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OFFICE OF THE ACCOUNTANT GENERAL
ANDHRA PRADESH
HYDERABAD

MANUAL
OF THE
PROVIDENT FUND
DEPARTMENT



SECOND EDITION

Issue 1 by

15 ACCOUNTANT GENERAL, ANDHRA PRADESH,
HYDERABAD.
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CONTENTS

CHAPTER	PARAS	PAGE
I. General—Constitution, Strength and Duties ..	1 to 13 ..	3
II. Admissions, Eligibility and Subscriptions ..	14 to 37 ..	14
III. Nominations ..	38 to 76 ..	25
IV. Compilation of Provident Fund Accounts ..	77 to 146 ..	42
V. Temporary Withdrawals ..	147 to 173 ..	95
VI. Life Insurance Policies ..	174 to 240 ..	107
VII. Interest	241 to 270 ..	140
VIII. I.C.S. Provident Fund (R.B. & N.E.M.) and All India Services Provident Funds ..	271 to 303 ..	152
IX. Contributory Provident Funds and Other Provident Funds	304 to 351 ..	164
X. Final Withdrawals from Provident Funds ..	352 to 446 ..	191
XI. Miscellaneous ..	447 to 473 ..	246

APPENDICES

APPENDIX	PAGE
I. Standard Rates of Work pertaining to the Provident Fund Sections	264
II. Distribution of Work among Funds Sections	266
III. Calendar of Returns for the Provident Fund Sections ..	269
IV. Standards prescribed by the Comptroller and Auditor General for computing arrears	285
V. <i>Section—'A'—Rates of Interest on Balances in G. P. Fund and other similar Funds from time to time</i>	286
<i>Section—'B'—Method of Calculating Interest on P.F. money</i>	291
<i>Section—'C'—Method of Calculation of Interest when slab rates of interest are prescribed ..</i>	294
<i>Section—'D'—Method of Calculation of Residual Balance.</i>	297
VI. Form of Application for Temporary Advance from Provident Fund and sanction thereof	299
VII. Proforma for orders sanctioning Special Advances (Non-refundable) from Provident Funds and Rules thereto ..	301
VIII. Provident Fund Act, 1925	333
IX. The Married Women's Property Act, 1874	341
K. Extract of The Indian Majority Act, 1875	344
KI. Miscellaneous	345
KII. List of Forms and Subsidiary Registers in use in the Sections.	348

MANUAL OF PROVIDENT FUND DEPARTMENT

CHAPTER— I

GENERAL, CONSTITUTION, STRENGTH AND DUTIES

1. *Constitution and Strength.*—The Funds group comprises several sections each in charge of a S.A.S. Accountant. The Department is under the supervisory control of a Deputy Accountant General who is assisted by Asstt. Accountants General/Accounts Officers.

The standard rates fixed by Comptroller and Auditor General and the distribution of work among various sections are given in Appendix-I and Appendix-II, respectively.

Funds ^{Unit} is the controlling section for this group and is responsible for the co-ordination of work in the Department.

2. *Scope of the Department.*—The work of the Department consists of—

- (i) scrutiny of applications for admission from intending subscribers to the fund and nominations,
- (ii) receipt and check of the fund schedules, vouchers and vouchers-wise deduction statements from the Compilation Sections,
- (iii) maintenance of all Fund accounts in the prescribed form and in the manner required by the hand-system of posting,
- (iv) maintenance of broadsheets and agreement of balances,
- (v) audit of temporary, non-refundable and final withdrawals from the funds,
- (vi) audit of withdrawals for payment of insurance premia,
- (vii) receipt, custody and disposal of the insurance policies which are financed from Provident Fund Accounts,

GENERAL

3-4] CONSTITUTION, STRENGTH AND DUTIES [Chap-

- (viii) calculation of interest due for the year and issue of Annual Accounts Statement to the subscriber,
- (ix) furnishing figures for the Review of Balances,
- (x) preparation of Budget Estimates,
- (xi) maintenance of various books and registers connected with fund accounts, and
- (xii) submission of periodical reports to the Comptroller and Auditor General as required by him.

Note. 1.—The Provident Fund accounts of all subscribers are maintained by “hand-posting method” from 1966-67 onwards.

Note 2.—The accounts are maintained in the loose leaf ledger card system instead of in-bound ledger system.

(C.A.G’s letter No. 3779, T.A.,-II/415-65, dated 20-12-1966).

3. The following are the funds, the accounts of which are maintained by this office:—

- (i) General Provident Fund (Central Services and Andhra Pradesh Services).
- (ii) Contributory Provident Fund (India and Andhra Pradesh).
- (iii) Indian Civil Service Provident Fund.
- (iv) Indian Civil Service (Non-European Members) Provident Fund.
- (v) Contributory Provident Pension Fund (maintained on an agency basis on behalf of the State Government).
- (vi) All India Services Provident Fund.

The rules relating to the several funds issued by the various rule-making authorities should be referred to in regard to matters relating to the respective funds. The subsidiary instructions and orders issued by competent authorities from time to time are included in subsequent Chapters of this Manual.

DIVISION OF DUTIES IN THE SECTIONS.

4. *Duties of Superintendents.*—The Superintendents are responsible for the efficient management of the work of the sections of which they are in charge and will perform the following duties besides those prescribed in the Manual of General Procedure and in other Chapters of this Manual :—

(i) Seeing that each item of work is taken up and completed in time and that each return is despatched on the due dates according to the Calendar of Returns;

(ii) Checking of all the accounts closed on retirement or otherwise and all accounts transferred to another circle of audit ;

(iii) Checking the ledger cards in which advances are outstanding and recording the results of the examination in the Review Register to the extent prescribed in the Secret Memorandum of Instructions;

(iv) Attesting the postings of all debit vouchers for sums upto Rs. 5,000 in the ledger cards ;

(v) Approving objections raised on vouchers relating to temporary withdrawals, final withdrawals for house-building, marriage, higher education, etc., and withdrawals for payment of insurance premia ;

(vi) Checking the closing of objection books and the list of items outstanding for more than six months ;

(vii) Scrutinising policies and checking the entries in the Stock Register of Policies. (G.P.F. Form 6);

(viii) Examining in detail the annual accounts and recording the results of the examination in the Review Register; and

(ix) Attesting all the opening entries in the new ledger cards. The opening entries will generally fall under the following categories.

(a) Opening balances.

(b) Advances outstanding.

(c) Details of policies financed.

GENERAL

4-5] CONSTITUTION, STRENGTH AND DUTIES [Chap-I]

(d) Acceptance of nomination.

(e) Stoppage of subscriptions.

(f) Any other important information relevant to the maintenance of the P.F. accounts.

Note.—The attestation is to be made once in four years and in cases of Contributory Provident Fund Accounts once in two years.

(C.A.G's Letter No. 888-Admn-II/260-54 Coll. II, dated 29th June, 1955.

5. *Duties of Examiner.*—A senior clerk from each section shall be designated as Examiner. The following duties shall be entrusted to the person in each section who is earmarked as Examiner :—

(i) to receive all insurance policies from the Correspondence Section, scrutinise the correctness of assignments recorded thereon by subscriber and to record the necessary entries regarding them in the several registers, viz., Stock Register of Insurance Policies (G.P.F. 6), the Policy Register and the Policy Maturity Register. The policies should be kept in the safe custody of the Branch Officer after issuing acknowledgements,

(ii) to calculate the amounts to be repaid to the Fund account in respect of policies (a) which mature while the subscribers are in service (b) which are surrendered, converted into paid-up ones or allowed to lapse by the subscribers or (c) in regard to which the subscribers no longer desire to finance from the Fund and wish to repay the amounts withdrawn together with interest,

(iii) to arrange for the realisation of amounts due on policies (e.g., bonus, dividend, anticipated endowments, surrender value, maturity value, etc.) and to ensure that the details of amounts so realised are noted by the auditor in the ledger cards of the subscribers and that the credits are subsequently posted to their accounts *vide* instructions in paragraph 7 (xiv) *infra*,

(iv) to put up reassignments on policies which have to be returned on the subscriber's quitting service or death, etc., and to send the policies in sealed covers by registered post and watch the receipt of acknowledgements,

GENERAL

Chap-I] CONSTITUTION, STRENGTH AND DUTIES [5

(v) to review the postings in the ledger cards each month to the extent prescribed in the Secret Memorandum of Instructions regarding the Extent of Audit. The unit and month of account for review should be selected under the orders of the Gazetted Officer-in-charge and arranged so that every depositor's account is checked at least once a year,

(vi) check of interest calculation for the year as well as total deposits, refunds, withdrawals and the closing balance to the extent prescribed in Secret Memorandum of instructions,

(vii) review of missing credit registers and broadsheets of 25 per cent of the units in the section every month. The selection of these registers and broadsheets for review should be done under the orders of the Branch Officer by maintaining Review Marking Register in the same way as for "audit" and "concurrent review",

(viii) to check all items appearing in the Outward Registers and certify that they have been entered in the Inward Registers concerned. In respect of items received from other sections, the entries in the Outward Registers of the sections from where the items are received should be attested by the Examiner of the receiving section in token of having entered the items in the concerned Inward Registers. Also, it should be certified by the Examiner that all items appearing in the Inward Register have been posted in the ledger cards concerned, and

(ix) to check all authorisations for final withdrawals of fund accounts prepared by the auditors for submission to the Gazetted Officers through the Superintendent. In this process—

(a) the accounts for the last five years excluding the year of closing should be completely checked and the accounts of the years for which the ledger balances have not been agreed should be generally reviewed ;

(b) the credits posted in the card should be verified from the original entries in the schedules in respect of the year of closing ;

GENERAL

5-6] CONSTITUTION, STRENGTH AND DUTIES [Chap-

- (c) the correctness of interest allowed by the auditors for the year of closing should be verified;
- (d) in case of payments to persons other than the subscribers, the validity of nomination, if any, should be scrutinised and if there be no nomination, the title of the claimants to receive the money should be examined ; and
- (e) the entries relating to the closure of the accounts should be attested in (1) the General Index Register (2) Register of Closed Accounts (General Provident Fund Form 30 and 3) in the ledger cards.

6. *Duties of concurrent settlers.*—A cell attached to Funds-I Section is entrusted with the work of receipt and distribution of funds schedules and vouchers. The main functions of the concurrent settlers are :

(a) to receive the funds schedules, debit vouchers, details of transfer entries and certified covering abstracts from the compilation sections, Account Current Sections and Concurrent Audit Section at the Pay and Accounts Office, Hyderabad:

(b) to check the schedules and vouchers with the covering abstracts and check the arithmetical accuracy of the totals in the abstracts;

(c) to collect personally the details for the wanting or incomplete documents from the concerned compilation sections by referring to the vouchers before handing over the schedules/vouchers to the concerned funds section for posting. If, after personal contact, the details are not forthcoming from the compilation section due to the voucher not being available with that section, the Concurrent Settler shall issue a memo. to the compilation section calling for the wanting particulars and enclose a copy of the memo. to the bundle of schedules/vouchers to be handed over to the concerned funds section for further action; and

(d) to receive the printed sub-account-wise abstracts showing the totals of credit and debit booked from the compilation sections, check them with the amounts for which schedules/vouchers were received and reconcile any discrepancies noticed before transmitting the abstracts to the concerned sections.

7. *Duties of Auditors.*—The main functions of the auditors are :—

(i) to check the eligibility of applicants for admission to the Fund, assign account numbers in the index register, enter the names in the alphabetical index, open ledger accounts in cards and communicate the numbers to the subscribers,

(ii) (a) to audit sanctions for temporary withdrawals, sanctions for final withdrawals for house-building, higher education and marriage purposes, etc., and to issue necessary authorisations and (b) to audit the vouchers,

(iii) to examine the validity of nominations received, note the account numbers thereon and put them up to the Branch Officer together with the General Index Register duly filled in for attestation and then place the nominations serially arranged by departments in the custody of the Branch Officer,

(iv) to scrutinise the schedules and vouchers received from the Concurrent Settlers to see whether they have been prepared in accordance with the instructions issued from time to time and contain all the requisite information,

(v) to prepare the lists of wanting schedules and vouchers; obtain copies of the wanting schedules from the vouchers in the Audit Sections so as to reduce the number of unposted items,

(vi) to post in the ledger cards from the fund schedules and in the broadsheets from the ledger cards,

(vii) to check the rate of subscription,

Note.—The correctness of the rates of subscriptions of State Government employees should be ensured during the local audit in view of the various percentages fixed by the State Government.

(C.A.G's Letter No. 1265/Tech./Admn.II/170-67, dated 20-5-1967, File No. 1/Genl./1-5/66-68.)

(viii) to conduct a general audit of all the ledger cards independently without reference to the schedules with a view to ensuring that the subscriptions and refunds of withdrawals are regularly and properly made, special attention being paid to the ledger cards noted in the list of objected items and to prepare monthly a list of cards in which credits or debits are missing in the prescribed form,

7] GENERAL CONSTITUTION, STRENGTH AND DUTIES [Chap-I

(ix) to issue necessary objections to the Departmental Officers and to note the replies in the Register of Missing Credits, etc.,

(x) to note in the ledger cards the discontinuance of subscriptions or of refunds of withdrawals with the reasons therefor,

(xi) to check the opening balances of the current month brought forward with the closing balances of the previous month,

(xii) to maintain the Registers of Reconciliation Adjustments, Register of Missing Credits, Debits, Broadsheets, explanation sheets, etc.,

(xiii) to note in the ledger cards of the subscriber concerned the details of the policy (the premia for which are paid out of the Funds), such as the stock item numbers name of the Insurance Company, number of policy, amount and due date of premia and date of maturity,

(xiv) to note prominently in the remarks column of the ledger cards concerned, against the month of credit, the details of amounts realised on insurance policies (e.g. bonus, dividend, anticipated endowments, surrender value, maturity value, etc.) to get the entries attested by the Superintendent of the section; on verification of the amount realised, to prepare the necessary schedule, get it attested by the Superintendent, and to watch that the credit is duly posted in the subscriber's account in the month concerned,

(xv) to maintain the Register of Scrutiny of Premia Receipts on prescribed form,

(xvi) to write up the objection books with reference to vouchers for (1) premium withdrawals in respect of which either the policy or the premium receipt or both have not been received in the office, (2) temporary advance granted for objects not covered by the rules or where the sanction of competent authority is due and (3) final withdrawal when the amount drawn is not supported by an authorisation issued from this office,

(xvii) to audit the vouchers of temporary withdrawal and put up for the attestation of the Superintendent, debits not exceeding Rs. 5,000 and the rest to the Gazetted Officer,

(xviii) in case of final payments to take out the concerned ledger cards, paste thereon the paid vouchers and/or the nominations, as the case may be, and have the debits attested according to the limits specified in clause (xvii) above,

(xix) to write up the six monthly outstandings and take prompt action towards the early settlement of the objections by issue of periodical reminders,

(xx) to issue the annual deposit accounts and review the ledger accounts annually.

(xxi) if the seasonal work is not entrusted to the temporary staff the auditors will also :-

(a) work out, where necessary, the monthly balance of each account in the ledger card after the close of each month's accounts,

(b) calculate the interest due for the year in respect of each account, post the amount in the ledger card and then close the accounts for the year,

(c) enter in the broadsheet the annual total of deposit, interest and withdrawals, and the grand total and the closing balance for the year,

(d) tally the closing balance of the current year as on 31st March with the opening balance of the succeeding year (as on 1st April),

(e) prepare and despatch annual statements of accounts to subscribers and

(xxii) to check applications for final withdrawal of subscribers in accordance with the procedure indicated in the Chapter on final withdrawal cases. All the previous ledger cards and a copy of the nomination attested by the Gazetted Officer-in-charge (in case the subscriber is dead) should be collected and placed along with the applications.

With a view to seeing that all checks relevant to the issue of an authorisation for final payment are made, a questionnaire in the form (Form No. B-14) included in Appendix XII has to be answered by the auditors with each final withdrawal case.

8. *Functions of Funds-I Section.*—Some of the more important duties of the Funds-I Section as a co-ordinating section are given below:—

(i) examination of all work of a general nature relating to the Funds group as a whole,

(ii) attending to cases received from other sections/group for opinion and comments,

(iii) proper maintenance of all general cases, issuing them for reference and receiving them back,

(iv) issuing of corrections to the Manual of Provident Fund Department and Provident Fund Rules,

(v) maintenance and submission on the due dates of the various registers common to all sections, *e.g.*, Progress Report of Disposal of Policies, Policy Maturity Register, Register of Items Transferred to Unclaimed Deposits, etc.,

(vi) preparation of Budget Estimates relating to the head “16-Interest” in respect of all Provident Fund Sections.

(vii) preparation of all reports due to Comptroller and Auditor General/Government such as Quarterly Report on missing credits, Report on outstanding final withdrawal/residual balance cases, etc. Report on I.C.P.F., accounts, completion report regarding despatch of accounts slips, transfer of P.F. accounts, policies to Pakistan, etc.,

(viii) all work connected with miscellaneous circulars, etc.,

(ix) work connected with printing of forms, ledger accounts, etc., relating to the Funds Sections,

(x) preparation of draft paragraph on final payment cases to be included in the Report of the Comptroller and Auditor General,

(xi) consolidation of all reports originating in Funds Sections,

(xii) arranging for the annual verification of nominations, annual closing work of P.F. Accounts as detailed below:

(a) calculation and counter-check of the interest by the temporary staff, if calculation is entrusted to temporary staff,

GENERAL

Chap-I] CONSTITUTION, STRENGTH AND DUTIES [8-10

(b) preparation and consolidation of the annual balance compilation statements,

(c) adjustment of the interest on fund deposits, and

(d) adjustment of amounts of unclaimed deposits and lapsed deposits,

(xiii) preparation and furnishing figures for the Budget Estimates and statistics for staff, etc.,

(xiv) arrangements for the posting of staff within funds group and reports connected thereto ; and

(xv) examination of orders of general importance.

9. *Duties of Librarians.*—The librarians are attached to Funds-I Section and their duties are to be in-charge of the ledger cards and the schedules and vouchers of previous years and to supply, on requisition, records that are required for reference in all the Fund Sections and to watch their return.

Note.—The other records of the Provident Fund Sections should be handed over to the Old Record Section according to the general orders.

10. *General Instructions.*—The following points should be specially borne in mind by the clerks in the sections.

(i) The fund accounts should be neatly and accurately maintained as any errors in posting or in working out balances would involve monetary loss either to the Government or to the individual concerned.

(ii) Special care should be taken in working out balances after each transaction, in calculating interest, in closing the accounts for a year and in the preparation of the annual accounts.

(iii) Erasures and overwriting in the registers are not permitted on any account. If a correction is found necessary, it should be made neatly and attested by the Superintendent in each case.

(iv) The deposit account of a subscriber and his nomination should be treated as confidential. No information should be communicated to an outsider.

GENERAL

10-12] CONSTITUTION, STRENGTH AND DUTIES [Chap-I

(v) All applications for withdrawals (temporary, final or otherwise) should be treated as "Urgent" and should be disposed of promptly and carefully.

(C.A.G.'s Endt. No. 1120-Admn.186-24, dated 9-7-1924.)

(vi) In order to ensure that no avoidable delay occurs at the time of final payment and transfer of accounts, the various monthly, quarterly, annual and triennial checks and reviews prescribed in M.S.O.(Tech.) and Secret Memorandum of Instructions should be properly exercised and discrepancies/mistakes noticed in the course of these checks/reviews vigorously pursued and promptly settled. It should, in particular, be ensured that interest, especially in cases where credits/ debits for earlier periods have been adjusted in later years, is correctly calculated and credited in the individual subscriber's account at the time of annual closing of accounts. The proper maintenance of the register of missing credits, review registers, broadsheets should also be ensured.

(C.A.G.'s Lr. No. 125-Tech. Admn.II/159-67, dated 16th January, 1968.)

11. *Calendar of Returns*.—A Calendar of Returns should be maintained in each section in the form printed in Appendix III in order to observe the dates prescribed for the various items of work. The actual date on which the work is completed should be filled in by the Superintendent in each case and the Calendar of Returns submitted to the Branch Officer every Tuesday and to the Deputy Accountant General on the 3rd of each month together with the Monthly Report.

12. *Register of Office Orders and Circulars*.—(i) A register should be maintained by Funds-I (General) to note all the Office Orders and Circulars issued by that section. The subject of the orders as also the reference to case files and Funds Section No. should be noted in the Register. One copy each of the Office Orders/Circulars should also be kept in a guard file.

(ii) At the time of issue of an Office Order, it should be examined whether the Office Order requires manualisation. If so, necessary amendments should be proposed and incorporated in the relative Codes and Manuals simultaneously.

A separate set of Office Orders manualised should be maintained along with the copies of the relative amendments. Such sets should be maintained separately for each Code or Manual, as the case may be. Spare sets of Office Orders requiring manualisation but not manualised for some reason or other should also be maintained, in addition, for eventual manualisation.

13. *Corrections to Provident Fund Manual.*—(i) Funds-I (General) is responsible for keeping the Manual of Funds Department up-to-date, but the other Funds Sections are also responsible for bringing to the notice of Funds I section the necessity of issuing correction slips wherever considered necessary. Instructions/decisions/rulings/orders of Comptroller and Auditor General, Government of India, State Government, Accountant General, Additional Accountant General and Deputy Accountant General which are of a permanent nature relating to Funds Sections, should be incorporated in the Funds Manual with full reference to the number and date of letter, the case No., etc., in token of authority. Whenever corrections to the Manual are required as a result of the acceptance/communication of orders by Funds-I (General) or any other Section, the corrections may be drafted by Funds-I (General). In respect of cases arising in other Funds Sections requiring manualisation the draft corrections to the Manual should be furnished by that section to Funds-I (General). The draft corrections in all cases have to be submitted to the Deputy Accountant General (Funds)/Additional Accountant General/Accountant General by Funds-I (General) through the Branch Officer-in-charge of Funds-I.

(ii) A separate register for noting the corrections to the Manual should be maintained in Funds-I Section (General). The register should contain the subject, reference to the para in the Manual, the full number and date of the authority requiring the correction and the case number/ file number. A true copy of the correction approved should be sent to the Correspondence Section quarterly which consolidates them and sends them to the press.

CHAPTER II

ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS.

14. *General.*—(i) Subscription to Provident Fund is made compulsory by the Government of India with effect from 1st April, 1960. Accordingly, all temporary Government servants, other than re-employed pensioners, after a continuous service of one year and all permanent Government-servants shall subscribe to the Fund compulsorily. The rate of subscription for all categories of employees shall not be less than 6% of emoluments and not more than the total emoluments.

In respect of Class IV employees, the minimum rate of subscription shall be Rs. 4 per month in the case of those drawing pay less than Rs. 75 a month and Rs. 5 per month in the case of others.

(ii) Subscriptions to Provident Fund have been made compulsory by the Government of Andhra Pradesh with effect from 1st June, 1965 according to which the subscription to Provident Fund is compulsory in respect of all State Government employees drawing salaries upto Rs. 600 p.m. other than, Class-IV employees, employees appointed under Rule 10 (a) (i) of the State and Subordinate Services Rules and re-employed pensioners. Contribution towards General Provident Fund was made compulsory to Government servants drawing pay exceeding Rs. 600 p.m. with effect from 1st February, 1966 by the Government of Andhra Pradesh.

