the fact shall, invariably, be noted in the relevant column.
2. In the case of a non-gazetted officer, the entries relating to the particulars of the bill, subscription, etc., will be made each month by the head of the office after proper verification and duly attested. In respect of a gazetted officer, he himself should make the entries in the pass book and present the book along with the bill in which the deductions are made, at the treasury for encashment. The date of encashment of the bill will, however, be filled in the pass book and attested by the Treasury Officer after proper verification.
3. If no bill is encashed in a particular month, the column for that month should be left blank.
4. Amount, if any, remitted by chalan should also be indicated in the appropriate column. The chalan number, date of remittance etc., should be given under 'Particulars of bill'.
5. Whenever an advance is sanctioned to the subscriber, the detailed thereof should be entered in the pass book immediately after disbursement of the amount.
6. The subscriber should, on receipt of the credit slip from the Accountant General for a particular year, fill in last six column beginning "Total credits for the current year", and work out the closing balance for the year. If any discrepancy is noticed in the figures furnished in the credit slip, and those in the pass book, the subscriber should immediately take up the matter direct with the Accountant General who will verify the account and pursue action for tracing out and adjusting the missing credits and/or debits in the account.

PROVIDENT FUND PASS BOOK

Name of the subscriber

Date of his admission to the  
State General Provident Fund

<i>Designation of the subscriber and office to which he is attached</i>	<i>Provident Fund account number allotted by the Accountant General (from time to time)</i>	<i>Head of account</i>	<i>For the period</i>	
			<i>From</i>	<i>To</i>
1	2	3	4	5

Year..... From.....

Particulars of bill											
<i>Month</i>	<i>Date of encashment</i>	<i>Treasury at which the bill is encashed</i>	<i>Head of account</i>	<i>Nature of the bill (here enter whether the bill is establishment pay bill, TANRA bill, arrear pay bill or arrear DA bill)</i>	<i>Gross Amount</i>	<i>Net Amount</i>	<i>Amount of Provident Fund subscription deducted in the bill</i>	<i>Refund of temporary advance from Provident Fund made in the bill</i>	<i>Total recovery towards Provident Fund (cols. 8+9)</i>	<i>Amount of TANRA withdrawn from PF (name of the treasury and the date of encashment should be noted in column 2&amp;3)</i>	<i>Initials of the Disbursing Treasury Officer</i>
1	2	3	4	5	6	7	8	9	10	11	12
Apr.											
May											
June											
July											
Aug.											
Sept.											
Octo.											
Nov.											
Dec.											
Jan.											
Feb.											
Mar.											

Total credits for the current year `.....

Total debits for the current year `.....

Interest for the current year as per

credit slip `.....

Net balance `.....

Total balance as on 31-3-.....

Amount brought forward from the previous year's account `.....

(to be carried over to the next year a/c) `.....