(G.O. Ms. No. 47 Finance (Pen.-I) Department, dated 1st March, 1966.)

[Statement.

(iii) The minimum rate of subscription applicable to various categories of State employees is given below :—

Sl. No.	Category of employees	Rate of emoluments	Rate of subscription	Date of effect.
(1)	(2)	(3)	(4)	(5)
1	Employees for whom subscription to G.P.F. was made compulsory from 1st March, 1963, i.e.,			
	(i) Persons whose age exceeded 45 years on that date and who did not insure their lives with the A.P.G. L.I. or L.I.C. of India, and	(a) Subscriber drawing upto Rs. 600 p.m.	9%	1-6-1965
	(ii) Employees who are not fit subjects for insurance.	(b) from Rs. 601 to Rs. 1,000 p.m.	10%	1-2-1965
		(c) Above Rs. 1,000 p.m.	12%	1-2-1965
2.	Employees who do not fall under Category-I above and for whom subscription has been made compulsory with effect from 1st June, 1965, i.e., for whom insurance is compulsory.	(a) upto Rs. 600 p.m.	3%	1-6-1965
		(b) from Rs. 601 p.m. to Rs. 1,000 p.m.	4%	1-2-1966
		(c) above Rs. 1,000 p.m.	6%	1-2-1966

*Note .—*Those who were optional subscribers prior to 1st February, 1966 may subscribe at least at the old minimum rate of 6% only.

(iv) Rates of subscription to Contributory Provident Fund (Andhra) and Contributory Provident Pension Fund.

Pay Range	C.P.F. (Andhra)	C.P.P.F. (Andhra)	Date of effect
(a) upto Rs. 600 p.m.	.. 9½%	9½%	1-6-1965
(b) from Rs. 601 p.m. to Rs. 1,000 p.m.	.. 10%	10½%	1-2-1966
(c) above Rs. 1000 p.m.	.. 12%	12½%	1-2-1966

(G.O. Ms. No. 189-Fin. (Pen.-I), Dept., dated 24th July, 1965-Govt. of A.P., Memo. No. 73757-A/796/Pen-I/65-2, dated 8th March, 1966-G.O. Ms. No. 238. Fin. (Pen.-I). Dept., dated 30th November, 1967.)

14-18] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [Chap-II

(v) Subscription to Provident Fund is compulsory in respect of All-India Services and I.C.S. Officers.

15. *Optional Subscribers.* (i)—Law Officers in the city of Hyderabad, viz., the Advocate General, the Government Pleader, the Public Prosecutor and the State Prosecutor may elect to join the Provident Fund.

[G.O. Ms. No. 338, Fin, (Pen.-I) Dept. of Govt. of A.P., dated 30th November. 1967.]

(ii) Government of Andhra Pradesh have permitted the Class IV employees to contribute to the General Provident Fund on a voluntary basis.

(Memo.. No. 28563/244/Pen.-I/67-2, dated 27th December, 1967.)

16. The Accountant General, Central Revenues maintains the General Provident Fund accounts of all Officers of the I.A. & A.S. and all Class-II Officers of the Indian Audit and Accounts Department whether officiating or permanent.

17. State Rules should be applied in the case of Provident Fund transactions of the Public Works Divisional Accountants. They are to be recorded under a separate detailed head "G.P.F. of Divisional Accountants". The General Provident Fund accounts of Audit Office clerks who are recruited as Divisional Accountants should, however, be continued to be maintained in the Central Section of Accounts till they are confirmed as Divisional Accountants.

(C.A.G.'s Lr. No. 2718-Tech. Admn.II/402-68, dated 13th November, 1968.)

When Divisional Accountants are posted to Central Divisions, their P.F. accounts will continue to be kept in the State sections of accounts (treating their service in Central Division as on deputation). The P.F. accounts of Divisional Accountants on becoming S.A.S. Accountants should be kept in the Central section of accounts irrespective of the source from which they are paid.

(C.A.G.'s Lr. No. 649-Tech. Admn.II/402/68, dated 20th March, 1969 read with Letter No. Fds-I/Genl./I-117/68-69/31, dated 26th February, 1969.)

18. The G.P. Fund accounts of the High Court Judges appointed after the commencement of the High Court Judges (Conditions of Service) Act, 1954, should be maintained

Part-II] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [18-20

the State Accountants General. The Provident Fund transactions should be adjusted in the State Section of accounts.

(Govt. of India Lr. No. 11-52/54 Judl., dated 14th February, 1955 addressed A.G., U.P.)

19. (a) With effect from 1st April, 1960 (subscriptions deducted from the pay for the month of March, 1960 payable April, 1960) the work connected with the maintenance of accounts of all Class-IV (Central) employees including existing subscribers' accounts (as on that date) were transferred to the heads of offices (Drawing Officers). All the Provident Fund accounts of those subscribing prior to April, 1960 (as optional subscribers) were also transferred to the heads of offices.

[G.O.I., M.F.O.M. No. F. 52 (9).-EV/60, dated 27th June, 1960.]

(b) The check of rate of subscription and the maintenance broadsheet by the Drawing Officers in the form prescribed could be exercised in Local Audit.

[G.O.I. M.O.F. (Dept. of Expr.) Lr. No. F. 52(9)-EV/60, dated 27th June, 1960.]

(c) In respect of last grade Government servants of the State, the Provident Fund accounts are maintained by this office. In respect of Provident Fund accounts of last grade Government servants who were subscribing prior to 21-2-1963 and whose accounts were frozen consequent on the issue of O.Ms. 162, Fin. (Pen), dated 21-2-1963, the accounts will be continued to be maintained by this office till they quit service.

(Govt. of A.P. Lr. No. 1486-A/211/Pen.-III/64-2, dated 15th May 1964 and 107/26/Fin/Pen.-I/65, dated 2nd May, 1965, File Fds.-I/Genl./1-25/63-64.)

20. When a Central Government Class-IV employee is promoted to a post in Class-III and the head of the office is in a position to certify that there are reasonable prospects of the employee continuing in the Class-III for at least one year, the balance in the General Provident Fund account of the subscriber should be transferred to the Accounts Officer concerned immediately for further maintenance.

In cases where it is not possible to certify to the above effect the account should be treated as if it relates to a Class-IV and continue to be maintained by the head of office for one

20-23] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [Chap-

year and then transferred to the Accounts Officer for maintaining it. During this one year, irrespective of where and how the pay of the promotee is drawn his Provident Fund deduction should be classified as for a Class-IV and a certificate of deduction only attached with the pay bill. The schedule should be retained by the head of office for posting the ledger account in his office.

[G.O.I., Lr. No. F. 52 (9)-EV 60 M.O.F. (Dept. of Expenditure), dated 29th August, 1961 forwarded by C.A.G. in his Lr. No. 1458-Admn.III/208-6 dated 14th September, 1961.)

(21). When a Government servant applies for admission to the General Provident Fund his eligibility should be carefully examined by the Funds Section with reference to the prescribed rules and in consultation, if necessary, with the Audit Section concerned. No one should be allowed to subscribe to the Fund for the first time without the previous permission of this office and if a new name appears in the Schedule of Fund Deductions (G.P.F. Form 8), an application for admission (G.P.F. Form. 3) should be called for and the eligibility checked as aforesaid. Applications for admission to the General Provident Fund are received in G.P.F. Form No. in duplicate.

(22) Cases of apparent ineligibility to subscribe to the Provident Fund should at once be brought by the Departmental Audit Sections to the notice of the Fund Section with a view to such accounts being closed, but this does not absolve the Fund Section of its responsibility to take action in such cases, if it is in a position to notice that a person is ineligible to subscribe.

(23) Each application for admission to the Provident Fund should, immediately on its receipt, be scrutinised regarding the eligibility of the applicant to join the fund. If he is found eligible, the application should be admitted and his account number intimated to him, within three days of the receipt of the application, in accordance with the procedure set forth below :—

- (i) An account number in the departmental series should be allotted to him and entry thereof should be made in the General Index Register and in the Alphabetical Index Register. The designation of the

Chapter-II] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [23-24

subscriber should invariably be noted in the relevant column of the Index Register. Where the names are identical, the names of their fathers should be ascertained and noted in the Index Registers, the subscribers being instructed to furnish the names of their fathers in all the schedules of their fund deductions. The entry of the account number against the subscriber in the Index Register should be attested by the Superintendent.

- (ii) A ledger card should simultaneously be opened for the subscriber in the form prescribed. Special entries therein such as "optional," etc., should be attested by the Superintendent.
- (iii) The account number allotted to the subscriber should then be intimated to him through the duplicate copy of his application for admission to the Fund.
- (iv) The name of the subscriber and the account number with the departmental suffix should be clearly noted in the nomination before submission to the Branch Officer for acceptance.
- (v) Every ledger card should be embossed with a special distinctive seal before it is brought into use.

Note 1.—The submission of the application in duplicate has been dispensed with by the Central Government and only a single application should be required to be submitted by the prospective subscribers. The acknowledgment of the receipt of application and nomination and also the intimation of the account number allotted should henceforth be sent by the Accounts Officers by a separate letter in the G.P.F. Form No. 3-D.

[G.I., M.F.O.M. No. F-27 (28) EV-13/65, dated 1st February, 1965.]

Note 2.—The officer concerned should enter the Account Number on the right hand top of page 1 of the Service Book by means of a rubber stamp.

[G.I., M.F.O.M. No. F3/(1)-E (IV) (A)/66, dated 7th October, 1966. Govt. P. Memo. No. 73985/1612/Pen.-1/66-1, dated 19th October, 1966.]

24. (a) The departmental authorities should inform this office as soon as any non-Gazetted Government servant becomes able to subscribe compulsorily to the Provident Fund. As regards Gazetted Officers, the G.A.D. Sections should send to the Fund Section all orders of confirmation of persons directly recruited to the posts.

24] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [Chap-I

Thereafter, the responsibility for recovering subscriptions from such compulsory subscribers will rest with the Fund Section.

(b) In order to ensure that all subscribers in the State Central Departments coming under the compulsory fund subscriptions deduct from their pay bills the subscription according to rules, the following instructions are issued with the approval of Comptroller and Auditor General.

(i) While conducting the audit of pay bills (both in pre-audit and in post-audit) the G.A.D. and T.A.D. Section should see that there are no cases of omissions in respect of compulsory Provident Fund subscriptions from pay bills. It should also be ensured in respect of State Departments that the certificates by the Drawing Officers given below are recorded on pay bills:—

“Certified that (A) the employees shown in the Schedule of Compulsory General Provident Fund Deduction Scheme do not come under Rule 10 (a) (i) of the Staff and Subordinate Services Rules nor they are Class-IV staff/re-employed pensioners; they are required to subscribe compulsorily to the General Provident Fund and they have sent their applications for assignment of an account number/have been assigned account number as shown against their names.”

and (B) in respect of all the employees who have to subscribe to the compulsory General Provident Fund under the Provident Fund Rules, deductions have been made in the pay bills.

(ii) As regards Central Government Departments the G.A.D. and D. Central Sections should ensure that there are no cases of omissions to deduct compulsory deductions to Provident Fund from pay bills. The Drawing and Disbursing Officers should record a certificate to the effect that “in respect of all the employees who have to subscribe compulsorily to Provident Fund, deductions have been made from the pay bills so as to ensure that there is no omission to deduct compulsory General Provident Fund subscriptions.

(iii) The O.A.D. and Inspection parties should ensure during local audit that rules on the subject are followed by the Departmental authorities.

Chapter-II] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [24-28

(Govt. of A.P. Memo. No. 60137-A/971/Pen-I/67-1, dated 4th September, 67 and Memo No. 41854/1009/Pen-I/68-1, dated 9th July, 1968 and Fds-I/Inl., 12, dated 20th June, 1968.)

25. Subscriptions should not be paid in advance except cases where pay is paid in advance owing to transfer or long leave out of India.

26. Whenever the amount of subscription differs from that fixed for the year and there is no information available in the schedule about the cause of the variation, an enquiry should be made from the audit section concerned or if necessary from the subscriber himself if he is a Gazetted Officer or from the head of the Office with a view to getting the discrepancy set right or explained.

27. If a subscriber under General Provident Fund (Central services) or (Andhra Pradesh) Rules dies while in service proportionate subscription should be recovered from his emoluments, for the number of days during which he was alive in month.

[G.I., F.D. Lr. No. F. 19(2)-R.II/38, dated 5th August, 1938 and Composite Orders G.O. No. 830, Fin-B (Pen.), dated 17th August, 1938.]

28. *Erroneous recovery of subscription to General Provident Fund account and refund thereof.*—

(a) Provisions of Note below para 393 of M.S.O. (Tech), Pt. I should be followed and the overpayment or short-payment subscriptions to the fund should be adjusted by deductions in or addition to the subscriptions in the subsequent month wherever possible under intimation to the subscriber and head of the office. Final settlement of such excess recoveries should be watched through the Objection Book.

(b) Unauthorised subscriptions in cases where a subscriber continues to subscribe to a Provident Fund beyond date upto which he is eligible to subscribe should be adjusted to the subscriber's account with the indication that these are unauthorised. The payment of these subscriptions should be made at the time of final settlement of account, unless requested for earlier by the subscriber, but without interest on such subscriptions. The fact that the subscriptions are being unauthorisedly made should, however, invariably be made known to the subscriber/drawing officer as soon as they come to notice and he should be advised to stop the subscriptions forthwith.

28-32] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [Chap-

(c) *Unauthorised subscriptions in cases where the Government servant is not eligible to subscribe to a Provident Fund* should be kept unposted and recorded so in the explanation sheet/master cards and the settlement should along with other unposted items be watched through these records.

(C.A.G's Lr. No. 2950-T.A.II/392-67, dated 23rd November, 1967.)

Note.—Unauthorised subscriptions to Provident Fund should be credited to relevant Provident Fund head of account. It should not be adjusted under "L-II-Miscellaneous" as such recoveries are not in the nature of revenues of the Government.

(C.A.G's Lr. No. 2950-T.A.II/392-67, dated 23rd November, 1967 to A.G. Madras under copy to All Accountants General).

29. When a Government servant is on foreign service, the pay which is the basis for the calculation of the contribution for pension is also the basis for the calculation of subscription to the fund.

30. A subscriber cannot subscribe to the fund an amount more than his emoluments and for this purpose the dearness pay counts as pay.

[G.O.I., MF (Dept. Exp.) O.M.No. F-I (34) E-II (B)/68, dated 18th January, 1969 communicated through C.A.G's Endt. No. 93 Audit/7-69, dated January, 1969.]

31. When a subscriber elects to subscribe at the minimum rate of 6 per cent, fraction of a rupee less than 0.50 Paise, shall be rounded to the next lower rupee even if the subscription falls below the minimum.

(C.A.G's Lr. No. 134-A1/139-60 II, dated 14th March, 1961.)

32. According to Rules 8 (i), 13 (i) and the last proviso to Rule 17 of the General Provident Fund (Central Services) Rules and the corresponding provisions in the Contributory Provident Fund (India) Rules, the amount subscribed or refunded or withdrawn from the Fund account should be rounded off to the nearest whole Rupee. Where a departure is made *i. e.*, where the transactions were accounted for in fractions of rupees, the balances in such accounts should be rounded off to the nearest whole Rupee by counting 0.50 paise and more to the next higher Rupee and less than 0.50 paise to the next lower Rupee and the resultant difference between the balance actually outstanding in the ledger and that arrived

Chapter-II] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [32-35

after rounding the individual accounts of the subscribers may be transferred to "L-II. Miscellaneous—Miscellaneous" or "L. Miscellaneous—Miscellaneous and unforeseen charges", the case may be. The amount of fractions in respect of other Provident Fund transactions including credit of matured value insurance policies, accumulations transferred from other funds, interest on temporary advances from the Provident Funds, etc., should also be rounded off to the nearest whole Rupee as and when each such transaction takes place and the resultant difference similarly adjusted under the heads noted above.

The above mentioned orders are also adopted by the Government of Andhra Pradesh in respect of all State Provident Funds.

[G.I., M.F. (Dept. of Exp.) No. F.40 (20)-EV/59, dated 10th February, 1960, I.M.F. (Dept. of Exp.) No. F. 40 (26)-EV/59, dated 17th January, 1961 modified in G.I. M.F. No. 40 (26) EV (B)/59, dated 13th April, 1961, Govt. of P., Finance Dept., Memo No. 2939/93/Pen.-I/68-1, dated 19-2-1968 and O. Fds I/Genl./1-85/68-69/106, dated 17-7-1969.]

33. In the case of temporary employees employed on emergency basis, on eventual regularisation of their services, General Provident Fund subscriptions would have to be recovered with retrospective effect. In such cases arrear subscriptions may be recovered at the rate of a month's arrear subscription per month in addition to the subscription due for the current month and no interest need be charged in such cases from the subscriber.

(Memo. No. 60314/1347/Pen.-I/66, dated 5th September, 1966-Govt. of P. Fin-(Pen.) Department.)

34. A subscriber who elects to subscribe during leave has to subscribe at the full rate for the year. He has neither the option of subscribing at a reduced rate during leave on half wage pay nor of electing to discontinue subscription during a portion only of one spell of leave.

(G.I., F.D. No. 782-R. II/3, dated 14th May, 1936—paragraph 59 of Accountant General, Central Revenues, Manual (1937 Edition).)

35. Vacation when combined with leave should be treated as leave for the purpose of the option to discontinue subscription to the General Provident Fund.

(G.I., F.D. No. F. 22(6) R.II/36, dated 7th May, 1938 and Composite orders G.O. No. 477-Fin. (Pen), dated 5th June, 1936).

36-37] ADMISSIONS, ELIGIBILITY AND SUBSCRIPTIONS [Chap.

36. An optional subscriber as per Rule 6 (i) is allowed to discontinue subscription at any time, but his right of renewal of subscription lapses if he discontinues subscribing, except when on leave more than three times. This rule was relaxed by Government of Andhra Pradesh for the period upto 31st March, 1960 allowing the subscriber to contribute the General Provident Fund after 4th discontinuance and also allowing interest thereon.

(G.O. Ms. No. 57, Fin, dated 11th February, 1961 and Lr. No. 6885, Pen-1/61-1, dated 25th January, 1962-from Jt. Secretary to Govt. Finance Dept. of Andhra Pradesh.)

37. Following are the instructions regarding the procedure for recovery of interest on arrears of subscription to a General Provident Fund which may be permitted to be paid in easy monthly instalments.

(a) The additional amount of interest on the diminishing amounts of arrears payable in monthly instalments should be calculated by determining the amount of interest which the subscriber concerned would have earned, had he paid the arrears in lumpsum (during the period of the recovery of arrears in instalments) and diminishing from it the amount of interest earned on the amount of arrears instalments, paid from month to month, till the full recovery of arrears.

(b) In cases where additional interest is recovered on the arrears of subscription paid in instalments, additional amount of interest on Government contribution (which Government servant would have earned had the Government contribution been credited to his account in the usual manner) is credited to his account after full recovery of arrears is effected in accordance with para (a) above. No such additional interest on Government contribution would be paid in cases where no additional recovery of interest on diminishing amounts of arrears is made.

(c) The decision in para (a) above applies in all cases of recovery in instalments of arrears of subscription to a General Provident Fund, Contributory as well as non-Contributory.

[Govt. of India, M.F. (Dept. of Expr.) Lr. No. F. 25 (3) EV/57, dated 14th December, 1957-File Fds-I-Genl. 1-64/57-58.]

CHAPTER III

NOMINATIONS

38. *Receipt of nominations.*—In order to facilitate the disposal of the fund money in cases in which death occurs before retirement each subscriber should furnish a nomination in the prescribed form. The section should endeavour to secure the nomination in each case as required by the rules of the fund.

39. The Accounts Officer should see that depositors furnish, in the prescribed form, the nomination provided for in the rules, as cases occurred in which the non-submission of nominations led to difficulties at the time of disposal of the fund money.

(Auditor General's Lr. No. 208-D/E, dated 2nd June, 1917.)

40. Only the application for admission to Provident Fund is to be submitted in duplicate. It is enough if the nomination is received in original only. In cases, where nominations are received in duplicate the second copy should be cancelled and filed in this office.

(Fds.I/Genl.II/71-72/1.5/7, dated 27th February, 1971.)

④1 On receipt of the nomination, the auditor should examine it, to see that it is in the prescribed form, complete and is in conformity with the rules. If a nomination is defective in any respect, an objection memorandum in G.P.F. Form No. 21 should be issued.

42. The signature of a subscriber in the nomination is in token of authentication of the document by the subscriber in his individual capacity (as opposed to official capacity) and should, therefore, be attested by two witnesses as a precaution against fraud. Section 57 (7) of the Indian Evidence Act does not exempt any subscriber even if he is a Gazetted Officer from such attestation by witnesses.

(Lr. No. 3302, dated 16th October, 1942 from Govt. Solicitor, Composite Madras).

43. If the nomination is in order, an entry regarding the receipt of the nomination and its admission should be made in brief in the ledger card and the General Index Register as

follows: "Nomination dated received and admitted on". The nomination should then be submitted to the Gazetted Officer for acceptance along with the General Index Register and the ledger card for attestation of the entries therein. The account number allotted should be noted in the nomination.

44. An acknowledgement in the form given below, should also be furnished.

FORM OF ACKNOWLEDGEMENT OF P.F. NOMINATIONS.

Sir,

*Subject:—*Acknowledgement of nominations.

Reference:—

The receipt of the nomination, dated furnished by Shri/Smt./Kum. in respect of his/her Provident Fund Account No is hereby acknowledged.

The old nomination, dated is returned herewith duly cancelled.

Yours faithfully,

*Asst. Accountant General/
Accounts Officer.*

(C.A.G's Lr. No. 649-Admn.II/407-60, dated 15th April, 1963.)

Note 1.—The first entry alone, in the ledger card, of the receipt of the nomination need be attested by the Gazetted Officer. The carry-forward entries in the subsequent cards may be attested by the Superintendent.

(C.A.G's Lr. No. 1823-Admn./26-49, dated 24th September, 1949 and A.G's Orders dated 4th December, 1962.)

Note 2.—The acknowledgment should be addressed to the subscriber direct if he is a Gazetted officer and through the department concerned in other cases.

45. These admitted nominations should be filed between boards in the order of account numbers for each department and kept under lock and key in the custody of the Branch Officer. All the nominations admitted during a month should be collected and kept in the Gazetted Officer's custody by the 10th of next month and certificate to this effect recorded in the Register of Nominations.

The Heads of Departments, Departments of Secretariat and Drawing Officers have to furnish certificates annually to this office to the effect that nominations in respect of all the Provident Fund subscribers working in their offices are forwarded to this office.

(O.O. No. 1-27/67-68, dated 20th December, 1968-File/1-27/FDS-I.)

The acknowledgement in acceptance of the nominations issued under the signature of the Superintendent.

The names of the nominees and the share of deposit allotted to each as given in the nominations for Provident Fund should not be indicated in the acknowledgements of receipt of nominations.

(C.A.G's Lr. No. 905-Admn.II/497-60, dated 22nd May, 1963.)

In cases of loss of nomination from the custody of the accounts Officer noticed at the time of final settlement of the Provident Fund Account of a deceased subscriber, each individual case has to be dealt with on its merits as and when it arises and issue of any general instructions is not necessary for the disposal of such cases.

If there is only one member in the family, there may not be any difficulty in advising the payment straightaway to that member and no difficulties are likely to arise also in cases in which there are two or more members but both or all are agreeable to the payment being made to one of them, or in agreed shares.

(C.A.G's Lr. No. 1706-Admn-II/358/54, dated 10th December, 1954.)

46. Removal of Nominations.—When, for any reason, a nomination is removed, the fact should invariably be noted under the dated initials of the Branch Officer in the remarks column of the General Index Register [M.S.O. (T.) 65]. A proper record containing full information about the removal of the nomination should also be made in the relevant stub of the guard file of nominations under attestation by the Branch Officer.

When the nomination is replaced, the fact should similarly be noted in the relevant documents under proper attestation by the Gazetted Officer.

(Lr. No. 1236-Admn.II/25-Admn. 1/51, dated 20th October, 1952 of the C.A.G-Funds Case 1-9/2 of 48-52; C. A. G Lr.No. 1476-TAII/332/70, dated 11th August, 1970; Fds-I/Genl-II/169, dated 31st August, 1970.)

47. *Revised Nomination.*—When a revised nomination is received, it should be scrutinised with reference to the rules; if it is in order, the following procedure should be adopted:

- (i) The entries in the General Index Register of Nominations should be revised, cancelling the previous ones.
- (ii) The entry “Revised nomination dated received and admitted” should be recorded on the latest ledger card.
- (iii) The nomination should be admitted by entering the words “admitted”. The document should then be submitted to the Branch Officer for attestation. After his approval, the superseded nomination should be returned, duly cancelled, to the subscriber.

48. *Change of nomination after the date of retirement/discharge.*—To a question raised whether a subscriber can effect changes in the nomination already made by him while in service, after the date of retirement/discharge, etc., it is decided by the Government of India that so long as the amount at the credit of the subscriber is not actually paid, it retains the character of Provident Fund and hence there should be no objection to the subscriber changing the nomination in this regard even after retirement/discharge, etc., provided the changes or revised nomination are made and notified in accordance with the provisions of the relevant Provident Fund Rules.

(M.F., Dept. of Expenditure O.M. No. F. 52 (13) EV/60, dated 16th July, 1960, C.A.G's Endt. No. 160-1/Admn.-III/176 Audit/59, dated 5th August, 1960-A.P. Govt. G.O. Ms. No. 2285 (Fin.) Pen-I, dated 28th July, 1960.)

49. *Important Rulings and Decisions, etc.*—According to the General Provident Fund Rules, a subscriber is required to send his nomination to the Accounts Officer, and the nomination, if valid, is to take effect from the date it is received by the Accounts Officer.

In this connection, a doubt was expressed regarding the validity of a revised nomination submitted by a subscriber to his Head Office, if on the date of death of the subscriber, the nomination has not been received by the Accounts Officer.

The Government of India, in consultation with the Ministry of Law, have held that the nomination for the Provident

and submitted to the Head of Office, well before the death of the subscriber, should be treated as valid nomination, notwithstanding the fact that it did not reach the Accounts Officer before the subscriber's death.

(C.A.G.'s Circular Lr. No. 993-A/3-62, dated 23rd November, 1962.)

50. A nomination which is expressly cancelled by a subscriber by a notice given under Rule 5(4) of the General Provident Fund (Central Services) Rules, should be cancelled and returned to him even though it is not replaced by another valid nomination. If the subscriber fails to furnish a fresh nomination in accordance with the rules subsequently, and the Provident Fund deposit becomes payable on account of the death of the subscriber, the payment should be made in accordance with the rules of the Fund as if no valid nomination subsists.

(C.A.G.'s Lr. No. 365-A/151-52, dated 6th April, 1953 and G.O. Ms. No. 18, Finance, dated 18th May, 1953.)

51. *Preservation of Nominations.*—The nominations relating to closed accounts should be segregated in two guard files depending upon the period of preservation. After giving a note of final payment the nominations should be kept in the relevant guard file. The two guard files shall be as follows:—

- (i) Nominations relating to accounts in which final payments were/are made to subscribers themselves or to the major members of the family in accordance with those nominations. The period of preservation of the cases should be six years where payments were prior to 1st April, 1964 and three years where payments are made after 31st March, 1964.
- (ii) Nominations relating to accounts in which final payments were/are made to minors according to nominations or in any other manner. The period of preservation of these cases shall be 30 years where payments were made prior to 1st April, 1964 and 25 years where payments are made after 31st March, 1964.

(C.A.G.'s Lr. No. 1092- TA-II/282-70, dated 19th June, 1970, and G.O. No. Fds-I/Genl.II/160, dated 18th July, 1970.)

52. *Triennial Verification of Nominations.*—The nominations in the custody of the Branch Officer should be verified annually

as required in para 391 of M.S.O. (Tech.), Vol. I in three batches so as to complete in a cycle of three years, the verification of all the nominations. As nominations are filed department-wise, those belonging to departments which would cover about 1/3 of the total number of nominations should be chosen for verification each year. The verification should be carried out under the supervision and direction of a Gazetted Officer other than the Officer-in-charge of the Fund Section to be selected by the Accountant General. If at the time of verification a nomination is not forthcoming, a memorandum should at once be issued calling for it. As soon as the verification is completed, a report showing the results should be submitted to the Accountant General.

(C.A.G.'s Lr. No. 1809-Admn.II/99-58, dated August, 1958 file case No Funds-I/ Genl. I/22/58-59.)

Note.—In case of transfer of charge of the Branch Officer a certificate of handing over and taking over of the nominations should be signed in the General Index Register by the relieved and the relieving officers.

(C.A.G's Lr. No. 1236-Admn.II/26/Admn.I/51, dated 20th October, 1952.)

53. A declaration in favour of a member of a subscriber's family made and accepted under the old rules, would continue to be valid if the subscriber re-marries after the new rules have come into force.

(G.I., F.D., No. F-22 (30)-R-II/36, dated 17th March, 1937-Para 48-A of Accountant General, Central Revenues Manual, 1937-Edition.)

54. A nomination under Section 5 (1) of the Provident Fund Act, 1925, must not only be in accordance with the Rules (as they must stand when it is made) but it must continue to be in accordance with the Rules as they stand amended or altered from time to time. The words "duly made in accordance with the Rules of the Fund" occurring in the Section are significant and in view of these words, the position is that a nomination once made in accordance with the Rules might lose its validity, if the Rules are subsequently altered or amended. A nomination made under one set of rules may thus become invalid under another set of rules if not revised as required by the latter set of rules and so loses the benefit of Section 5 (1) of the Act.

(G.I., F.D. Lr. No. F-22 (30)R-II/36, dated 5th January, 1937 and G.O. No. 100, Fin (Pen.), dated 3rd February, 1937.)

55. A subscriber should not, if he objects, be pressed to disclose the name of his wife when she is the nominee; payment could be made simply on proof of identity being furnished.

(C.A.G.'s Lr. No. 26E/1114-II, dated 15th January, 1912.)

56. A subscriber cannot create a lien in favour of Government of the sum at his credit in the fund with a view to substitution of such lien for existing security deposits.

(G.I., F.D. No. 1020-P., dated 25th February, 1910.)

57. A child given in adoption outside the family of a subscriber should be excluded from the category of the surviving members of the family.

(G.I. No. 73, F., dated 20th May, 1924.)

58. Adoption of a girl is invalid, as such adoption is not recognised by Hindu Law.

(Lr. No. 2554, dated 6th October, 1937 from Govt. Solicitor, Composite Madras.)

59. Nominations made by Christian and Muhammadan subscribers in favour of adopted children should not be accepted as such adoption is not recognised under law.

(Lr. No. 116/55, dated 18th April, 1955 from Govt. Pleader, Madras filed in case Fds.1/9-2/48-55 A.G., Madras.)

60. Nomination by a married subscriber to the Provident Fund in favour of his illegitimate children while he has a family as defined in Rule 2 (1) (c) of the General Provident Fund (Andhra Pradesh) Rules is void.

(Lr. No. 2884 dated 17th September, 1942 from the Govt. Solicitor, Composite Madras.)

61. The Government of India (Ministry of Law) held that when a subscriber has a family as defined in the rules, a nomination made by him in favour of his mother and brother is ineffective and the nominees (*viz.*, mother and brother) would not be entitled to the rights conferred by Section 5 (1) of the F. Act, 1925, even though the State Government by its order relaxed the relevant rules to permit the subscriber to make such nomination.

(C.A.G.'s Lr. No. 209-A/350-53, dated 16th February, 1954-Case Fds. 1/53-54.)

62. A nomination made by a subscriber before he acquired a family becomes null and void on his marriage. The orders (in three) individual cases and the final decision on this question are cited below:—

A clerk of the Revenue Department, in a district of the Composite Madras State nominated his mother to receive his provident fund amount and she predeceased him. The subscriber died while in service and the Government held that as "mother" was not included in the definition of "family" in Rule 2 (c) of the General Provident Fund (Andhra Pradesh) Rules and as the subscriber left a widow who was included in the term "family", the amount was payable to her under Rule 30 (i) (b) notwithstanding the nomination in favour of the mother. The Government ordered that the payment of the amount be made to the widow on her executing a bond with sufficient sureties indemnifying Government against any subsequent claim.

(G.O. Ms. No. 1871 (Revenue), dated 5th August, 1947 and Finance Department Endt. No. 47499, Pen-I, dated 9th August, 1947.)

Similar decisions were given by Government in G. O. No. Ms. 135 (Home), dated 12th January, 1948 and Finance Department Endt. No. 2902, Pen.-I, dated 19th January, 1948 and G. O. Ms. No. 4665 (Home), dated 18th December, 1947 and Finance Department Endt. No. 77912 Pen.-I, dated 23rd December, 1947.

63. In respect of female subscribers to the fund, the provisions of Rules 10-19 of the Old G. P. F. Rules should be made applicable to them *mutatis mutandis* throughout.

(G.I. No. 48 F.E. dated 14th January, 1914).

64. Declarations, whether original or revised, in which specific sum or sums are mentioned are admissible. An original declaration should not be rejected on the ground that the subscriber cannot declare a specific amount when his or her deposit is "Nil" at the time of his or her admission to the fund.

The following procedure should be adopted in the disposal of balance at credit of a subscriber in cases where specific sum or sums have been mentioned in the declaration:—

(a) Declarations allotting a specific sum to one of the nominees, balance being distributable to the other nominees

in certain specified shares, when the balance at credit of the subscriber falls short of the "specified sum" the share of the nominee entitled to the specific sum should be the first charge on the balance, *e. g.*, if Rs. 1,000 has been specified in the declaration as payable to nominee "A" and the balance to other nominees "B" and "C" in equal shares and the balance at credit is only Rs. 900 "A" will get Rs. 900 and the others "Nil".

(b) In cases where specific amounts have been declared in favour of each of several nominees and the balance at credit of the subscriber is less than the sum total of the amounts mentioned for the nominees, the amount should be disbursed in the order of mention in the declaration, *e.g.* if Rs. 1,000 has been specified as payable to nominee "A" Rs. 500 to "B" and Rs. 300 to "C" and the balance at credit is only Rs. 1,500 "A" will get Rs. 1,000 "B" ; Rs. 500 and "C" will get "Nil". If, however, the balance is more than the sum total of the amounts mentioned for the nominees, the balance left after disbursement of the amounts specified in the declaration for the respective nominees should be distributed equally among the nominees as if no declaration is made.

In all cases mentioned in (a) and (b) above, prior orders of the Accountant General should be obtained in discharging of the balance at credit in the fund.

65. Death should not be specified as one of the contingencies as it is redundant and misleading. However, nominations already made by the subscribers and accepted by the Accounts officers, in which death was specified as contingency should be treated as invalid.

66. A nomination if otherwise valid, should not be treated as having become invalid, merely because it was made in the past as it stood prior to its amendment in 1948.

(G.I., M.F., Lr. No. F-28 (18)-EV/50, dated 12th December, 1957.)

67. The question whether a nomination made by a deceased subscriber is valid or not has to be decided with reference to the rules at the time of the death of the subscriber. If

according to the rules in force at the time of death of the subscriber, the nomination is valid, it is immaterial what the position was under rules that were in force prior to 1st April, 1912, the date from which the G. P. F. (Madras) Rules came in force.

Section 5 (1) of the Provident Fund Act, 1925, provides *inter alia* that notwithstanding any disposition, whether testamentary or otherwise, by a subscriber to a Government Railway Provident Fund of the sum standing to his credit in the Fund or any part thereof, any nomination duly made in accordance with the rules of the Fund which purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber, shall be deemed to confer the right to receive the sum absolutely until such nomination is varied by another nomination or expressly cancelled by notice given in the manner and to the authority prescribed by the Rules. A subscriber can vary his nomination or he can cancel it by taking proper steps. So long as this is not done a valid nomination is subsisting, the subscriber cannot, by executing a will, deprive the nominee of the money in the event of his death. A person nominated by the declaration of a subscriber to a Provident Fund to receive payment of the Provident Fund money has a right to receive such payment even when such nomination has been varied by the will of the testator not by another declaration or notice of the variation in the manner indicated above. The Provident Fund authority need not go into the question whether the nominee is absolutely entitled to the Provident Fund amount or receive the same on behalf of the heirs of the deceased. If the heirs of the deceased other than the nominee are entitled to any share in the Provident Fund amount, it is for them to work out their rights against the nominee. In a case where the nomination is valid and subsisting the nominee has a right to demand payment conditionally, whether the nominee is the absolute owner of the Fund or not. It is not open to the holder of the fund to demand any document from a Court or to ask the recipient for an indemnity bond or security before the payment is made. The right is conferred absolutely, or in other words, unconditionally. So long as the nomination stands, the nominee is only required to prove that he is the person nominated by the subscriber and he can then receive the amount without any conditions being imposed on him.

Govt. of A.P. Revenue (U) Dept. Lr. No. 19603-U/ 58-19, dated 23rd 1959-Filed in Case 4-14 of 57-59, Fds-I Md. Abdul Alishahib, Sub-Regis-Guntur Case.]

68. The Government of India decided in consultation with their Solicitor that the decision of the Madras High Court A. L. R. 59 Madras 855 (Composite State) applies only to those cases in which the nominees of the subscribers die on or after 1st April, 1934, the date of introduction of the General Provident Fund (Central Services) Rules, 1934. In cases in which the nominees died before the date, the nomination became null and void under Note 2 below Rule 17 of the Old General Provident Fund Rules.

[G.I., F.D. Letters No. F. 56-P.T/37, dated 28th May, 1937 and No. D. 5-P.T.38, dated 10/11th May, 1938. Item 12 of Miscellaneous decisions on page 112 of the A.G., P & T, Compilation of Provident Fund Rules-I Edition.)

69. It was pointed out to Government by the Accountant General, Madras that their decisions in the three cases quoted in para 62 *supra* were contrary to the orders issued in their Memo. No. Fin. 17636 Pn-2, dated 9th May, 1944, that a valid nomination once made by a subscriber to the Provident Fund can only be revoked by the act of the subscriber. The final order of Government is reproduced below :—

The Government have considered the point raised by the Accountant General, in consultation with the Advocate General and held that Rule 7 (3) of the General Provident Fund (Andhra) Rules does not run counter in any manner to Section 5 of the Provident Fund Act, 1925. Section 5 of the Act itself refers to a nomination "duly made in accordance with the rules of the Fund", and Rule 7 of the General Provident Fund (Andhra) Rules provides when a nomination shall be deemed to have been "duly" made. In the opinion of this Government, there is nothing illegal in the rule providing that, in a certain contingency, the nomination should be deemed to be non-existent. This view is also supported by the decision of the Bombay High Court in A. I. R., 1946, Bombay-138. In the circumstances, the Government do not consider that the orders in G. Os. viz., G. O. Ms. No. 1871 Rev., dated 5th August, 1947, G. O. Ms. No. 135 Home, dated 12th January, 1948 and G. O. Ms. No. 4665, Home, dated 18th December, 1947, require any modification.

(Govt. Finance Dept. Memo No. 11840-Pen-9, dated 28th June, 1948.)

70. The decision of the State Government in the foregoing paragraph was reiterated in the case cited below :—

A constable, of a district of the Composite Madras State, who was a subscriber to the General Provident Fund, died on the 3rd November, 1945, leaving a sum of Rs. 473 at his credit, in the General Provident Fund. In a declaration made in 1931, he had nominated his brother to receive the General Provident Fund amount at his credit in the event of his death. The subscriber subsequently married, but did not make a fresh nomination after his marriage. The deceased subscriber left his widow and two children, aged about 12 years and 7 years. An offer was made voluntarily by the nominee and brother of the subscriber, to relinquish his rights in respect of the General Provident Fund of his brother in favour of the widow of the subscriber, but he withdrew the offer before payment could be made to her.

It was held by Government that under Rule 7 (3) of the General Provident Fund Rules, a nomination made by a subscriber who has no family is to be deemed to have been duly made according to the Rules only for so long as the subscriber has no family, and under Rule 7 (4), if a subscriber at any time acquires a family, he should send to the Accounts Officer a nomination as provided in sub-Rule (2) and should formally cancel any previous nomination made by him in favour of a person other than a member of his family. Under Rule 2 (c) (i), the 'family' means in the case of a male subscriber, the wife or wives and children of the subscriber and the widow or widows and children of a deceased son of the subscriber. The nomination made by the subscriber in favour of his brother before he acquired a family, therefore, became void on his marriage. The deposits are, therefore, payable to the members of the subscriber's family in equal shares as provided in Rule 30 (i) (b) of the General Provident Fund Rules.

The Government, therefore, directed that the General Provident Fund deposits of the deceased subscriber be paid to the widow of the subscriber and to her two minor children in equal shares, the shares of the minors, being paid to their mother on her executing an indemnity bond with sufficient sureties.

[G.O. Ms. No. 2998 (Home Department), dated 5th August, 1948 and Finance Department Endt., No. 76636, Pen-I, dated 1st August, 1948.]

71. In the case of a subscriber to General Provident Fund who intimated his desire to revoke the nomination already made by him and make a fresh nomination but died before leaving a revised nomination, the State Government held that the mere expression of an intention by a subscriber to make a fresh nomination would not amount to revocation of a previous nomination validly made in accordance with the rules, as the law specifically lays down that such nomination can be varied only by a fresh nomination duly made in accordance with the rules of the Fund. The Fund amount was accordingly ordered to be paid as per nomination on record in the Accounts Office.

[Composite Madras G.O. Ms. No. 3379 (Home Department), dated 17th November, 1944 received with Finance Department Endt., No. 61637, Pen-I, dated 22nd November, 1944.]

72. During the period from the 1st April 1935, the date of introduction of the General Provident Fund Rules and the 25th October, 1941 (when the forms of nomination given in the first and second schedules of the rules were replaced by nominations in revised forms and revised forms of contingent notice of cancellation were prescribed *vide* G. O. No. 651, Fin. (Pen), dated 25th October, 1941; the nomination of an unmarried subscriber was given in a conditional form according to which the amount at his credit in the General Provident Fund at the time of his death should in the event of his having no family be distributed among the persons other than members of his family mentioned in the nomination in the manner shown against their names. In regard to the nominations taken in this form, the Government decided that in the event of the subscriber leaving a family at the time of his death without cancelling the nomination made by him in the form mentioned above, the nomination fails by the occurrence of the contingency specified in it and the subscriber should be deemed to have died without leaving a valid nomination. The amount would, therefore, be payable only to the members of the family under Rule 30 (1) (b) of the General Provident Fund Rules.

[Composite Madras Govt., Fin (Pen) Department Memo No. 44354-Pen-2, dated 11th September, 1944.]

73. Right of a nominee can pass to a non-family member. If a subscriber has no family, or has no other person, excepting

the nominee, constituting his family as defined in the Rules, the person to whom the right of the nominee should pass named in the last column can, of course, be someone other than a member of his family.

[G.I.M.F., O.M. No. F-28 (18) EV/50, dated 16th August, 1950.]

74. The Ministry of Finance in consultation with the Ministry of Law in the Government of India decided that payment of provident fund money in accordance with the nomination earns a valid discharge for the Government but if any Court of Law decrees that payment should be made to person (s) other than the nominee(s) before actual payment is made to the nominee(s), the orders of the Court have to be complied with.

(C.A.G's Lr. No. 1993/T. Admn,II/128-68, dated 19-9-1969)

The following clarifications on the subject were issued by the Comptroller And Auditor General in consultation with Ministry of Finance and Ministry of Law for guidance :—

(i) Section 5 of the Provident Fund Act, 1925, confers on the nominee merely a right to receive the Provident Fund assets in the event of the subscriber's death and the nominee does not have an absolute right of disposal of such assets. It is always open to the heirs under the personal law applicable to the deceased subscriber to claim their share of Provident Fund money. As such, the orders communicated in this office letter dated 19-9-1969 apply to all cases where a Court of Law orders payment of Provident Fund money otherwise than in accordance with the nomination irrespective of the fact whether the nomination is held valid or not.

(ii) (a) Provident Fund amount should not be paid to the nominee in a case which is known to be *sub jure*.

(b) In a case where there is a possibility of a suit being filed, the administrative Department may write to the party intending to file a suit that Government intends to make payment within a certain number of days ; and

(c) After the orders are passed by a lower Court, if certain parties intend to go in appeal against the judgement of such a Court, the administrative department should write to the party which lost the case

that if within a stated reasonable period (say 15 days) that party does not obtain a stay order from the Court, payment shall be made.

(iii) The administrative authority should take action in all the three types of cases mentioned above, so long as the application for final payment is not forwarded to the Accountant General concerned. After, the application is forwarded, the responsibility rests both with the Accounts Officer and the Administrative authority and whoever receives any information should pass it on to the other.

(C. & A.G's Letter No. 1324/T.A.-II/128-68, dated 24-7-1970.)

75. (i) Heirs of the nominee become entitled to receive provident fund money on the death of the nominee. The Government of India decided, in consultation with their Solicitor, that in view of the decision of the Madras High Court (59-Madras 855) it can no longer be said that on the death of a nominee to the General Provident Fund, such nomination becomes void. On the contrary the heirs of the nominee become entitled to the Provident Fund money.

(ii) This decision is intended to apply only to those cases in which the nominees of the subscribers die on or after the 1st April, 1934— the date of introduction of the General Provident Fund (Central Services) Rules, 1934. In cases in which nominees died before that date, the nomination became null and void under Note 2 below Rule 17 of the Old General Provident Fund Rules.

[G.I.F.D. P & T (Branch) Lr. No. F-56-PT/37, dated the 28th May, 1937 and G.I.F.D. Communications Branch Lr. No. D/1755/PT/38, dated 10/11th May, 1938.)

(iii) If the sum became payable before the 18th April, 1946, the decision in sub-para (i) above, would apply and the heirs of the predeceased nominee would become entitled to the sum on the subscriber's death. If the sum becomes, under the rules of the fund, payable in pursuance of nomination duly made in accordance with the rules on or after the 18th April, 1946, it would not apply, but the amended law would be applicable. In such cases, on the death of the nominee, the nomination becomes void and on the subscriber's death, provident fund moneys shall form part of his estate unless a fresh or alternative

nomination was made by the subscriber and is subsisting at the time of his death. The distribution of this estate would be made in accordance with Rule 33 (i) of the General Provident Fund (Central Services) Rules, 1960.

[G.I., M.F. (c) U.O. No. 2837-Pt.11/47, dated 21st November, 1947 and Ministry of Law U.O. No. 3592-5/47, dated 28/29th November, 1947.]

76. A Muslim subscriber nominated his wife and a minor daughter to get half a share each of his provident fund money. The wife (nominee) predeceased the subscriber. The subscriber married again and had three children by his second wife. Consequent on his remarriage the subscriber did not revise his nomination. On the death of the subscriber the first wife's daughter and second wife put in their claims for the payment of provident fund money to them.

It was decided that as the first wife, who was a nominee of the share predeceased the subscriber the nomination became null and void to that extent and therefore 50% of the provident fund money should be distributed among the surviving members of the family excluding major sons and married daughters both by the first wife and second wife. The other 50% of the provident fund money for which the nomination was in favour of the first wife's daughter and which was still valid, was decided to be paid to the first wife's daughter.

In this case, the first wife's daughter served a notice through an advocate, interpreting Section 5 (1) (b) of the Act, as entitling the heirs of the first wife to receive the share of the first wife even though the first wife predeceased subscriber as the contingency that this nomination would become invalid in the event of the nominee predeceasing the subscriber was not indicated by the subscriber in his nomination. The Law Department of the Government of Andhra Pradesh to which the case was referred to had decided as follows :

It is clear from Section 5 (1) that unless a provision has been duly made in the nomination conferring upon some other person such right, the right conferred upon the nominated person becomes void and of no effect on his death. The condition referred to in item (b) in Section 5 (1) is irrelevant and inapplicable to the facts of the present case.

The nominee of a subscriber to a provident fund has nothing more than a right to receive the amount ; he does not get an absolute title to it. Under Section 3 of the Act, the amount standing to the credit of a subscriber at the time of his death vests in his dependents. If the nominee dies before the subscriber, the nomination in his or her favour actually becomes null and void. In such circumstances the heirs of the nominee have no *locus standi* in obtaining a succession certificate. In view of the above legal position, the daughter of the first wife is not entitled to the other 50% of the provident fund money which belonged to deceased subscriber and that amount has to be paid to his dependent according to G. P. F. (Andhra Pradesh Rules) and the claim of the advocate's notice is untenable.

(Govt. of A.P.Lr.No.588/I/69-1, dated 6th October, 1969 of Law Department in case of Md. Ghouse Mohiuddin A/c. 158/Agri. Case Fds-XI-4-18/68-69.)

CHAPTER IV

COMPILATION OF PROVIDENT FUND ACCOUNTS.

77. *General.*—The Provident Fund accounts are maintained in this office by the hand method by sub-Account/Departmental system. The ledgers and broadsheets are maintained sub-Account-wise/ District-wise.

78. For the purpose of numbering Provident Fund accounts the General Provident Fund Accounts are divided into units, each unit consisting of subscribers belonging to a Department of Government. The index letters which are in use are indicated in Annexure I.

79. *Sources for Compilation of Provident Fund accounts :*

Fund ledger accounts are posted from the following sources :—

- (a) Schedules attached to pay bills;
- (b) Schedules of cash credits relating to remittances into Treasuries, schedules attached with bank drafts. etc.,
- (c) Vouchers of withdrawals from the fund; and
- (d) Details of credits and debits appearing in the Exchange Accounts, Settlement Accounts or Transfer Entry Abstracts.

80. The schedules and vouchers are the basic documents on which the completeness and correctness of the Provident Fund accounts depend.

The Heads of Offices and Disbursing Officers are required to attach to every establishment pay bills a schedule in Form T.R. 58 showing the account number with Departmental suffix, the name and pay of the subscriber, the rate of subscription, the amount realised and the refund of withdrawal, if any, made. In the case of Gazetted Officers such schedules are attached by the Gazetted Officers themselves to their pay bills.

81. With a view to preventing mistakes *i.e.*, missing credits due to frequent transfers and loss of schedules, etc., the Drawing Officers have instructions to indicate the Provident Fund account number with the departmental suffix in the remarks column of each establishment pay bill.

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [81-82

Government of Andhra Pradesh also issued similar instructions.

[G.O.I. M.F. O.M. No. F 3 (1)-E.IV (A)/66, dated 7-10-1966 and Govt. o A.P. Cir. Memo No. 31278/Pen-I, 65/7, dated 24th May, 1967.]

82. (a) On receipt of vouchers from the District Treasuries etc., the Compilation Sections should detach the P. F. schedules and send them to Funds Section (Concurrent Settlement Units) with covering lists and printed abstracts for further action. The Compilation Sections should ensure that the Provident Fund Schedules and vouchers are forwarded to the Funds Section in a complete shape after conducting the prescribed checks and after securing agreement with the account figures. Where the schedules are wanting or mislaid a certified abstract from the vouchers containing complete information like the account number, voucher number, district, etc., should be attached. The Compilation Sections should ensure that the fund schedules are complete in all respects and are verified/prepared strictly in the manner laid down in T. A. D. Manual and in para 409 of M. S. O. (Tech.), Vol. I.

It should also be seen particularly that the recoveries towards Provident Fund by way of deduction from pay or through cash remittances are correctly classified under various Provident Funds and that the recovery relating to other heads of account like A. P. L. I. Fund, Festival Advance, Income Tax, etc., are not classified under Provident Fund. It should also be seen that the total of the recoveries made from all the vouchers agrees with the account figure in the respective sub-account; if variations are noticed after detailed compilation of the classified abstract, the variations should be examined and cleared before the accounts and schedules of the month are forwarded.

(e) The lists of sub-accounts and the sections which should furnish the schedules are indicated below :—

Compilation Sections***List of sub-accounts
(dealt with).***

ENTRAL :

D. Comp. I

S. A. 3 and D. B. Statements.

**D. Comp. II Concurrent Audit S. A. 1 and 2. Headquarters.
Section, Pay and Accounts
Officer, Hyderabad.**

82-85] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

STATE :

T. Main Accounts	S. A. 43-D. B. Statements (Andhra area).
T. Comp. Sections I to VII	All sub-accounts of Andhra area
D. Main Accounts.	D. B. Statements of Telangana Region.
D. Comp. Section (III to VIII).	All Sub-accounts of (Telangana Region).
Concurrent Audit Section at Pay and Accounts Office, Hyderabad.	All sub-accounts. (Headquarters)
A. C. I and V.	Exchange Accounts.
A. C. II and IV.	Settlement Accounts.
A. C. III.	Exchange and Settlement Accounts.
Funds-I.	Funds (T. E. Ledger.)

83. The schedules/vouchers should be accompanied by the printed abstracts. But in order to ensure posting on due dates and quickening the completion of accounts, the schedules/vouchers should be sent to Funds Section with the covering list as and when the sub-accounts are received and the printed abstracts, after the agreement of the figures with D. Main Accounts, should be sent later.

84. List of major defects noticed in the Provident Fund Schedules sent to Provident Fund Sections are furnished in the Annexure II. Form H. 11 (Appendix-XII "D") should be used for addressing the Heads of Offices, while pointing out the defects.

85. *Concurrent Settlement.* (a) As soon as the vouchers/schedules are received from the Compilation/Concurrent Audit Section at Pay and Accounts Officer, Hyderabad/Account Current Section/Main Accounts, etc., the Concurrent Settlement Units should receive them and enter in a "Schedules/Vouchers Receipt Transit Register" in the month and year to which the schedules/vouchers relate. This register indicates the receipt of all the schedules/vouchers of all sub-accounts. The register should generally contain the following information.

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [85-86

Sl. No	Date of receipt.	Sub-Account No./Dept.	Month of Account.	Particulars of printed Abstract/ Schedules/ Vouchers/ T.E. details. etc.	T.R. No. Date of Delivery to Section.	R E M A R K S
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(b) To have a regular watch over the receipt and distribution of schedules/vouchers, etc., this register should be closed weekly every Monday and submitted to the Branch Officer, giving details of schedules due, schedules/vouchers received and pending transmission to Funds Sections concerned.

(c) Whenever the schedules/vouchers, etc., are not received on the due dates, the Concurrent Settlement Units should bring to the notice of the Branch Officer concerned the non-receipt of the P. F. schedules/vouchers of the sub-accounts concerned and issue reminders in the prescribed form to the concerned Branch Officers over the signature of Branch Officer (Funds). Simultaneously the matter should be brought to the notice of Deputy Accountant General through Funds-I Section.

86. The following checks should be exercised by the concurrent settlers.

- (a) The schedules and vouchers should be checked with the covering list ;
- (b) The covering lists should bear the certificates of agreement by the Superintendents of the Compilation Sections ;
- (c) The totals in the schedules and the covering list should be checked arithmetically ;
- (d) The schedules should be in the printed form prescribed ;
- (e) It should be seen that—

- (i) the Huzur voucher numbers are marked clearly on the schedules and in respect of Headquarters payments the token No., and date of the bill are indicated ;

86-87] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

- (ii) The subsidiary statement in the form prescribed explaining the differences, if any, from the previous month's schedules are attached to each schedule ; and
- (iii) Full and complete details are given in the T. E. Abstract for the figures shown against the transfer entries in the covering list.

87. The schedules/vouchers that are wanting should then be called for by using the prescribed form in duplicate. A copy of the letter should also be sent to the Funds Section concerned along with the vouchers/schedules.

On scrutiny, the schedules and vouchers are to be entered in the—

“Control Register of Schedules and Vouchers”.

The Register shall contain the following particulars.

SUB-ACCOUNT.....MONTH/YEAR.

Sl. No.	Name of the District	Total amount of Schedule/ voucher received, i.e. Credit/ Debit	Date of receipt of Schedule/ Voucher, etc.	Total D.B. Figure. Credit/ Debit	Date of receipt of detailed abstract from Compilation Sn.	Section to which sent T. R. No. & Date
(1)	(2)	(3)	(4)	(5)	(6)	(7)

I. Andhra Districts

1.

2.

3.

etc. etc.,

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [87-88

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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II. *Telangana Districts :*

1.

2.

3.

etc., etc.,

Headquarters

Bank Challans.

Settlement Accounts.

Exchange Accounts.

T. E. Details.

88. As the printed abstracts are received later, the columns in the Control Register mentioned in the preceding para should be posted with reference to the schedules/vouchers figures. The Schedules/vouchers should then be sent to Funds Sections concerned for posting.

On receipt of the printed abstracts from the Compilation Section the Concurrent Settlement Units should compare the figures that have been posted in the Control Registers with those of the vouchers/schedules already posted and post the date of receipt of D. B. Statement, etc., in the Control Register and pass them on to Funds-I Section for posting in the General Consolidated Abstracts. If there is difference between the Main accounts and Sub-account figures, Concurrent Settlers should call for details of the difference and the wanting schedules/vouchers before they are made over to Funds-I.

This Control Register of Schedules and Vouchers should be closed monthly and submitted to Branch Officer/Deputy Accountant General on the 30th .

89. *Ledger Cards.*—(i) The Provident Fund accounts of the subscribers are maintained in the loose ledger cards in Form No. M. S. O. (T.) 69 for General Provident Fund, Contributory Provident Fund, and Contributory Pension Provident Fund. In case of Contributory Provident Funds each ledger card is continued for two years, one year on either side and each side in turn consisting of 2 halves, one half for accounting subscription to and withdrawals from Contributory Provident Fund or Contributory Pension Provident Fund and the other half for accounting contribution to be credited by Government, every year to the account. In case of General Provident Funds, each ledger card is maintained for four years. All the blank ledger cards should be kept in safe custody. The stock of loose blank ledger cards should be carefully controlled, a simple numerical account being kept of the issue and balance. As an additional safeguard against the fraudulent substitution of spurious cards showing increased credit balances, every ledger card should, before it is brought into use be embossed with a special distinctive seal, which should be kept in the custody of Accounts Officer (Funds-I). This procedure ensures the genuineness of the ledger cards brought into use. At the time of making the final payment of the Provident Fund balances it should also be verified, in addition to the usual checks prescribed, that the ledger cards bear this distinctive seal of the office.

(ii) When a Government servant is an optional subscriber the word "optional" should be noted prominently on his ledger account. In the case of cash recoveries either of subscription, refund of advance, or of the proceeds of a policy, the date of receipt should be noted invariably on the ledger card. In the case of withdrawals for insurance payments and substitution of insurance premia for subscriptions to the fund, details of the policy such as item number in the Stock Register of Policies, name of the Company, number of the policy, the amount of premia with the due dates, etc., should be recorded on the ledger cards. The column 'pay on 31st March of the preceding year' should be filled in and the rate of subscription adopted noted in the column "subscription" in whole rupees.

(iii) Under the provisions of the General Provident Fund Rules, subscribers who had balances in the Fund on 31-3-1918 are entitled to a minimum rate of interest at 4% per annum on their balances and subscriptions, irrespective of the rate of

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [89-91

interest that may be fixed by the Government from time to time. The ledger account of such subscribers were specially distinguished from the accounts of those who joined the fund on or after 1-4-1938. As the present rates of interest are more than 4% per annum no such distinction as indicated above is made between the cards of those subscribers who joined prior to 1-4-1938 and those who joined on or after 1-4-1938.

90. *Arrangement of the Ledger Cards and Schedule for posting.*—All the current ledger cards for each unit (District/Department) should be arranged serially (ascending order, *i. e.*, from 1 to 100 and so on) and kept in convenient bundles. The account number in the broadsheet should also be entered in the ascending order (*i. e.*, 1, 2, 4, 6 so on) followed in the end of C.P.P.F. accounts separately (if any).

The ledger cards of each department should be kept in the following manner in pads for convenience:

- (i) Exchange and Settlement Account pad.
- (ii) F. P-in pad.
- (iii) Discontinued subscribers pad.
- (iv) All other cards in one pad.

91. *Postings.*—On receipt of the schedules and vouchers the concerned auditor should check the covering abstract figures' totals with those of the schedules/vouchers. The schedules/vouchers taken up for posting in the ledger cards should be compared with the schedules/vouchers of the immediate preceding month in which posting and audit are completed and a note made in the current schedule of all unposted items, Foreign Posting-outwards, District/Department, etc., with a view to quickening the process of the posting.

92-94] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

92. The programme for posting the year's account is as given below:

Month	Schedule to be received by the Funds Accounting Section by	Posting to commence on.	Posting to be completed on
April	.. 25th May	21st July	17th August
May	.. 25th June	18th August	9th September
June	.. 25th July	10th September	2nd October
July	.. 25th August	3rd October	27th October
August	.. 25th September	28th October	21st November
September	.. 25th October	22nd November	16th December
October	.. 25th November	17th December	10th January
November	.. 25th December	11th January	4th February
December	.. 25th January	5th February	28th February
January	.. 25th February	1st March	25th March
February	.. 20th March	26th March	19th April
March	.. 20th April	20th April	14th May

(C.A.G's Lr. No. 569Admn./123-50, dated 24th February, 1961 to All Accountants General.)

93. The credits/debits should be posted in the ledger cards with reference to schedules/vouchers/challans/Foreign Postings Registers/Adjustment Registers, etc. Whenever a particular amount is posted, an indication "posted" should be made in the schedules/vouchers, etc., and the schedule total verified as and when posting of the particular page of schedule/voucher is completed.

94. At the time of monthly postings of ledger cards when a credit relating to a previous month is posted in the ledger card, particulars of the actual month to which the

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [94-96

credit relates should be noted in the remarks column of the ledger card against the month in which it is actually posted. Similarly in respect of debits, voucher number and date should invariably be noted in the remarks column of the ledger card against the month in which the debit is posted. At the same time any entry of the debit/credit adjusted should be made against the month to which it pertains. Similar action should be taken to supply the omissions found, if any, during review.

95. The credits and debits should be posted in the ledger cards, arranged (District-wise in the case of subscribers belonging to large departments like Police Department) in the order of account numbers in the relevant columns over the initials of the concerned auditor. The details regarding the date of receipt of cash credit, if any, number of instalments of arrear subscription and or refunds of withdrawal, number and date of vouchers in respect of withdrawals, nature of payment (e.g., temporary advances or insurance withdrawal), number of instalments and the amount of the instalment in respect of temporary advances and the month of credit/debit from the Explanation Sheet should be noted in the remarks column of the ledger card. The noting of the last item facilitates correct calculation of interest. The pay as on 31st March should also be noted in the relevant column with reference to April schedule.

96. *Foreign Postings Register (Inwards and Outwards).*—One Inward Foreign Posting Register and One Outward Foreign Posting Register are kept for each unit through which the correctness of the postings in respect of subscribers transferred from one department to another and *vice versa* is ensured.

Credits and debits (noted during the check) relating to subscribers of other departments should be entered in Foreign Postings Outward Register with the particulars of name, Account number, etc., after noting against such items in the schedules and vouchers, "F. P. out to Sub-Account Number.....". The register should then be circulated to all the auditors concerned, in the P. F. Sections before the due date fixed for the purpose, to enable them to incorporate the details in the concerned Foreign Postings Inward Register and then to set their initials against the items concerned in the Foreign Posting Outward Register in token of acceptance.

96-99] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

Where debits are transferred in the above manner, the supporting voucher should also be sent to the concerned auditor. To eliminate the differences, apart from the acknowledgement of the Auditor taking the amount as "Foreign Posting Inward" in the Foreign Posting Outward Register, the auditor giving "Foreign Posting outward" should set his initials in the "Foreign Posting Inward" register of the concerned section in token of the correctness of the entry. The Examiner should ensure that there are no differences in this regard.

The Superintendent while giving the material to the Consolidated Broadsheet should certify, with reference to the acknowledgements in the "Foreign Postings outward" and "Foreign Posting inward" registers, the correctness of these figures.

(Fds-I O.O/Genl./68/20, dated 4th July, 1968.)

Note:—The medium of Foreign Posting Inward and Foreign Posting Outward is to be used when the transfer to be effected is within the same Provident Fund. Where the transfer is to be effected between different Provident Funds, a transfer entry has to be proposed to rectify the misclassification.

97. After posting the credits and the debits from the schedules and vouchers, challans and alteration memoranda, the items, viz., (i) received from other sub-account as Foreign Postings (Inwards), (ii) adjusted from Explanation Sheet and (iii) afforded by transfer entries should be posted in the ledger cards. The interest paid on closed accounts referred to in para 266 *infra*, for which a consolidated transfer entry is proposed for each month, should be posted against the interest column in the cage provided for annual closing of ledger cards.

98. Items, if any, received through alteration memoranda from the Treasury Officer or from Foreign Posting Inward or as adjustment from Explanation Sheets and which cannot be posted should either be paired off with the *contra* debit or credit of unposted items of previous months in the Explanation Sheet or kept unposted if they cannot be so paired off; sufficient steps such as verifying the alphabetical index, previous month's schedules, etc., should be taken before keeping an item unposted.

99. Unposted items of the Explanation Sheet which are subsequently adjusted through transfer entries, alteration memoranda or any other means should be entered in the Adjustment Register and such items should be cleared from the Explanation Sheet by rounding them off in red ink; pairing off entry,

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [100-101

if any, which is kept unposted due to some reason, should also be adjusted along with the original items and both items entered in Adjustment Register in the month in which they are paired off. Items adjusted should be got attested by the Superintendent, both in the Explanation Sheet and the Adjustment Register.

100. *Explanation Sheet (Register of Difference).*—The items of the schedules and vouchers which cannot be posted in ledger cards for want of details or due to misclassification, should clearly be entered in the Explanation Sheet of differences (M.S. O. (T) 77) after noting against the items of schedules “unposted” under the initials of the Auditor.

101. *Clearance of items in Explanation Sheet (unposted items).*—The outstandings in Explanation Sheet fall under the following categories and the procedure for clearing these items is indicated against each:—

(i) *Wrong classification.*—Clear cases of misclassifications should be rectified by proposing transfer entries. In respect of others, the Departmental Treasury Officers should be addressed for particulars and the misclassifications rectified on receipt of their reply.

(ii) *Want of correct account numbers.*—The account numbers should be traced with reference to the schedule of the earlier period. Where incorrect account numbers are furnished in the schedules, the correct numbers should be traced with reference to the Index Registers. If the numbers cannot be traced from the records of this office, the Departmental Officers should be addressed.

(iii) *Errors in totalling and double credits.*—Departmental Officers should be addressed demi-officially to reconcile the differences.

(iv) *Difference between the main account and sub-account figures.*—The Main Accounts Sections should be contacted for necessary action.

(v) *Want of details of cash remittances.*—If in respect of the credits towards Provident Fund effected through remittances through challans, sufficient details are not given, the concerned compilation sections should, in the first instance, be contacted for verification of the credit into the treasury account proper and for collection of the

101-102] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

required details. If this is of no avail, the concerned Treasury Officer/Pay and Accounts Officer, Hyderabad (in respect of Headquarters Transactions) and the Departmental Officers should be addressed calling for the details.

If the credit to Provident Fund Accounts indicates that the remittance to Government Accounts is made by this office, it is obviously a case of receipt of bank draft by this office for arranging a transfer credit to Provident Fund Account. If full details in this respect are not forthcoming, they may be collected by contacting the unit in Funds group which deals with receipt of valuables.

(vi) *Want of Schedules and debit vouchers in respect of lumpsum amounts with-out voucher-wise details.*—The Treasury Officers/Pay and Accounts Officer, Hyderabad and departmental officers should be addressed. If the response is not encouraging, the matter should be taken up at demi-official level. The assistance of inspection parties visiting the treasuries from time to time should also be availed of.

(vii) *Want of details of Transfer Entries.*—Details should be collected from the Transfer Entry Ledger Abstracts and the files of the sections concerned.

102. The Accountant General should keep himself personally informed of the number of unposted items each month and the main reasons therefor and ensure that prompt action is taken thereon before the next month's work is taken up. To ensure against delays in initiating action for clearance of differences initial as well as follow-up action taken thereon should be noted against the individual items on a blank sheet attached as an interleaved page to the Explanation Sheet. This would serve to safeguard against possible omission to take action besides enabling the supervisory staff to exercise a better control over pursuance of these items.

(C.A.G's Lr. No. 2635-T.A. II/211/67, dated 21st October, 1967
Fds-I File 9-24/66-71.)

In order that the report of unposted items is submitted to the Accountant General a consolidated year-wise Register of Unposted (current and old items) Items, should be maintained

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [102-104

in Provident Fund Section and a review note showing the position of items cleared should be submitted to Deputy Accountant General on 15th of each month.

(C.A.G's Lt. No. 1976-Admn. II/342-63, dated 30th October, 1963.)

103. *Adjustment Register.*—The details of items adjusted every month from out of those outstanding in the Explanation Sheet of differences are brought out in the Adjustment Register; the items of credits and debits given by Funds Peri-Petatic Party for adjustment should be posted in the ledger cards.

As the items are rounded off in the explanation sheet as and when they are noted in the Adjustment Registers, it is of utmost importance to ensure that the Adjustment Registers are properly closed and all the items noted therein are properly accounted for. Otherwise, the items that are not posted in the ledger cards would be lost sight of for ever, unless they are carried forward or kept as unposted again in the explanation sheet, giving cross references.

The Superintendents should ensure that the Adjustment Registers are properly closed. The closing should clearly indicate (i) the number of items and the amount posted in the broadsheet and ledger cards, (ii) the number of items rejected and the reasons therefor (clearly indicating that all such items are kept unposted again in the Explanation Sheet in the month to which the items originally relate) (iii) the number of items given for foreign posting and (iv) the number of items actually carried forward to subsequent month indicating against each item the month in which it is carried forward for adjustment.

(Fds-I/Genl.II/9-3/70-71/O.O. 10, dated 20th March, 1971.)

104. (i) *Broadsheets.*—The subscriptions towards and duly authorised withdrawals from the various Provident Funds, viz., G. P. Fund (R. B.), I. C. S. (N. E. M.) and (R. B.), C. P. Fund (R. B.) in respect of members of services of (i) the Union Government under the audit control of this office and (ii) Andhra Pradesh Government, are accounted for in the general ledger under the detailed ledger head concerned in the Debt Section of the accounts of the Central/A. P. books, respectively. The D. S. P. Fund transactions are accounted for in a separate ledger head in the Central section of the accounts. These

ledger heads are closed to balance in Government book-keeping. The transactions (Receipts and Payments) thus accounted for in lumpsum in the general ledger or detail book of this office should normally agree (subject to differences due to misclassifications or want of details) with the sum total of the monthly postings made in individual ledger accounts with reference to the fund schedules and debit vouchers. In other words, the monthly credits and debits accounted for in lumpsum in the detail book should be compared with the sum total of the postings in the subscribers' ledger accounts and the difference between the two sets of figures should be analysed and resolved into individual items and steps should be taken subsequently either to post the items in the individual Provident Fund accounts or to correct the ledger by transfer entry if that happens to be incorrect. This proof of posting and reconciliation should be secured by maintaining a broadsheet for each Provident Fund ledger head, Central as well as State.

(ii) A broadsheet containing both credit and debit is maintained for each department. In the case of Contributory Provident Fund accounts, two broad sheets are maintained, one for subscription and the other for Government contribution. Each broadsheet must invariably be posted direct from the ledger cards. On no account should they be posted from the schedules and vouchers.

(iii) The postings in the ledger cards (which are kept serially should be brought on to the concerned broadsheet in M. S. O. (T) 76 (subscription or Government contribution) (which also is maintained unit-wise with the account numbers noted serially as per the arrangement of the ledger cards) and entered in the relevant monthly column against the respective account numbers on the credit side and/or the debit side. The monthly total of posted items for each district should then be struck in subscription/Government contribution broadsheets by one of the units where the work is spread over more than one unit. The district totals including those under Government contribution should be abstracted at the end of the broadsheets and the total of the Government contribution broadsheet brought on to the abstract of the subscription broadsheet and entered below district totals in a separate line. The grand total for the month for the entire sub-account under credits and debits should then be worked out. The facit totalisers may be made use of in totalling the broadsheet figures, etc. The

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [104

account figures as furnished in the certified abstract and the grand total of the broadsheet should be entered one below the other and the difference between these two figures arrived at and entered in the last line.

(iv) The explanation of this difference should then be exhibited in the explanation sheet of differences in M. S. O (T) 77 after working out the totals of unposted items, Foreign Postings Outward items, Foreign Postings Inward items and adjusted items in the relevant registers and reconciliation effected as follows:—

Account Figure *minus* Broadsheet figure = difference (A).

F. P. Inward items *plus* adjustment figures = Total (B).

F. P. Outward *plus* U. P. figures = Total (C).

Reconciliation:—

(C) — (B) = (A) difference.

(v) The outstanding balance of unposted items to end of a month (credits and debits) should also be worked out in the Explanation Sheet by adding unposted items for the month to the opening balance and deducting therefrom the amount adjusted during the month and this figure should agree with that shown in the abstract of difference, for credits and debits.

(vi) The year-wise details for the previous years and month-wise details for the current year in respect of adjustment should then be worked out in the adjustment register. These are brought out in black ink and net balance of unposted items worked out year-wise and month-wise and entered in red ink along with the unposted amount for the current month also. The total net outstandings (*i. e.* total of red ink figures) and the total adjustments (*i. e.* total of black ink figure) should then be struck. These totals should agree with the respective figures in the explanation sheet and the adjustment register. References issued and transfer entries proposed in connection with the unposted items should be noted in the relevant columns of the explanation sheet.

(vii) After compilation of the monthly accounts in the above manner, all the connected registers together with the certified abstract should be submitted to the Branch Officer for approval and attestation in the Explanation Sheet, Adjustment Register, Abstracts of Differences and Broadsheets.

105-107] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

105. The interest paid on closed accounts either on account of final payment or transfer of accounts to other Accounts Officers during the current year referred to in para 266 *infra* should not be posted in the interest column in the unit broadsheet monthly but should be copied annually from the ledger along with other annual interest charges. For the purpose of closing P. F. account every month, the total of interest adjusted every month as available from the "Interest Adjustment Register" may be posted in the unit broadsheet in lump against the item "Interest adjusted on closed accounts" in the closing page of the broadsheet and added with the total credit for that month to arrive at the grand total of the Provident Fund credit for that month in respect of that particular unit Broad-sheet.

(C.A.G's Lr. No. 1449-T.A.II/374/70, dated 11th August, 1970; Funds-I/Genl. II/180, dated 26th October, 1970.)

106. *Custody of Cards.*—The ledger cards are important original records and are kept in locked cabinets, the duplicate keys of which are in the possession of the Superintendent of the Section.

In the hand-posting method the auditors concerned are responsible for the safe custody of ledger cards.

When a ledger card has to be taken out from the pad a requisition should be made on a thick cardboard showing the name, account number, department, the district and the purpose for which it is taken, over the initials of the Examiner or the Auditor. This requisition should be kept at the place in which the card is taken out and should be removed when the card is replaced.

107. *Loss or Mutilation of Ledger Cards.*—Every precaution should be taken to guard against the loss or mutilation of ledger cards. When it is noticed that the ledger cards are illegible or torn or in a stage of bad mutilation the following procedure should be followed:—

- (i) The entries should be transcribed to the new card by the concerned (Departmental) Auditor.
- (ii) The entries in the new ledger cards should be checked with reference to broadsheets, etc., and duly attested

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [107-108

by the Section Superintendent concerned. A note in the remarks column under the signature of the Branch Officer should be made that the ledger card was mutilated, torn or illegible (as the case may be) and that it is transcribed. The old (mutilated, torn or illegible) card duly cancelled should be tagged to the transcribed ledger card.

- (iii) The Superintendents concerned should ensure that the loss or mutilation of cards, is not due to carelessness and such cases should be reported to the Branch Officer for suitable action in the matter.

(C.A.G's Cir. Lr. No. 2151/Tech. Admn.II/159-67, dated 11th September, 1968 and Fds.-I/Genl./O.O./1-112/68-69/49, dated 26-10-1968.)

108. *General Consolidated Broadsheet.*—(i) On receipt of Fund-wise and Sub-Account-wise and also region-wise (Andhra and Telangana) statements of Provident Funds (credits and debits) for each month from D. Main/T. Main Accounts section through Funds-XI Section, the figures should be posted into the general consolidated broadsheet. The figures should also be posted separately as Andhra and Telangana figures. The consolidated broadsheet serves to check the agreements effected in the individual broadsheets relating to all sub-accounts and different Provident Fund accounts.

(ii) After all the individual broadsheets are closed, the figures (credits and debits) are copied in a separate consolidated broadsheet and reconciliation for the entire Provident Fund for the month is effected as shown below. Each horizontal column of the departmental consolidated broadsheet is allotted to one sub-account and the figures are entered as detailed below for credits and debits. For the total amount adjusted year-wise (for the past years) and month-wise (for the current year) details are indicated in separate sheets allotted in the general consolidated broadsheet.

Sub. A/C. No.	Broadsheet figures posted.	Unposted items.	F. P. Outward.	F. P. Inward.
(1)	(2)	(3)	(4)	(5)

108] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

Adjust- ments.	Main A/C. figures (D. B. figures)	Telangana	Andhra	Remarks
(6)	(7)	(8)	(9)	(10)

(iii) Funds-I Section issues a circular every year fixing up the due dates for posting, reconciliation, completion of audit, etc., for the ensuing year keeping in view the due dates prescribed by Comptroller and Auditor General (*vide* para 92 *supra*). The general consolidation broadsheet Auditor, allowing a "week" time after completion of reconciliation of individual broadsheets calls for the material in a prescribed proforma (Form H. 12) for consolidation of figures. On receipt of particulars (in form H. 12) from the sections signed by the Superintendents, the figures should be copied in the general consolidation Broadsheet, ensuring the agreement of figures of Foreign Posting Inward/Outward figures of the sections and the D. B. figures as already furnished by Main Accounts Sections. If there are any discrepancies noticed, the discrepancy memo (in Form H. 14) should be issued to the Superintendent of the concerned section to rectify the defect and if necessary to furnish revised statement.

(iv) Reconciliation of this broadsheet is effected as follows :—

(Broadsheet figure + U. P. items + F. P. Out) *minus* (F. P. In + Adjustments) = (Main Account figures) = (Telangana + Andhra) *i.e.*, Detailed Book figure.

The horizontal and the veritcal totals of the respective columns should be checked to ensure that there is no discrepancy anywhere. The "Foreign Postings Outward" total in Column (4) should agree invariably with the "Foreign Posting Inward" total in column (5) in respect of the entire fund for the month.

The adjustment also should be totalled and distributed year-wise for the previous years and month-wise for the current year for incorporation in the abstract of differences which is maintained as in the case of individual broadsheet. The progressive total of posted items (credit and debits) and the progressive balance of unposted items (credits and debits) should be

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [108

struck independently in respect of each fund account and then totalled and checked in order to find out the posted amount, unposted amount and adjustments to end of the month (credits/debits) in respect of entire Provident Fund.

(v) *Abstract of Consolidation*.—All the figures in the general consolidated boardsheet should be brought out in an "Abstract" indicating the fund-wise details for each month in the following proforma :

Month ofyear ..

Name of the Fund	<i>Details :</i>					
	(a) Ledger Figures	Opening Balance	Re-ceipts	Pay-ments	Differ-ence	Closing Balance
	(b) Posted Figures					
	(c) Difference					
(1)	(2)	(3)	(4)	(5)	(6)	(7)
I.C.S., RB.						
S.B.						
NEM						
A.I.S.						
C.P.P.F.						
C.P.F., etc.,						
G.P.F.						
C.S.S.						
Divisional Accountants'						
P. F.						

(vi) Reconciliation is effected in the following stages :

(a) *Vertical Reconciliation:*

1st Stage (1) Receipts (Col. 4) *minus* payments (Col. 5)=Difference (Col. 6.)

2nd stage (2) Opening Balance (Col. 3) *plus* difference (Col. 6)=Closing Balance (Col. 7.)

(b) *Horizontal Reconciliation :*

Ledger Figures *minus* posted (Broadsheet) figures should be the difference.

108-109] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

The closing balance and difference in each month should be accompanied by the ladder showing the progressive totals and adjustments.

(vii) The general consolidated broadsheet should be closed after four weeks of the completion of reconciliation of the individual broadsheets and submitted to the Branch Officer for attestation at the appropriate places including the abstract of differences every month. The general consolidated broadsheet for March (Final) and March (Supply.), if any, should however, be closed well in advance of the date on which the review of balances for the year is taken up.

(viii) In respect of large sub-accounts like "Police" the details are separately worked out district-wise.

109. Both the Auditor and Superintendent should take particular care to see that all discrepancies are settled without any avoidable delay and that action taken in each case is recorded in detail in the explanation sheet before it is submitted to the Branch Officer-in-charge for review. When reviewing the broadsheets and the consolidated broadsheets the Auditor and Superintendent should also see :—

- (i) that the broadsheet is prepared from the ledger card. This is tested by checking a few entries in the broadsheet with the corresponding figures in the ledger card;
- (ii) that all causes of omission of subscriptions due to discontinuance, leave, suspension, death, discharge, or retirement are properly explained against the blank numbers in the broadsheet;
- (iii) that variations in subscriptions are due to authorised causes and not due to mispostings ;
- (iv) that in the case of differences between the broadsheets and the figures of the treasury or departmental accounts, the correct classification of the difference is found out and action taken to set right the same ; and
- (v) that in cases of differences due to posting of any amounts in the wrong ledgers the items concerned are taken to the correct ledgers.

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [110

(110.) *Audit*.—Simultaneously with the compilation of accounts, the postings in cards should be checked with the entries in the schedules and vouchers. A general review of the cards should also be made. The following are the more important points to be seen :—

- (a) account number, name, designation and the amount of subscription/refund of withdrawal, should tally with those shown in the schedules;
- (b) the opening balance of the current month brought forward should agree with the closing balance of the previous month;
- (c) the rate of subscription should not fall below the minimum prescribed in the rules with reference to the pay as on 31st March noted in the ledger card and should be in whole rupees;
- (d) subscription and refund of withdrawals should be regular;
- (e) rate of subscription should not be increased/decreased more than once during the course of the year in the case of Central Government servants and rate of subscription should not be decreased during the course of the year;
- (f) in the case of non-recovery of subscription, the reason therefor should be checked and in all such cases the reasons should be noted in the “remarks” column of the card;
- (g) in respect of remittances of subscription by cash, the date of remittance should be noted in the ledger card; in the case of remittance by cheque sent to this office, the date of receipt of the cheque should be noted;
- (h) in the case of belated recovery of subscription or recovery in arrears, the month to which the subscription relates should be noted in the “remarks” columns of the ledger cards. Similarly, wherever lumpsum credits are posted, full details thereof should be noted;

110-114] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

- (i) the first instalment of recovery of advance should commence with the issue of pay for the month following the one in which the advance was drawn and the recovery should be regular; and
- (j) after complete repayment of the advance, interest as per rules should be recovered and credited to the account of the concerned official.

111. The review of the ledger cards, paid vouchers and the check of the annual accounts should be conducted regularly and systematically to the extent necessary in accordance with the instructions contained in the relevant sections of this Manual. After the review is completed, the results should be recorded in a Review Register in Form No. S.Y. 3. After obtaining the auditors' reply for the review remarks, the register should be submitted to the Branch Officer monthly.

112. The Gazetted Officer should scrutinise the points included in the register and the replies and conduct a test-check, so as to satisfy himself that audit and review work are done satisfactorily. Any points raised by the Branch Officer in the review register should be attended to promptly and the register resubmitted within three days of the date of its receipt.

113. The Gazetted Officer should also on each occasion a ledger card is placed before him [say, at the time of (1) attesting notes in respect of nomination, (2) authorising final payments, or (3) authorising payments of life insurance premia] examine the accounts to see that they are complete in all respects.

114. *Register of Missing Credits and Debits.*—(a) A Register of Missing Credits/Debits should be maintained in the prescribed form (Appendix XII) department-wise or district-wise as may be found convenient. This register is intended for recording missing credits, viz., original subscriptions and recoveries of temporary withdrawals. The register should be written up by the auditors reviewing the ledger cards. After writing up the register quarterly, the number of missing credits/debits i.e. the number of accounts affected and the number of items should be worked out and note at the end of the register. (While computing the number of accounts only those accounts that are affected for the first time since the beginning of the year should be counted).

(C.A.G's Lr. No. 615-Admin. III/40-62, dated 11th April, 1962.)

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [114-115

Note 1.—A few pages should be set apart for each alphabet and the names of the subscribers beginning with that letter should be noted therein.

Note 2.—On a question whether the Provident Fund account of a subscriber who accepts the balance shown in the annual account statement should not be treated as complete to the end of the year up to which the balance is accepted and the concerned entries removed from the Register of Missing Credits, it was decided that even though in such a case it would be reasonable to assume that the subscriber had not subscribed to the Fund for the months for which the credits are wanting and thus it would not be necessary to trace the missing credits as in other cases, the account cannot be treated as complete and the items removed from the Register of Missing Credits.

(C.A.G.'s Letter No. 1457-T.A.II/276-64, dated 4th September, 1964.)

(b) The register should be posted and closed quarterly after allowing for a time-lag of 3 months as detailed below:—

Quarter .. Due date for closing of the Register.

April-June .. 30th November.

July-September .. 28th February.

October-Dec. .. 31st May.

January-March .. 15th September.

(including March

Final and Supplementary).

The closings should take into account the items relating to the periods ending June, September, December and March, adjusted in the subsequent months for which accounts are posted and closed, by the time the register is closed.

(C.A.G.'s Lr. No. 2406-T.A.II/232-67/ 1-67/67-68, File Fds-I/O.O. 64, dated 21st September, 1967.)

115. *Completion of P.F. Accounts of Subscribers whose credits/debits are received through Inward Accounts* :—In cases where the credits/debits of P.F. Accounts maintained by this office, are received through Inward Exchange/Settlement Accounts, the Accounts Officer in whose account circle the payments of pay and allowances of the concerned subscribers occur, is required to maintain Dummy Provident Fund Accounts in his office (Account Current Branch) (*vide* also para 40 of Account Current Manual). A copy of this Dummy Provident Fund Account is to be received in this office, in respect of each such subscriber, immediately after the closure of March (Final) Accounts, with a

115-116] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

statement showing the missing credits/debits during the year and action taken to trace and adjust them. These are received in Funds-I Section and distributed to the concerned sections. To ensure their prompt receipt in respect of all such cases, a register is maintained by Funds Sections in the same form as the one prescribed for missing credits and debits of P.F. Accounts. On receipt of the copies of the Dummy Provident Fund Accounts, the concerned P.F. Section should take necessary action, to complete the wanting items in the P.F. Accounts in consultation with the Account Current Section and originating accounts circle.

(C.A.G.'s Lr. No. 1793 T.A. II/425-70, dated 30th October, 1971).

116. *Report on the completion of incomplete P. F. accounts (Central/State) to Comptroller and Auditor General.*—A report of the progress made in the completion of incomplete Provident Fund accounts should be sent to the Comptroller and Auditor General in the prescribed form separately for each kind of Fund under the Union and State.

The report to Comptroller and Auditor General should be submitted thrice in a year, one annual report and two interim reports. These reports should cover the periods noted below and should be sent to Comptroller and Auditor General's office so as to reach by the dates indicated thereagainst.

Sl. No.	Period.	Due date for submission to C. A. G.	Due in Funds-I.
1.	The report covering the accounts up to March including March Final and Supplementary (Annual Reports) 30th September	10th September
2.	The report covering the accounts up to June of the current year 31st December	10th December
3.	The report covering the accounts up to September of the current year 31st March	10th March

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [116-118

(C.A.G.'s Lr. No. 1023-Admn. III/140-60, dated 13th May, 1960, Letter No. 1650-Admn.II/316-62, dated 3rd October, 1962, Lr. No. 1849-Admn-II/316-62, dated 31st October, 1962, No. 1457-T. Admn.II/276-64 dated 4th September, 1964, No. 2406-I Admn. II/232-67, dated 21st September, 1967 and Funds-I/ Genl. O.O. No. 66, dated 26th October, 1967-File No. 1-67/67-68.)

Note.—No unposted item should be treated as cleared until the relevant credit/debit gets posted in the subscriber's account. In preparing the report, only those unposted items should be excluded which actually were posted in the ledger cards concerned. Likewise only such missing credits/debits should be struck off the report, as were actually adjusted in the subscribers account.

(C.A.G.'s Lr. No. 450-T.A.II/75-65, dated 22nd March, 1965.)

117. The figures of incomplete accounts and missing credits relating to accounts which are accepted may be shown separately from those relating to accounts which are not so accepted in the reports. In order to facilitate collection of figures, an additional vertical column with the heading "Whether acceptance received" may be opened in the Register of Missing Credits. As soon as the acceptance/intimation of acceptance of balance is received the word "Yes" may be noted in the column against the items concerned.

(C.A.G.'s Lr. No. 1457-Tech. Admn. II/276-64, dated 4th September, 1964.)

118. (a) A question arose whether in cases of missing P. F. credits where particulars of pay bills in which deductions are furnished over the signature of drawing and disbursing officers or Treasury Officers should be treated as sufficient collateral evidence for the purpose of adjustment of missing credit in the subscriber's account or the submission of the certificates of deduction should be insisted upon. To avoid unnecessary correspondence and delay, it is decided that in future, particulars of missing credits may be called for from the drawing and disbursing officers in the form of the letter as given in Annexure-III.

(b) In cases where the originating Accountant General indicates that particular credits/debits were passed on through Exchange/Settlement Accounts giving full details of that account based on evidence in the records of his office, such information may be treated as sufficient collateral evidence for the purpose of *ad hoc* adjustment of credits/debits in the subscriber's accounts. But such information should be called for from the other Accountants General in the form of letter given in Annexure-IV

(C.A.G.'s Lr. No. 1661-T.A.-II/91-67, dated 6th July, 1967-File 9-2/7/67-70)

119-120] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

119. Cases of delays on the part of Treasury Officers in certifying the credits should be brought to the notice of Director of Treasuries and Accounts for initiating special measures for supplying the required information. Correspondence with the Drawing Officers/Treasury Officers should be taken up demi-officially and cases of residual balances wherein the outstandings on account of missing credits/debits are heavy should be pursued vigorously.

(Fds.I, Genl/1-67/66-67/97, dated 29th October, 1966.)

120. *Adjustments of Credits/Debits on collateral evidence.*—
(a) In respect of a missing credit/debit, the individual subscriber's account should be completed as soon as documentary collateral evidence as derived from pay bills, acquittance rolls, audit registers, certificates of deductions from disbursing officers, etc., is available. The amount of credit/debit supplied should be adjusted in the account by debit/credit to "Provident Fund Suspense" under "T. Deposits and Advances—Part IV Suspense".

(b) This suspense head should be cleared on tracing the credit/debit in the accounts. Every *ad hoc* credit/debit to the individual subscriber's account should be approved by the Deputy Accountant General after satisfying himself as to the justification for the delay in making a regular adjustment, for which purpose the proposal should be submitted in Form H. 8 as given in Appendix XII-D.

(c) A report indicating the following particulars in respect of the credits/debits adjusted on the basis of collateral evidence should, however, be submitted to Accountant General every month:—

- (1) Sl. No.
- (2) Name of the subscriber.
- (3) Account number of the subscriber.
- (4) Amount adjusted on the basis of collateral evidence (credit/debit).
- (5) Month to which the credit/debit pertains.
- (6) The reasons for delay in making regular adjustment.
- (7) Nature and particulars of collateral evidence on which the adjustment is made.

(d) The suspense items should be scrutinised every month by the Internal Test Audit Section to see that adequate steps are being taken to clear them and should also be reviewed by the Deputy Accountant General every month and by the Accountant General every quarter. No item should be allowed to remain in Suspense for a period longer than four months. If by any chance any item remains in Suspense for over six months a return of such items with relevant particulars should be arranged to be sent to the Comptroller and Auditor General for investigation and enquiry by that office.

(e) The balance under the Suspense head "Provident Fund Suspense" should be intimated to the Comptroller and Auditor General's Office in the proforma at Annexure-V (six-monthly), stating the steps taken to clear the Suspense head, indicating amounts outstanding for over six months separately. The return for the six months ending 30th September/31st March should be sent, so as to reach C.A.G.'s office by the 10th of November, and 10th of May. This return should include information in respect of State accounts also.

In Col. 5 of the Annexure-V, only month-wise and year-wise details of the items outstanding under the "P. F. Suspense" head for over six months should be indicated. Details of individual amounts adjusted (under Col. 5) need not be given.

However, a certificate in the following form should also be recorded in the return of the balances outstanding under the P. F. Suspense.

"Certified that the items outstanding under the head P. F. Suspense have been reviewed in accordance with the instructions contained in para 3 of C.A.G.'s Office Circular Lr. No. 889-A/236-59, dated 16th June, 1959".

(f) If all attempts to trace the amounts fail, the Accountant General should explain to the Comptroller and Auditor General in detail, the efforts made to trace the amounts stating that in his opinion there is no possibility of tracing them due to the age of the items or for other reasons and that there is no likelihood of the amounts having been misappropriated. Each case would then be considered on its merits to see if the same could be treated as one arising out of accounting error and the amount written off to "Miscellaneous Government Account" under Article 53 of the Account Code, Vol. I. The proposals for writing off of amounts outstanding under the head P. F.

120-121] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

Suspense should be sent (in the proforma as at Annexure-VI) to the Comptroller and Auditor General half-yearly along with the report regarding the balance under the head "Provident Fund Suspense".

Half-yearly statement of accounts written off under "P.F. Suspense" should be accompanied by certificates to the effect:—

- (a) that the amounts written off were got thoroughly examined by Internal Test Audit Section.
- (b) that the Accountant General personally satisfied himself that a dead end was reached and the write-off was unavoidable.
- (c) that there was no likelihood of the amount having been misappropriated.

(C.A.G.'s Lr. No. 3150-T.A. II.275-65, dated 5th October, 1966).

- (d) that the items outstanding under the head "P. F. Suspense" were reviewed in accordance with the instructions contained in para 3 of C.A.G.'s office circular Lr. No. 889-A1/236-59, dated 16th June, 1959.

(C.A.G.'s Office Cir. Lr. No. 889-A1/236-59, dated 16th June, 1959, Endt. 228-Admn-II/236-A1/59, dated 7th December, 1959, Cir.Lr.No. 1239-Admn-III/218-60, dated 15th June, 1960, 298-Adm-III/13-60/II, dated 25th February, 1961, C.A.G.'s Lr. No. 1688. T.Admn/II/14-Admn-III/62 Vol. I. dated 27th October, 1964, C.A.G.'s 3150. TA-II/275-66, dated 5th October, 1966, C.A.G.'s No. 3603, T.A.II/364-66, dated 21st November, 1966 and C.A.G.'s No. 513-TA-II/77-69, dated 6-3-1969.)

121. Credits/debits should be adjusted on collateral evidence provided they do not relate to the period of three years immediately preceding the year in which such adjustment is made, exception being made in cases of final closure of accounts wherein such adjustment may be made, irrespective of the period to which the missing transactions relate. Prompt action should be taken to collect collateral evidence in all cases of missing debits and credits and before making *ad hoc* adjustment the Deputy Accountant General should, *inter alia*, satisfy himself that the lists of unposted items are duly checked to ensure that the relevant debits and credits do not appear therein.

(C.A.G.'s Lr./No. 2536-T-Admn.II/335-67, dated 19th October, 1968, Fds. I/Genl. Cir. 65, dated 31st December, 1968.)

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [122

122. Accountant General and Sr. D. A. G. are authorised to sanction write-off of the amount lying outstanding under the head "P. F. Suspense" without obtaining prior approval of the Comptroller and Auditor General provided the amount in each case does not exceed Rs. 1,000/Rs. 100 respectively.

(Vide limits in Account Code-Vol. I, C.A.G.'s No. 206-O & M 14/70, dated 9-9-1970.)

The following instructions should be borne in mind:—

- (i) All sections which adjust items on collateral evidence basis should intimate the details of adjustments to Funds-I Section as and when such adjustments are made in the proforma prescribed by Comptroller and Auditor General [*vide* para 120 (b).]
- (ii) Funds-I Section should submit by 15th of every month a report to Accountant General in the prescribed proforma of items adjusted on collateral evidence basis in the previous month.

The Provident Fund Suspense Broadsheet should be submitted to the Deputy Accountant General monthly on 15th and to Accountant General on 15th of January, April, July and October.

A consolidated statement of items proposed for "write-off" should also be submitted to Accountant General half-yearly on 15th April and 15th October each year by Funds-I Section.

Funds-I Section should collect particulars of outstandings under "P. F. Suspense," details of action taken in respect of each item and the remarks of the concerned Branch Officer whether the outstanding amount is to be written off and, if so, the reasons for such recommendations. The consolidated list of items proposed for write-off (separate statements for items to be written off under Accountant General's orders and for items to be written off under C.A.G.'s orders) should then be submitted to Accountant General after scrutiny by I. T. A. Section. Government of Andhra Pradesh also issued similar orders to the write-off by the Accountant General of items outstanding under "P. F. Suspense" not exceeding Rs. 1,000 in each case.

(C.A.G.'s Lr.No. 3150-TA-II/275-66, dated 5th October, 1966, Lr.No. 3603, T.A.II/364-66, dated 21st November, 1966-Fds-I Genl/124, dated 5th January, 1967-Govt. of A.P. Lr. No. 76790-A/168;Accounts/67-4, dated 9th February, 1968-TM-II/Code 12-7/67-68, O.O. 535, dated 30th March, 1968.)

123-124] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

123. *Objection Books.*—(a) An objection book should be maintained in Form M. S. O. (T) 127 for watching:

- (1) Recovery of subscriptions short-paid or omitted to be paid;
- (2) Recovery of unauthorised or irregular advances and withdrawals from the fund;
- (3) Non-receipt of (i) sanction to withdrawals, etc., (ii) policies or maturity value of the insurance policy to be credited to Provident Fund Account of the subscriber or (iii) other documents or information connected with the accounts, and for the record of other similar objections in which resort to the objection book is found necessary.

(b) The items placed under objection should be adjusted through the Adjustment Register in Form No. M. S. O. (T) 128. The objection book should be closed and submitted to the Branch Officer on or before 29th of the second month following the month to which the transactions relate.

124. Objections outstanding for more than six months should be entered in "Six-monthly Register". Each auditor is responsible for seeing that all objections relating to his account are entered therein and that the action taken to clear them is also recorded. These books should be submitted to the Gazetted Officer and the Deputy Accountant General on the due dates noted in the Calendar of Returns of the Section. To obviate unnecessary swelling up of items in the "Six monthly register," it is sufficient if the following procedure is adopted, in cases where recoveries are ordered by the competent authority in easy instalments under Rules 20 (4) and 25 of the **General Provident Fund (Andhra) Rules**:—

In the first instance, objections arising in the course of audit should be entered in the objection book. They may be removed soon after the orders of competent authority requiring recovery in instalments are received and the first instalment of recovery actually effected, a suitable note being made simultaneously in the ledger cards, of the number of recoveries to be made and the amount of each instalment under the initials of the Superintendent. The further recoveries are watched through the noting in the card.

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [125-126

125. *Communication of objections.*—Objections are communicated to drawing officers through half-margin memoranda as soon as the posting and audit of the accounts are completed. Objections raised in the course of review of the postings are separately communicated. The replies to the objections should be watched through the Despatch Register.

126. *Annual closing of P. F. Ledger accounts.*—After the posting of March accounts is completed, the compilation of annual accounts and the issue of account slips to subscribers should be taken up with the help of the seasonal staff recruited for the purpose, if so entrusted, or by the existing staff concerned, if approved by the Accountant General to be taken up on task-work basis. Orders of Accountant General to this effect should be obtained by Funds-I Section well in advance to take up the work on task-work system or otherwise.

Simultaneously in April every year Funds-I Section should call for the list of accounts of the subscribers in duplicate in the form given below from the Heads of Departments, Officers, etc., so as to reach this office by the end of June. The letter shall be addressed to State Government/Central Government for issue of suitable instructions to all the Heads of Departments.

Sl. No.	Fund Account No. with Departmental suffix.	Name of the subscriber.	Designation of the subscriber.	Remarks
(1)	(2)	(3)	(4)	(5)

The annual work consists of—

(i) Calculation and adjustment of interest to the accounts of the subscribers and in the case of Contributory Provident Fund accounts calculation and adjustment of Government contribution and interest (on subscription and Government contribution) to the accounts of subscribers and closing of March Final and March Supplementary accounts;

(ii) Striking closing balances in the cards and broad-sheets, agreement of cross and vertical totals of broadsheets and final closing of accounts;

126-128] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

(iii) Writing up and issue of accounts slips; and

(iv) Furnishing figures for the four-monthly reports of balances.

127. The following programme is to be observed for the closing of annual accounts.

	Commence- ment	Completion
March Accounts postings	.. 20th April	14th May
Interest Calculation	.. 7th May	6th June
Balance Compilation (preparation of annual accounts statements).	18th May	20th July
Postings of March Final accounts.	..	30th June
Despatch of accounts (including those involving Exchange or Settlement account transactions).	..	31st August
Report to C. A. G. on the des- patch of all accounts slips	..	30th September

(C.A.G.'s Cir. Lr. No. 155-Admn-II/407-58, dated 20th January, 1959 and C.A.G.'s Lr. No. 54-Tech-Admn-II/314-65, dated 7th January, 1966.)

128. *Calculation and check of interest.*—The calculation and check of interest in respect of each account should commence by about 7th May. Review by Examiner/Superintendent/Branch Officer as prescribed in para 418 of M. S. O. (Tech.), Vol. I should also be done concurrently, the entire work being completed by 6th of June.

Where the work is done on task-work basis, the members of Funds group and volunteers with experience in Funds work drawn from other sections of the office, should work outside office hours. A list showing the names of volunteers should be

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [128-130

prepare dby Funds-I Section and submitted to Deputy Accountant General in-charge of Funds group for making the selection of personnel by the 30th April.

Cards should not, on any account, be taken by the volunteers to other sections; the entire work should be done in the Funds Section only.

129. *Arrangement of work.*—(1) A circular detailing the programme of annual accounts with instructions for interest calculation/checking, etc., shall be issued by Funds-I Section well in advance before the commencement of the process of annual accounts in Funds Section.

(ii) Every day each auditor should calculate 50 accounts and also check 50 accounts. Entire work of interest calculation/checking, review, etc., should be regulated by the Superintendent of each section in turn controlled and regulated by the Superintendent, Funds-I exclusively assisted by the Funds-I General Auditor and the Librarian. Any lapses or delays likely to upset the programme should be brought to the notice of the Deputy Accountant General (Funds) through the Branch Officer of Funds-I Section.

(iii) The Superintendents of Sections in respect of the members attached to their sections and the general clerk in respect of volunteers drawn from other sections should keep a register showing the serial number of the bundle, the department and the number of cards calculated/checking by them. Similar registers should be maintained by the Examiners/Superintendents/Branch Officers in respect of the cards reviewed by them showing the department/bundle number and account numbers of the cards reviewed by them. On completion of the work, the registers should be sent to Superintendent, Funds-I as they form the basis for which the amount of honorarium payable to each member is worked out.

(iv) Methods of calculation of interest, etc., are given in Appendix V.

130. *Payment of Honorarium.*—The entire work should be done outside the regular office hours either in the evening or in the morning hours or both and without detriment to the regular work. The extra work done is remunerated at the rates prescribed by Comptroller and Auditor General.

130-131] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

		RATE PER 100 ACCOUNTS	
		G. P. F.	C. P. F. and other similar funds
		Rs.	Rs.
<i>Rates of Honorarium:</i>			
1. Calculation of interest	..	5.50	7.50(A)
2. Checking of interest	..	4.50	6.00
3. Preparation of account slips and despatch	3.00	(B)

(A) C.A.G.'s Lr. No. 1170/NGE-1/238-68, File 1-68/70-71, dated 18th May, 1970.

(B) C.A.G.'s Lr. No. 2036-NNGE. 1/4970, dated 10th September, 1970.

On completion of the calculation/check of interest, the amount payable should be worked out by Funds-I Section and orders of the Accountant General obtained through Administration Section for the payment of the amount.

These rates are applicable when such calculations, etc., are done on task-work basis by the clerks/supervisory staff in addition to their own duties outside the normal office hours. But they shall not be entitled to any overtime allowance envisaged in the G. O. I. O. M. No. 1-6-61 of Finance Ministry.

(C.A.G.'s Lr. No. 1515-NGE-I/224-61, dated 1st August, 1961).

131. *Adjustment of Annual interest on Fund accounts.*—As soon as the cross and vertical columns in the unit broad-sheets are agreed and the broad sheets are closed for the year, the total amount of interest allowed for the year on the subscribers' accounts of each Provident Fund (e. g., General Provident Fund (Central Services), Contributory Provident Fund (India), General Provident Fund (A. P.), I. C. S. Provident Fund etc., should be obtained from the unit broadsheets and transfer

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [131-132

entries made crediting the amounts to the funds concerned by debit to the head "16-Interest on Debt and Other Obligations—State Provident Funds..... "Fund" (Central or State, as the case may be). The entries should be made in time for inclusion in the March final accounts of the year.

132. *Adjustment of Government Contribution in the case of Contributory Provident Fund.*—In order to adjust the Government contribution under Rule 10 (1) of the Contributory Provident Fund (Andhra Pradesh) Rules the Drawing Officer concerned should send to the Accounts Officer, every year before the 31st March, a statement in the following form showing the Government contribution admissible to each subscriber.

[Statement,

**STATEMENT OF GOVERNMENT CONTRIBUTION FOR 19----- ADMISSIBLE TO CONTRIBUTORY
PROVIDENT FUND (A.P.) SUBSCRIBERS (TO BE SUBMITTED IN DUPLICATE).**

Sl. No.	Contributory Provident Fund Account Number	Name and designation of the subscriber and the office to which attached at present	Rate of pay including officiating pay drawn for each of the 12 months <i>vide</i> F.R. 9(21)	Total emoluments including officiat- ing pay for the year, or part thereof, as the case may be, for which Govt. contribution is due.	Actual amount of Govt. contribution for the year or part thereof at 6½ per cent of the emoluments in column (5) rounded off to the nearest Rupee	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note 1.—This statement has to be signed by Gazetted Officer or Drawing Officer.

Note 2.—Emoluments for the year include pay drawn for March paid in April to February paid in March. In case a subscriber elected to subscribe during leave, his leave salary should be deemed to be emoluments drawn on duty. Periods of leave should be indicated. No contribution is admissible in respect of any period for which a subscriber is permitted under the rules not to subscribe or does not subscribe to the Fund.

Note 3.—If the subscriber has held more than one post during the period, particulars in respect of the post or posts held and the periods during which they were held should be indicated.

Note 4.—A certificate that the rate of pay entered in the statement has been verified with the entries in the service book of the Government servant or from the office copies of the pay bills, as the case may be, should also be furnished.

133. Register for watching the receipt of Gross Pay statements of subscribers to Contributory Provident Fund (Andhra) and Contributory Provident Fund (India) and for effecting adjustment of Government contributions should be maintained by the concerned sections.

**REGISTER FOR WATCHING THE RECEIPT OF GROSS PAY STATEMENTS OF SUBSCRIBERS TO
CONTRIBUTORY PROVIDENT FUND (ANDHRA) AND CONTRIBUTORY PROVIDENT FUND
(INDIA) AND FOR EFFECTING ADJUSTMENT OF GOVERNMENT CONTRIBUTION.**

Sl. No.	Account number	Name of subscriber	Year for which gross pay statement is due			Year for which gross pay statement is due			Remarks
			Date of receipt	Date of adjustment of Govt. contribution	Remarks	Date of receipt	Date of adjustment of Govt. contribution	Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

133-135] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

The register should include the names of all the subscribers to the Contributory Provident Fund whose accounts are not closed. New account numbers as and when allotted should be added to the items in the Register. When the gross pay statements are not received in time before the close of the year's account, a note "not received" should be made in the relevant column but full details of the correspondence should be available in files opened otherwise.

134. The amount of Government contribution due should be calculated with reference to these statements and the rules on the subject.

The Government contribution on the amounts paid towards subscription to the Contributory Provident Fund should be adjusted in the March Final Accounts of each year by credit to the Fund concerned and debit to the relevant heads of account.

The register for watching the receipt of statements should be closed in April each year and an abstract of the receipt and disposal of the gross pay statements should be submitted to the Branch Officer.

135. *Annual Closing of BROADSHEETS.*—(i) On arriving at the interest figure admissible in each account after due checks, adjustments, etc., the figures should be posted in the broadsheets by the sections. Interest figures in respect of Provident Fund Accounts closed during the year should also be incorporated in the interest column of the broadsheet annually from the ledger cards along with the other annual interest charges.

(C.A.G.'s Lr. No. 1449-T.A.II/374-70, dated 11th August, 1970.)

(ii) Thereafter, the totals of the broadsheets should be compared and agreed with figures in the consolidated broadsheet. The total closing balances as per consolidated broadsheet should then be verified and agreed with the balances as per ledger maintained in the Book Department. Immediate action for the settlement of any discrepancies noticed should be taken at this stage.

Necessary modifications, if any, necessitated because of Provident Fund account figures in March Final accounts should be made in the district or departmental and consolidated

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [135-136

broadsheet. Both the districts or departmental and consolidated broadsheets should then be squared up with a view to ensuring that there has been no error in totalling and that the figures are correct in all respects. Final verification of the closing balances as per consolidated broadsheet should then be made with the figures in the ledger maintained in the Book Department.

(iii) The individual closing balances in the broadsheets should also be verified with those in the ledger cards before they are carried over to next year's broadsheet as opening balances. The total of the opening balances in the broadsheet should also be agreed with the total of the closing balances of the previous year of the corresponding broadsheet. Similar agreements of the total figures in each broadsheet should also be made with those in the consolidated broadsheet.

136. *Despatch of Annual Account Statements.*—(a) As soon as the annual compilation is over, the annual statement of accounts of subscribers should be prepared in Form No. M.S.O. (T.) 80 or 81 (according as they are Gazetted or non-Gazetted Government servants). The instructions contained in para 431 of M. S. O. (T.), Vol. I should be scrupulously followed in the preparation and checking of account statements before they are despatched. It should be ensured that the changes, if any, in the March (Final) posting are also incorporated in the accounts slips and that a note of the month or months, if any, for which credits are missing are indicated on the reverse of the statements.

(b) Honorarium may be paid for this work subject to the normal condition for payment thereof. The statements prepared should be checked cent per cent by the Superintendent. In token of this check the Superintendent should initial the account statements in addition to the attestation of the closing balance in the ledger card. The Branch Officer should also check 1% of the statements besides attesting the closing balance in the ledger accounts of those subscribers whose account statement he has checked.

The account statements should be issued over rubber stamp facsimile of the signature of the Branch Officer-in-charge.

The selection of the accounts to be checked by the Branch Officer should be made by the Deputy Accountant General (Funds) who, for this purpose indicates in this

136-137] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

selection register the last digits of the account number in particular series, e. g., 57, 69 or 03 which he would like to be checked by the Branch Officer. The selection register should be kept in the custody of Branch Officer and not released to the sections. The Branch Officer should record the certificate of completion of review of the accounts selected in the above register and submit the completion report to Deputy Accountant General in the first week of September. The check by the Branch Officer is intended to be in the nature of surprise scrutiny to ensure the efficient preparation and check of the statements.

(C.A.G's No. 1511-TA-II/241-68, dated 3rd August, 1968—Fds.I/1-75/68-69.)

(c) The facsimile rubber stamp should be kept under safe custody of the Branch Officer and the rubber stamp signatures on the account statements affixed in his presence.

The annual account statement of the I. C. S., I. A. S. and other very senior officers may also be issued over the facsimile signature. However, the Accountant General has discretion to have such statements issued over the signature in hand, of Branch Officer. In this office, in respect of these officers the account statements are sent over the signature of the Branch Officer.

(C.A.G's Lr. No. 3932-T.A.II/314-66, dated 24/27th December, 1966.)

137. *Register for marking interest calculation-Check for Review.*—Each section should maintain this Register or each year in the proforma given below.

SECTION : _____

Unit	No. of Ledger Cards	Review by examiner		Review by Superintendent		Review by B.O. 5% No. of account
		No. of cards 20%	Cards from/to	No. of Ledger Cards	Cards from/ to	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Unit-I	1200	240	No..to No..	120	No..to No..	60
Unit-II etc.,	1500	300	No..to No..	150	No..to No..	75

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [137-140

While marking the review by Superintendent/Examiner it should be ensured that the accounts (cards) marked for review by Superintendent/Examiner are exclusive of each other. The review by Branch Officer should be in such a way that it is divided roughly on 50:50 basis between the ledger cards reviewed by Examiner and Superintendent and other accounts.

(C.A.G's Lr. No. 286-T.A. II/30-67, dated 7th February, 1967.)

138. The accounts statements form an important and vulnerable point of contact between the subscribers and this Department. Special efforts should, therefore, be made to ensure that the account statements are despatched by the due dates. Deterrent action should be taken against the following causes of delay in issue of account statements.

- (i) Late completion of postings and closing of ledger accounts for the year.
- (ii) Shortage of forms of account statements.
- (iii) Late entertainment of seasonal staff and shortage of experienced hands.
- (iv) Lack of information regarding the latest address of the subscribers, etc.

(C.A.G's Lrs. No. 2227-Admn.II/7-Admn-III/62 (III) and No. 566/Admn-II/26-62, dated 17th March, 1962.)

139. (i) The statements of accounts of Gazetted Officers should be sent direct to them and those of non-Gazetted subscribers to the Heads of Offices under whom they serve with a covering letter in G.P.F 17.

(C.A.G's Lr. No. 1447-TA-68, dated 14th July, 1969.)

(ii) In respect of officials working in our Missions abroad, the provident fund account slips, or other personal claims and all correspondence should be routed through the Ministry of External Affairs and should not be sent direct.

(C.A.G's Lr. No. 703-T.A.II/138-71, dated 21st, May, 1971.)

140. In respect of subscribers, whose annual account statements cannot be despatched for want of latest addresses, the following detailed procedure may be adopted with advantage—

(a) The addresses of the subscribers, who are currently subscribing should be collected from P. F. schedules for March

140-141] COMPILATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

or even of later months. The current address should also be noted in the ledger card and change of address, if any, may be noted next year at the time of sending that year's account.

(b) In respect of such subscribers, who are not currently subscribing and whose whereabouts are not available or not known to the Accounts Officer, the information should be obtained from the head of the office under whom the subscriber was, when the last noted subscription was credited. The accounts statements of such subscribers should be issued to the addresses furnished by the departmental authorities. In case the head of the office pleads his inability to furnish the address, the matter should be reported to the head of the Department.

(c) In cases where the heads of offices plead their inability to furnish the latest addresses of the subscribers as mentioned in item (b) above, and information is also not available in spite of reporting the matter to the head of the Department, the annual account statements may be kept along with their respective ledger cards, so that the statements may be issued as soon as addresses of such subscribers are known. A record of the fact that the head of the office/department has not been able to supply the address should also be made in the respective cards.

(C.A.G's Circular Lrs. No. 466-Admn.III/26-62, dated 17th March, 1962 Fds-I File, 1-75/59-62, 73/Admn-II/351-63, dated 17th January, 1964-Fds-I/Genl. 296, dated 20th February, 1964 and Govt. of A.P. No. 29879-A-/489—Rev. II/64-1, dated 24th April, 1964.)

141. (i) A report about the completion of the despatch of the Annual Account Statements should be submitted to the Comptroller and Auditor General so as to reach him positively by 30th September each year, giving information regarding the following :—

- (1) Total number of accounts involved.
- (2) (a) Number of accounts despatched by the due date.
(b) Percentage which the number at 2 (a) bears to the total number of accounts.
- (3) (a) Number of accounts which could not be despatched by the due date.

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [141-143

(b) Percentage which the number at 3 (a) bears to the total number of accounts.

(4) Reasons for the delay in the despatch of accounts mentioned at (3) above and the date/dates by which they are expected to be despatched.

(C.A.G's No. 54-Tech. Admn-II/334-65, dated 7th January, 1966-File 1-75/68-69.)

(ii) A certificate of agreement between the individual closing balances in the unit broadsheet with those in the ledgers (as required in the last sentence of para 426 of M. S. O. Tech.), Vol. I) indicating the difference between broadsheet and ledger, if any, and the action taken to settle the same should be sent to the Comptroller and Auditor General along with the Report on the despatch of Annual Account Statements.

(C.A.G's No. 1921-Tech. Admn-II/343-65, dated 18th September, 1965.

Note.—The heading of the report shall be “Report on the despatch of Annual Statements of P.F. Accounts for the year.....”

(C.A.G's Lr. No. 2822-T.A.II/558-65, dated 3rd January, 1966.)

142. *Acceptance of balances—acknowledgments, etc.*—(i) Gazetted Officers should themselves acknowledge the balance in their accounts. Heads of offices should give a consolidated acknowledgment for the accounts of non-Gazetted subscribers working under them within one month from the date of receipt of account statements. Acceptance of balances need not be watched in this office beyond the period of three months. Receipt of account statement by subscribers should, however, be watched in respect of Gazetted Officers and the receipt of certificate from the heads of offices in respect of other subscribers.

(C.A.G's Lr. 1199-T.A.II/249-66, dated 7th June, 1969.)

(ii) A separate Despatch Register should be maintained, unit-wise, for the despatch of account statements and for watching the receipt of the individual acknowledgements. The register should be closed every fortnight from the 1st week of August and submitted to the Branch Officer along with the closing of the regular Despatch Register.

143. A note of acceptance of the balance by the Gazetted Officer should be made in his ledger card. The acknowledgements should then be filed department-wise and

143-146] COMPULATION OF PROVIDENT FUND ACCOUNTS [Chap-IV

serially by account numbers for facility of reference in case of need. Where any subscriber does not accept the balance shown in the annual statement and furnishes the reasons for the difference it should be investigated promptly and the difference set right by tracing the missing credits, if any, adjusting them to the subscriber's accounts and recalculating the interest, where necessary.

Note 1.—To arrive at the actual number of acceptances of balances circular instructions should be caused to be issued by Central/State Government to all heads of offices through respective heads of departments for obtaining the acceptance of balances from their staff in the proforma.

Proforma for acceptance of balances :—

Sl. No.	Name of subscriber	Account No. and Departmental suffix	Whether accepted or not	Signature.
(1)	(2)	(3)	(4)	(5)

144. On receipt of the representations of the subscribers along with the certificates of deduction, the Accounts Officer should initiate action immediately to locate the missing credits/debits and to adjust them in the subscriber's accounts. In case where any delay is apprehended in tracing the credits/debits in the accounts he should proceed to adjust the missing items on collateral evidence in accordance with the procedure prescribed. As soon as an account is completed the fact should be intimated to the head of office concerned.

(C.A.G's Lr. No. 568-Tech. Admn.II/275-Admn-II/63, dated 13th April 1964.)

145. Certificates of verifications and representations of the subscribers, if any, along with the certificates of deductions should be sent to the Accounts Officer concerned within three months of the date of receipt of the annual account statement, pointing out errors, if any.

(G.I., M.F. Memo No. F. 27 (3) EV (D)/64, dated 18th March, 1964
C.A. G's Lr. No. 2759-T.A.II/249/66, dated 20th November, 1968.)

146. *Opening of new ledger cards.*—(i) Once in four/two years new ledger cards have to be opened for G. P. F./C. P. F.

Chap-IV] COMPILATION OF PROVIDENT FUND ACCOUNTS [146

accounts, respectively. This work should be taken up immediately after the closing of the Broadsheet for the year and completed before the postings for the next year are taken up. The recopying of the cards should be done by the staff of the Funds branch on task-work basis outside the office hours for which remuneration is paid as per the rate approved by the Comptroller and Auditor General. The items to be copied are :—

- (a) Account Number.
- (b) Name
- (c) Designation.
- (d) Opening balance.
- (e) Whether subscription is compulsory or optional.
- (f) Whether the account bears a minimum protected rate of interest.
- (g) Advance outstanding.
- (h) Details of policies financed.
- (i) Whether a valid nomination has been filed.
- (j) Missing credits for the last four years.
- (k) Any other important information relevant to maintenance of the account (as noted in the old card).

The particulars should be written up neatly and legibly.

- (ii) (b) Rate of honorarium for the work is indicated below:—

<i>Rates of Honorarium:</i>	<i>Rate per 100 A/cs.</i>
Opening of new cards.	Rs. 3.
(copying of G. P. F. Ledger Cards).	

The payment of honorarium is subject to the condition that the said work is turned out outside the normal office hours.

(C.A.G's Lr. No. 3306-NGE.I/213-71, dated 17-12-1971)

. ANNEXURE I

[Referred to in Paragraph 78 of the Manual]

INDEX LETTER NAME OF THE DEPARTMENTS

A. CENTRAL SERIES

I. T. Income Tax.
C. E. Central Excise.
Cus.	 Customs.
Salt	 Salt.
Aud.	 Audit.
Arch Archaeology.
A. I. R.	 All-India Radio (Broadcasting Department).
Avn. Aviation.
L. H. Light House.
C. M. Central Miscellaneous.
Mint Mint,
C.R.P.	 Central Reserve Police.
Mkt.	 Marketing.

B. STATE SERIES.

L. R. Land Revenue & Survey.
Ex.	Excise.
For. Forest.
Regn. Registration.
G. A. General Administration.
C. T. Commercial Taxes.
Judl. Judicial.
Jails Jails.
Pol. Police.
Sc. Scientific Department.
El/Wc. Electricity Department (Work-charged).
Edn.	 Education
Medl.	 Medical
Ph.		..	Public Health

ANNEXURE-I—(Concl'd.)

Agri.	.. Agriculture
Co-op.	.. Co-operative
Cvd.	.. Veterinary
Ind.	.. Industries
Misc.	.. Miscellaneous
P.W.	.. Public Works & Minor Irrigation
D.A.	.. Divisional Accountant
S & P	.. Stationery & Printing
Port	.. Ports
Bang.	.. Banganapalli Provident Fund
D.S.P.F.	.. *Defence Saving Provident Fund
W.C.P.F.	.. *Work-charged Contributory Provident Fund (of Mint Dept.)
C.P.F. (W.C.)	.. *Contributory Provident Fund (Work-charged Establishment.)
C.P.F. (O.S.S.)	.. *Contributory Provident Fund (Operation Subordinate Service in the Electricity Department.)
C.P.F. (A)	.. Contributory Provident Fund (Andhra.)
I.C.S. (S.B.)	.. Indian Civil Services (Sterling Branch) P.F.
I.C.S. (R.B.)	.. Indian Civil Services P.F. (Rupee Branch.)
I.C.S. (NEM)	.. Indian Civil Services Provident Fund (Non- European Members.)
I.A.S.	.. Indian Administrative Service P.F.
I.P.S.	.. Indian Police Service Provident Fund.

The account numbers for the I.C.S., I.C.S. (N.E.M.) Contributory Provident Fund, etc., are independent of the General Provident Fund numbers and a separate series is allotted for each fund for the whole State irrespective of the Department to which the officers belong.

* The Departments are now defunct.

ANNEXURE II

(Referred to in Paragraph 84 of the Manual)

MAJOR OMISSIONS AND MISTAKES IN THE SCHEDULES/VOUCHERS

- (1) The schedules are not received by due dates.**
- (2) Wanting schedules are to be prepared by Compilation Section duly noting thereon the name of the subscriber and account number wherever available. This is not complied with by Compilation Sections.**
- (3) In respect of Provident Fund subscriptions which are remitted into the Treasury by means of challans neither schedules are attached to the challans nor the particulars like name of the subscriber and account number, month of credit, etc., are given.**
- (4) In respect of the credits received from other States adjusted by Account Current Section, the details such as account number, name of the subscriber, the exact month to which the credits relate are not given. The amount is also booked in some cases without any agreement with Main Accounts Section. T.Es proposed by Account Current Section in a month are not booked by the Main Account Section in the same month.**
- (5) The details regarding the name of the subscriber, the account number, the month to which the credits relate, etc., are not furnished by the T.A.D. Sections in respect of T.Es.**

(T.M.I./Rev.I/14-20/67-69/146, dated 17th June, 1968—Fds-XI)

ANNEXURE III.

[Referred to in Paragraph 118 (a) of the Manual]

FORM I

(Separate form should be used in respect of each subscriber.)

OFFICE OF THE ACCOUNTANT GENERAL.....

No.....dated.....

To

The.....

Sub, —Missing credits in the P.F. Account No.....
of Sri.....

I am to state that P.F. Account of the subscriber named above has been scrutinised and the following items of credits are found wanting. You may please ascertain from your records whether the officer has subscribed to the fund in the said months and if so the full particulars of the subscription including refund of advances, if any, may please be furnished in respect of each item in columns 3 to 6 below. As the completion of the account of the officer depends upon the correctness of the particulars furnished by you, you are requested to verify their correctness personally and to furnish a certificate to that effect.

Sl. No.	Month for which credit is missing	No. and date of the pay bill/ voucher	Amount of the pay bill	Date and place of encashment	Amount of subscription and refund of advances, if any
(1)	(2)	(3)	(4)	(5)	(6)

Asst. Accountant General.

Accounts Officer.

OFFICE OF THE.....

No.....dated.....

Returned in original to the Accountant General.....

The required information has been given in columns 3 to 6 above.

Certified that the information given above in respect of Sri.....

holder of P. F. Account No.....has been verified from the records of this office.

Name

Designation.....

ANNEXURE IV

[Referred to in Paragraph 118 (b), of the Manual]

FORM II

(Separate Form should be used in respect of each subscriber.)

OFFICE OF THE ACCOUNTANT-GENERAL.....dated.....

To

THE ACCOUNTANT-GENERAL,

.....

Subject.—Completion of P. F. Account.....of
Shri.....
designation.....Office.....
station.....on the basis
of collateral evidence.

The P.F. Account of the subscriber named above is incomplete for want of the following credits. It is proposed to complete his account on the basis of collateral evidence. As the subscriber was working under your audit control during the period to which the wanting credits relate, you are requested to furnish the full particulars of the credits relating to P.F. deductions passed on to this office through Exchange/Settlement account in columns 3 to 7 below. As the credits are to be afforded to the subscriber's account on the basis of the above particulars, their details may please be verified from the Dummy Provident Fund Accounts maintained in your office.

Sl. No.	Month of credit	Month of pay bill with date of its encashment	Amount of P.F. subscription plus refund of advance, if any	Month of Exchange Account/Settlement Account through which credit was passed	Amount of C & D. Schedule in which the credit is included	Page Number
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Asst. Accountant General
Accounts Officer,

OFFICE OF THE ACCOUNTANT-GENERAL.....
No.....dated.....

Returned in original to the Accountant General.....

The required particulars have been given in columns 3 to 7 above.

The above particulars have also been verified from the Dummy Provident Fund Accounts maintained in this office.

Asst. Accountant-General.
Accounts Officer,

ANNEXURE V.

[Referred to in paragraph 120 (e) of the Manual]

STATEMENT SHOWING THE BALANCE UNDER P.F. SUSPENSE OUTSTANDING AT THE END OF HALF YEAR ENDING ON.....

Amount lying under suspense at the end of last half year ending....	Amount added during the half year ending	Amount cleared during the half year ending	Balance outstanding at the end of half year ending....	Amount lying under suspense for over 6 months. Particulars of credit <i>i.e.</i> , the amount and the period to which these relate and the month in which these were adjusted to the head P.F. suspense on the basis of collateral evidence	Steps taken to clear the suspense head.
(1)	(2)	(3)	(4)	(5)	(6)

ANNEXURE VI.

[Referred to in Paragraph 120 (f) of the Manual]

STATEMENT OF AMOUNT OUTSTANDING UNDER "PROVIDENT FUND SUSPENSE" PROPOSED FOR WRITE-OFF TO "MISCELLANEOUS GOVERNMENT ACCOUNT" (CENTRAL/STATE.)

I-Debits

Sl. No.	Name of the Subscriber	Account No.	Amount	Month of missing Credit	Month of adjustment under Provident Fund Suspense	Action taken to trace the amount (to be explained in detail.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

II. Credits

Sl. No.	Name of the Subscriber	Account No.	Amount	Month of missing debit	Month of adjustment under "Provident Fund Suspense".	Action taken to trace the amount (to be explained in detail.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

CHAPTER V

TEMPORARY WITHDRAWALS

147. *Temporary Advances.*—The grant of temporary advances from the various Provident Funds is governed by rules of the Funds and by the instructions, interpretations or orders issued by the Governments concerned.

148. The fund is designed solely for the protection of subscriber's family against his sudden death or if he survives until retirement to provide him and his family with additional resources in his old age. Anything which interferes with a subscriber's normal accumulation, detracts from the purpose and tends to defeat the true objects of the Fund. Rule 12 of the General Provident Fund Rules, 1960 merely permits a temporary and wholly exceptional departure from the real purpose of the scheme, and unless it is strictly interpreted, there is the danger that subscribers will come to regard the Funds as an ordinary banking account, the existence of which absolves them from the necessity of providing for the normal incidents of life with the prudence which a private individual would exercise. The inevitable result, if this tendency is encouraged, will be to discourage thrift and to leave the subscriber with a depleted account at the time when it ought to be most helpful to him or his family. Sanctioning authorities ought, therefore, to have no hesitation in resisting any attempt to use the Fund as a cheap loan account, and in enforcing the altogether exceptional character of Rule 12 as a provision to meet urgent needs which could not ordinarily have been anticipated. Every prudent married man, for example, should be prepared to meet a certain demand upon his resources on account of doctor's bills, and it is only when the burden is exceptionally prolonged or the necessity unusually grave and sudden, that he ought to think of making use of the Provident Fund for this object.

149. Sanctions received in this office either direct or with the paid vouchers should specify, among other things, the following:—

- (a) the name, designation and pay of Government servant;
- (b) his Provident Fund account number with descriptive letters of the Department (e. g., G. A., Judl., Misc., etc.);

- the amount and the purpose of the advance (if the purpose is of a confidential nature, it may be communicated to the Accountant General by name or confidentially);
- (d) the amount available at the credit of the subscriber in his Provident Fund account;
 - (e) In cases where an advance has been sanctioned before at least 12 months have elapsed since the complete repayment or during the currency of a previous advance which exceeded the prescribed limits, the special reasons for the grant of the advance, and
 - (f) the number of instalments of recovery, duly fixed in whole rupees and in equal amounts.

A suitable form of sanction order containing all the particulars required for purposes of audit and prescribed for the use of the sanctioning authorities is given in Appendix VI. This form has been standardised by the Government of Andhra Pradesh.

(G. O. Ms. No. 2532 Fin. Pen-I, dated 29th December, 1960.)

150. *Communication of sanction to temporary advances.*—Sanctioning authorities should communicate a copy of the sanction order in the prescribed form to this office. An attested copy of the order sanctioning the advance should invariably be attached to the bill in which the amount is drawn.

The sanctions for the grant of advances and withdrawals in relaxation of rules and orders and also sanctions of advances for special reasons and final withdrawals for authorised purposes (such as house building, meeting the cost of higher education and marriage) from the following funds in respect of All India Service Officers serving in connection with the affairs of the Union should be endorsed to Audit by the Ministry of Finance.

All India Services Provident Fund.

I. C. S. Provident Fund.

I. C. S. (N E M) Provident Fund.

Secretary of State Services (General Provident Fund).

(Govt. of India, M.H.A. O.M. No. 13/29/56 AIS (I), dated 11th Marc, 1957-File No. Fds-I. Genl. 20/57-58.)

151. *Validity of sanctions.*—Orders sanctioning advances from Provident Funds will remain operative for three months from the date of issue.

(G.I., M.F. Memo. No. F1 (40) E. II (A)/59 dated 22nd October, 1959.)

152. *Delegation of Powers by Government of Andhra Pradesh.*—Government of Andhra Pradesh delegated permanently to the Heads of Departments the power to grant temporary advances subject to the following conditions, viz.,

- (i) that when a third advance is sanctioned either for ordinary or for special reasons, the sanction should be accorded by the next higher authority; and
- (ii) that in case in which a second advance was sanctioned by the next higher authority for special reasons (even though the amount of the second advance did not exceed two-thirds of the amount then admissible to the subscriber), the third advance should also be sanctioned by the same higher authority even though twelve months have elapsed after the repayment of the first advance.

(G.O. Ms. No. 265 (Fin.), dated 6th July, 1962.)

153. Government of Andhra Pradesh also delegated the powers, to sanction the third advance, to the Heads of Departments subject to the following conditions:—

- (i) the rules for grant of advances from the Fund are scrupulously followed;
- (ii) the cases of relaxation of rules in real cases of hardship are referred to Government;
- (iii) cases of Gazetted Officers will continue to be sanctioned by Government.

154. No time limit need be imposed for the grant of an advance after the expenditure has been incurred but it should be left to the discretion of the sanctioning authority to reject an application if submitted unreasonably long after the event to which the application for the advance relates.

(Lr. No. 3146-NGE-II/KW/73-49, dated 28th September, 1949 from the Comptroller and Auditor General of India.)

Government of Andhra Pradesh also agreed with the above views of the Comptroller and Auditor General of India.

(Lr. No. 106154-Pen-I, dated 29th October, 1957 of the Govt. of A.P., Fin-Dept., File No. Fds-I/Genl./49/57-58.)

(155) *Audit of Sanctions.*—All sanctions to advance should be audited keeping in view the instructions contained in para 394 of M. S. O. (Tech.) Vol. I and it should be seen that—

- (A) (i) the sanction is accorded by competent authority,
- (ii) the purpose of the advance falls under one or more of the recognised objects for which advances can be granted under the rules of the Fund, and the various decisions thereunder and detailed in subsequent paras,
- (iii) in the case of advance sanctioned as an ordinary case, the amount does not exceed three month's pay of the applicant or half the amount at his/her credit, whichever is less; and
- (iv) if an advance is granted as a special case, the reasons therefor are recorded.
- (B) in respect of advances sanctioned as a special case by Government of Andhra Pradesh:
 - (i) the advance does not exceed two thirds of the balance standing to the credit of the subscriber in the Fund,
 - (ii) the advance is not allowed when the previous advance together with interest is outstanding and a period of 12 months has not elapsed or only the period of 12 months has not elapsed after repayment of previous advance together with interest,
 - (iii) the advance is sanctioned only for reasons of strict emergency in cases of real hardship for sufficient justifiable reasons and when the subscriber is unable to meet the expenditure within his meagre income subject to the discretion of the sanctioning authority which should be lucidly recorded by him; and
 - (iv) advance covered by special reasons is considered carefully on its merits before sanction and is not dealt with in a routine manner.

[G.O. Ms. No. 297 Fin. (Pen-I) Dept., dated 11th December, 1968, O.O. No. 95, dated 11th April, 1969.]

156. The sanctions, if they are in order, should be admitted in audit under the orders of the Superintendent. The particulars as to the amount of the advance, number of instalments of recovery, the amount of each instalment and the month of last recovery should be entered in the "Remarks" column of the ledger card under the attestation of the Superintendent.

(C.A.G's Lr. No. 2674-TA-II/331-67, dated 18th October, 1967.)

Note 1.—The sanction orders for the temporary advances should be admitted under the orders of the Superintendent and only in doubtful cases the orders of the Branch Officer should be obtained.

(C.A.G's Lr. No. 78/Ta-II/437-70, dated 19th January, 1971.)

Note 2.—Whenever any sanction is challenged in audit, it should be entered at once in the Register of Insufficient Sanctions [Form M.S.O. (T) 121] and the disposal watched through that register.

Note 3.—Accounts Officers are not empowered to disallow advances sanctioned by competent authorities. Audit, should however, watch that any tendency towards the relaxation of the principle enunciated in paragraph 155 *supra* is checked or brought to the notice of Government.

Note 4.—It has been decided by Comptroller and Auditor General that whenever a case comes to notice in which a sanction is accorded otherwise than by the proper authority, the irregularity should be brought to the notice of the sanctioning authority.

Note 5.—All enquiries regarding admissibility of advances from the Provident Funds should always be dealt with expeditiously so that no inconvenience is caused to subscribers.

157. The bills for advance, should be prepared in the Miscellaneous bill form A.P.T.C. 40-A duly supported by attested copies of the orders sanctioning the advance. They may be presented at the treasuries direct or at the Pay and Accounts Office, Hyderabad and paid without any specific authority from this office. The amounts so drawn from the treasury/P.A.O., Hyderabad should be disbursed by the head of the office in the same manner way as pay and the payees' receipt should be obtained in the office acquittance roll. Gazetted and other officers drawing their own bills should, however, give the acquittance on the bills.

158. The checks to be applied in the audit of vouchers for temporary withdrawals or advance consist in seeing :—

- (a) that it is supported by a copy of the sanction duly attested by a Gazetted Officer or the head of the office,

- (b) that the sanction contains all the information required for audit purposes and is in order,
- (c) that the voucher is otherwise in order; and
- (d) that the amount drawn is covered by the balance at credit of the subscriber and corresponds to the amount sanctioned.

159. The regularity of the recovery of the advances should be watched in the course of the monthly audit of ledger cards of live accounts and during the percentage review. Reasons for non-recovery of an instalment of refund in a particular month should be noted in the ledger card in the remarks column against the month concerned. Any irregularity in the repayment of advance should be brought to the notice of the subscriber, if he is a Gazetted officer, or to the head of his office and failing correction, to the next higher authority.

The non-receipt of credit on account of recovery of any instalment of advance should be noted and its ultimate recovery watched through the Register of Missing Credits.

160. In cases where monthly recoveries do not commence from the payment of a full month's pay for the month following the one in which the advance was drawn, it should be seen that the first and second instalments are recovered together, from the subscriber's pay for the following month.

161. After the advance is fully repaid, the recovery of interest, calculated according to the rules, should be watched. The instructions issued in para 395 of M.S.O. (Tech.), Vol. I, should be followed.

162. Temporary advances are permissible for the following purposes also besides those enumerated in the rules:—

- (i) The amount of G.P. Fund advance payable on the State side as per G.P. Fund Rules to meet the cost of legal proceedings shall not exceed three months pay or Rs. 500 whichever is greater, and shall in no case exceed half the amount at the credit of the subscriber on this account.

[G.O. Ms. No. 215-Fin. (Pen-I), dated 28th October, 1966-Funds-I O.O. 104, dated 10th November, 1966.]

(ii) For performance of "Nuptial" ceremony subject to the condition that the sanctioning authority is satisfied that the ceremony is obligatory by the customary usage of the subscriber's community.

(C.A.G's Lr. No. 1113-NGE-I/22-70, dated 15th May, 1970-File-9-3/70-71.)

(iii) For meeting the expenditure in connection with the first Annual Sradh ceremony temporary advance from G.P.F. should not be allowed for meeting expenditure in connection with the annual "Sradh ceremony" of a person who, prior to his/her death was a member of the subscriber's family or was dependent upon him or was one of his close relatives. An advance under this rule, may, however, be granted for meeting expenditure in connection with the first annual Sradh ceremony of such a person provided the sanctioning authority is satisfied that it is obligatory on the part of the subscriber to incur expenditure on such a ceremony and that the expenditure involved is substantial and that it cannot be met out of his normal resources.

These orders apply *mutatis mutandis* to the grant of advances from Contributory Provident Fund.

(G.O.I., M.F. Lr. No. F. 22 (13) EV. (B)/64, dated 23rd January, 1965.)

Govt. of A. P. also adopted this provision.

(G.O. Ms. No. 125 Fin., dated 10th May, 1965-File Funds I 1-5/62-66 Vol. I.)

(iv) For pilgrimages if they are in fulfilment of a vow :— Government of Andhra Pradesh have held that journeys performed in pursuance of a vow on the part of the subscriber fall within the meaning of the word "ceremony" mentioned in 14 (1) (a) (iii) of Provident Fund Rules.

(Govt. of A.P./Fin. Dept. Lr. No. 99673-Pen-I/58-1, dated 28th August, 1958-Fds.I/1-82/58-59-103 dated 26th June, 1969.)

(v) Government of India have, however, held that advances cannot be sanctioned for the purpose of "Pilgrimage" even if it were to be in fulfilment of a vow.

(G.I., M.F. (Dept. of Revenue) Lr. No. 5/9/58-Admn. IV B. Pt., dated 4th November, 1958 addressed to Collector, Central Excise, A.P. Hyderabad, copy endorsed to this office.)

(vi) For "Betrothal ceremony" and "Marriage"—"Betrothal Ceremony" is treated as part of the marriage and hence it has been decided to grant withdrawal/advance both on the occasions of the betrothal ceremony and the marriage. These orders apply *mutatis mutandis* to withdrawals/advances from C.P.F. (India) Rules.

(Govt. of India O.M. No. F. 32 (3) EV/67, dated 23rd September, 1967.)

Government of Andhra Pradesh also issued similar orders.

Note.—Advances are also permissible for meeting expenditure in connection with marriage and other ceremonies of the subscriber himself/herself.

(G.O. Ms. No. 1536-Fin. (Pen-I) Dept. Dated 29th August, 1959)

(vii) To meet expenses on "special diet" specially prescribed by a Medical Officer in cases necessitating prolonged medical attention, prolonged stay in a hospital, or protracted treatment.

(G.O. Ms. No. 63 Fin (Pen-I) Dept. dated 5th January, 1960.)

163. *Temporary advances for courses of study.*—Rules 12 (1) (b) (ii) and 15 (1) (a) (ii) of the GPF. (C.S.) Rules, 1960 permit advances/ withdrawals for meeting the expenses *inter alia* in connection with medical, engineering or other technical or specialized courses in India provided that the courses of study (which are of not less than three years' duration and beyond high school stage) are to be treated as technical in nature:—

(a) Diploma Courses in the various fields of Engineering and Technology, e.g., Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-Communication/Radio Engineering, Metallurgy, Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology, etc., conducted by recognised technical institutions.

(b) Degree courses in the various fields of Engineering and Technology e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-Communication Engineering, and Electronics, Mining Engineering, Metallurgy, Aeronautical Engineering, Chemical Engineering, Chemical Technology, Textile Technology, Leather Technology, Pharmacy, Ceramics, etc., conducted by Universities and recognised technical institutions.

(c) Post-graduate courses in the various fields of Engineering and Technology conducted by the Universities and recognised Institutions.

(d) Degree and diploma courses in Architecture, Town-planning and allied fields conducted by recognised Institutions.

(e) Diploma and certificate courses in commerce conducted by recognised institutions.

(f) Diploma courses in the Management conducted by recognised institutions.

(g) Degree courses in Agriculture, Veterinary Science and allied subjects conducted by recognised Universities and institutions.

(h) Courses conducted by junior technical schools.

(i) Courses conducted by Industrial Training Institutes under the Ministry of Labour and Employment (D.G., E. & T.).

(j) Degree and diploma courses in Art/Applied Art and allied subjects conducted by recognised institutions.

(k) Draughtsmanship courses by recognised institutions.

(l) Medical courses.

(m) B.Sc. Home Science courses.

The above courses would qualify for withdrawal/advances also under the C.P.F. (India) Rules.

(G.O.I., M.F. Lr. No. F. 33 (16)-EV/68, dated 27th July, 1968.)

The above provisions are applicable *mutatis mutandis* in respect of State Provident Funds also.

(G.O. Ms. No. 11 Fin (Pen-I), dated 16th January, 1969.)

164. Sanction of temporary advances are not permissible for the purposes detailed below:

(i) *The grant of second advance for "clearance of previous advance" (balance).*—The grant of a second advance from the General Provident Fund so as to cover the adjustment of the balance of a previous advance from the Fund is opposed both to the letter and to the spirit of the rules.

(G.I., H.D. No. 48/27/41 (Est.) (s), dated 22nd September, 1941.)

Government of Andhra Pradesh also agreed with the above views.

(Govt. of A.P. No. 2070/2200/Pen-I/70-1, dated 5th March, 1970-Funds-I/Genl-II/147, dated 2nd May, 1970.)

(ii) *For "National Defence Fund."*—It has been decided by Government of India that withdrawals/temporary advances from the General Provident Fund for donating the same to the National Defence Fund could not be permitted, because G.P.F. money is primarily intended for the welfare of the Officer's family and diversion of that money for any other purposes would defeat the very intention of G.P.F. Further, the grant of refundable advances for the said purposes would convert the Provident Fund Account into a banking account which is not desirable.

(C.A.G's Lr. No. 2322-NGE-II/330-62, dated 7th December, 1962.)

(iii) *For "National Defence Bond."*—It has been held that it would not be appropriate to allow refundable advances from P.F. for the purpose of investment in National Defence Bonds.

(C.A.G's Endt. No. 158-NGE-II/330-62, dated 13th February, 1963.)

(iv) *For "Confinement of married daughters."*—Temporary advance is not admissible for expenditure on 'confinement of married daughter's in as much as married daughter is not treated as dependent on the subscriber and that "family" as defined in Rule 2 (c) of the G.P.F. (C.S.) Rules has nothing to do with the grant of advances from the Fund and that dependence is regulated by separate provisions contained in Rules 12 to 14 *ibid*.

(G.I., M.F., Lr. No. 7058-EV/69, dated 3rd October, 1969-File 1-61/66-69.)

165. In respect of any person who continues to serve in connection with the affairs of the State, but whose conditions of service are temporarily governed by the Union Government and who is entitled to subscribe to Provident Fund, the authority competent to grant an advance from the Provident Fund shall be the State Government.

(G.I., M.F. No. F. 26 (2), dated 10th July, 1957 and Govt. of A.P. Fin. Dept. G.O. Ms. No. 65, dated 20th January, 1958.)

166. In the case of a subscriber who applies for a temporary advance while he is under suspension and draws subsistence grant instead of pay the "Pay" for the purpose of Rule 12 (1) of the G.P.F. (C.S.) Rules and Rule 14 (1) (c) (i) of the G.P.F. (A.P.) Rules shall be that which he drew immediately before he was placed under suspension.

(G.I., M.F. Lr. No. F. 21 (7) EV/48, dated 1st July, 1948 and G.O. Ms. No. 779, dated 9th August, 1948 Fin. (Pen) Department.)

Note 1 :—The principle enunciated above will apply *mutatis mutandis* to subscribers of the Contributory Provident Fund (India)/Andhra.

(Govt. of India, M.F. Lr. No. F. 22 (2)-EV/49, dated 31st January, 1949-composite Madras G.O. Ms. No. 209 Fin, dated 7th March, 1949.)

Note 2.—The objects specified in the rules for which the advance can be granted from the P.F. will apply also to subscribers under suspension.

167. In the case of officers on deputation from one Central Ministry/Department to another the authority competent to sanction advances for special reasons under Rule 12 (2) of the G.P.F. (C.S) Rules 1960, is the borrowing Ministry/Department.

These orders apply *mutatis-mutandis*, to the advances under the C.P.F. (India) Rules 1962 also.

(G.I., M.F. Lr. No. F. 22 (1) EV-(B)/65, dated 28th July, 1965 communicated in C.A.G's Lr. No. 989-Tech. Admn.II/442-67, dated 2nd May, 1968.)

168. As Rule 14 of the General Provident Fund (Andhra Pradesh) Rules makes no distinction between an officer in service and one dismissed or removed from service, there is no objection to the grant of a temporary advance, from the fund to a subscriber dismissed or removed from service and who has preferred an appeal or contemplates doing so under the first proviso to rule 28 of the General Provident Fund (Andhra Pradesh) Rules.

(Composite Madras Govt. Fin.(Pen) Dept. Memo No. 18581-Pen-I, dated 29th May, 1939 on Rules 14 & 28 of G.P.F. Rules (Madras.)

169. Temporary advances from General Provident Fund to subscribers who would retire from service before complete repayment of the advance should be regarded as exceptional cases. Sanction of Government is not necessary. But sanctions to such advances should be zealously scrutinised in audit.

(C.A.G's Lr. No. 4A-120 NGE-II-50, dated 4th January, 1951. File Fds-Case 9-33/50-51.)

170. Vacation combined with leave should be treated as leave for the purposes of repayment of advance under Rule 13(2) of the General Provident Fund (Central Service) Rules and the corresponding rules in the Secretary of State Services (General Provident Fund) Rules, General Provident Fund (Andhra Pradesh) Rules, Contributory Provident Fund Rules (Andhra Pradesh) and (India) and the I.C.S. P.F. Rules.

(G.I., F.D. Lr. No. F. 22 (2) R-II/37, dated 18th January, 1937, Composite Madras G.O. No. 88 Fin. (Pen.), dated 28th January, 1937, G.I.F. D. Lr. No. F. 22 (2)-R-II/37, dated 22nd March, 1937 and G.O. No. 289 Fin (Pen.), dated 29th April, 1937.)

171. Receipts for payments of deposits from the General Provident Fund are liable to stamp duty.

(C.A.G's Lr. No. 1195-dated 13th July, 1910 G.I., F.D. No. 592 F.E., dated 13th June, 1916.)

172. R.D.Os, Tahsildars, Deputy Tahsildars and stationary Sub-Magistrates can be considered to be "Heads of Office" in respect of the establishment working under them for the purpose of sanctioning advances under Rule 14(3) (b) (iii) of the G.P.F. (Andhra Pradesh) Rules.

(Board Resolution Misc. No. 2806, dated 8th October, 1938 on G.P.F. (Madras) Rules)

173. *Recovery of temporary advances during the period when the Festival Advance is under recovery.*—Recovery of temporary advance from the G.P.F. need not be postponed during the period of recovery of the festival advance as the latter is governed by separate set of rules and hence cannot be treated as "advance of pay" for purpose of Rule 13(2) of G.P.F. (C.S.) Rules.

(G.I., M.F. Lr. No. D 1234-E. 11A/58, dated 26th March, 1958 being the reply to Funds-I, Hyd. 754, dated 13th December, 1957.)

CHAPTER VI

LIFE INSURANCE POLICIES

174. The concession of financing insurance policy, from the various Provident Funds, is withdrawn by the Central and the State Governments from the dates noted below. Persons who were allowed to finance the insurance policies prior to these dates are, however, allowed to withdraw from the Provident Fund for payment of insurance premia, but even in their cases the benefit is not given to finance any new policy.

1. G. P. Fund (Central) .. with effect from 17-12-1960.
2. G. P. Fund (State) .. with effect from 27-11-1962.
(G.O. Ms. No. 513, Fin (Pen-I),
Dt. 27-11-1962).
3. All India Services with effect from 10-10-1967.
 Provident Fund. (G.I., M.H. Notification No. 5/
 21/64-AIS-II, Dt. 10-10-1967—
 G.O. Ms. No. 929, Fin., Dt.
 27-10-1967).

Wherever permission was accorded by this office, a suitable note in the remarks column of the ledger card was recorded. Simultaneously an entry was also made in the objection book, to watch the receipt of the policy.

175. The following procedure should be followed under the scheme of departmentalisation of accounts for withdrawal from the Provident Fund for payment of life insurance premia. Payment towards insurance premia from the Provident Fund Account should be arranged by the Accounts Officer (Pay and Accounts Officer in the case of Departments equipped with Pay and Accounts Offices) under whose jurisdiction the subscriber is serving at the moment even though his Provident Fund accounts are maintained by another Accounts Officer.

(C.A.G's. Lr. No. 295-5 AA/38-56, dated 7th July, 1956.)

176. In the case of withdrawals, particulars of policy or policies for which the premium is claimed (e.g., the number

of policy, the name of the insurance company, the stock register number allotted by this office, the amount and due date of premium) and the certificate given below should be furnished.

“Certified that the balance at the credit of the subscriber on the date of drawal of the advance covers the sum drawn on this bill”.

To ensure this, the last annual account furnished by this office should be examined by the drawing officer to see that the amount sought to be withdrawn is covered by the balance at the credit of the subscriber shown therein *plus* any deductions towards the fund made from his subsequent pay bills less withdrawals, if any, subsequently effected.

The head of office should also furnish a certificate to the effect that he is satisfied that the amount previously withdrawn on the same account by the subscriber was utilised for the purpose for which it was intended and that necessary premium receipt was enfaced by him.

The payment is made by the Treasury Officer/Pay & Accounts Officer, Hyderabad on the authority and responsibility of the Officer sanctioning the advance without the previous authority of this office.

In so far as the withdrawal relates to a Gazetted Government servant, this office should inform the Treasury Officer/Pay & Accounts Officer, Hyderabad the details of the policies which are being financed from the Provident Fund account of the subscriber, *viz.*, the name of the insurance company, policy number, and amount and date of payment of premia, etc., which have to be on the records of the Treasury Officer/Pay & Accounts Officer, Hyderabad, for the purpose of verification of withdrawals on subsequent bills.

This office should intimate the Treasury Officer/Pay & Accounts Officer, Hyderabad as and when an insurance policy is re-assigned or gets lapsed or in other contingencies involving non-payment of premia.

(G.O., Ms. No. 494, Fin., dated 26th July, 1955 and Fds-I Genl. 27, dated 13th August, 1955.)

Note 1.—Interest for the year not adjusted by the Accounts office should not be added for the purpose of working out the balance at credit of the subscriber by the sanctioning authority for withdrawal for financing the insurance policies.

Note 2.—In the case of Contributory Provident Fund, the contribution portion should not be operated upon for payment of premia.

Note 3.—In no circumstances, may money be withdrawn from the treasury for payment of advance premia; that is, only so much of money that on payment, will become the property of the insurance company should be drawn from the treasury.

Note 4.—Claims for withdrawals after the expiry of the due date for payment of premia (including days of grace) should be refused. Subscribers should in such cases be required to make the payment from their own private sources and recoupe, if necessary, within the period prescribed in the rules, the amount of premium only from their fund account, on production of the insurance company's receipt and a certificate from the insurance company that the policy is in full force and free from all encumbrances.

Note 5.—With effect from 21-6-1954 the mode of payment of insurance premium should be annual.

(G.I., Memo No. F. 30 (9) EV/53, dated 28th January, 1954.)

Note 6.—On and after 17th August 1955, the mode of payment of premium should be annual in respect of G.P.F (A) C.P.F. (A) and C.P.P.F. on the State side also.

(Govt. of A.P. Fin. (Pen.) Dept. G.O. Ms. No. 493, dated 16th August, 1954.)

177. Immediately on the payment of any premia in substitution of the fund subscription being noticed through the pay bills or otherwise, or when the voucher for withdrawal from the Fund is audited, it should be verified from the Register for Scrutiny of Premia Receipts, whether the receipts or certified copies of receipts for payments towards premia, wherever due, were received and whether the policies duly assigned were received and checked ; if not, a demand for the receipts or certified copies thereof and for the policies should be made and an entry recorded in the objection book with a view to watching compliance with the demand.

178. *Audit of vouchers of withdrawals for payment of premia.*—In auditing vouchers for withdrawals from the fund for payment of premium, the Auditor should see among other things:—

- (i) that the voucher is in proper form and is receipted with proper stamp affixed in the case of one drawn by a subscriber who is a Gazetted Officer ;

(ii) that the policy was duly assigned or delivered to this office in accordance with the rules or that the details of the policy were submitted to this office and accepted as suitable;

(iii) that the amount agrees with the amount of premium as noted in the ledger card;

(iv) that the amount is drawn within the period permissible under the first proviso to rule 17 of the General Provident Fund (Central Services) Rules, 1960;

(v) that premium receipt of interim policy is furnished;

If it is not furnished its receipt should be watched through the objection book; and

(vi) that disbursement certificate is received and if not, an entry is made in the objection book when necessary to watch receipt of such certificate.

179. During the periodical review of the ledger cards, the auditor should watch those cases where the subscribers ceased to withdraw from their Provident Fund accounts for payments of premia on policies assigned to Government and ascertain the reasons and also whether the policies are alive and record the necessary remarks in the ledger cards. The review should cover also cases of diversion from the Provident Fund for the payment of postal life insurance premia.

180. Each Provident Fund Section should conduct a review of ledger cards where the drawal of advances for financing life insurance policies is irregular and furnish a list of such irregular cases to Funds-I Section on 30th September every year for making a reference to the concerned unit of Life Insurance Corporation.

Funds I consolidates the lists of irregular drawal of premia of policies received from sections and furnishes (in duplicate) to the unit offices of L.I.C. on 31st October each year and on these lists whatever information is wanted by the Accounts Officer is supplied by the Life Insurance Corporation.

(C.A.G's Letter No. 81R-TA-II/94-64, dated 14th May, 1965; No. 1200-TA-II/94-64, dated 30th June, 1965; No. 1162-TA-II/320-69, dated 27th June, 1970; Office Order Funds I/Genl/169, dated 27th July 1970-Files 6-4/65-69 and No. 6-4/70-71.)

181. In the case of a transfer of subscriber from one office to another, the subscriber should, at the time of withdrawal of next premium be asked by the new head of office to produce the premium receipt in respect of previous withdrawal. The receipt should normally show the enfacement made by the previous head of office, if this was done. Otherwise the new head of office may himself enface the receipt.

(G.I. M.F.O. No. 53 (S)-EV/60, dated 12th October, 1960 and U.O. No. 1350-EV/B-62, dated 19th April 1962 issued in consultation with C.A.G.)

182. Bills for withdrawal from the General Provident Fund for payment of insurance premia relating to the non-Gazetted Officers mentioned in Appendix 13 to the Andhra Pradesh Treasury Code, Vol. II may be drawn by themselves without the countersignature of any higher authority provided they are otherwise in order.

(U.O. No. 45145 Accts-I, dated 9th January, 1942-from the Composite Madras Government, Finance (Accounts) Department.)

183. In exceptional cases in which the Accounts Officer himself withdraws from a subscriber's account the amount required for payment of insurance premium on a policy assigned to Government, all the incidental expenses should be treated as withdrawal of subscriptions.

(C.A.G.'s Lr. No. 1857, dated 15th September, 1909.)

184. Premia receipts received from Gazetted Officers and others authorised to draw their own bills on treasuries should, when sent to this office in support of withdrawals from the Fund, be registered in the Register for scrutiny of premia receipts. The receipt should be scrutinised to see whether the premium was paid within the due date or days of grace and then enfaced as follows :—

“No abatement of Indian Income Tax is admissible on this receipt”. This enfacement is signed by the Superintendent on behalf of the Branch Officer and the premium receipt is then returned to the subscriber noting the number and date on the letter of endorsement in the remarks column of the register.

185. This register should be closed on 10th of each month and submitted to the Branch Officer after indicating the action taken to call for the wanting insurance receipts

(C.A.G. Lr. No. 1162-T.A.II Admn-II/320-59, dated 27th July, 1970-O.O Fds-I/Genl.6-4/70/71/65 dated 27th July, 1970.)

186. Under the scheme formulated in the Ministry of Finance O.M. No. F. 10 (70) B/62, dated 25th November, 1968 for the drawal and disbursement of pay and allowances of Gazetted Government servants, by heads of offices in Ministries and Departments of Government of India, the premium for financing policies out of G.P.F. is also drawn by the head of the office for the Gazetted Officers in the same manner as for non-Gazetted establishment. The premium receipt in these cases is scrutinised by heads of the offices and need not be watched in audit offices as for Gazetted Officers drawing their own pay as well as premium. The procedure prescribed in para 400 of M.S.O (Tech.). Vol. I for non-Gazetted officers is followed in this office in respect of the Gazetted Government servants when their pay is drawn by the head of office.

(C.A.G's Lr. No. 1408-T.A. II/324-70, dated 5th August, 1970—Fds-I O.O. File 1969-70.)

Note.—The pay and allowance of Section Officers declared as Gazetted Officers in the Andhra Pradesh Secretariat Services are also drawn on establishment pay bills forms with effect from 20th April, 1968. The procedure prescribed in above para would apply in the case of Section Officers of Andhra Pradesh Government also.

(Govt. of A.P., Fin (A/cs) Dept., Memo No. 6747/205/Accts/68-1, dated 20th April, 1968—Fds-I O.O. File 1969-70.)

187. *Premia receipts in support of withdrawal relating to the subscribers, other than Gazetted Officers and non-Gazetted Officers who are authorised to draw their own bills on treasuries, need not be sent to the audit office but are to be scrutinised by the Disbursing Officer himself.*

188. *Custody of Policy.*—When a policy is received duly assigned or without assignment when so permitted by the rules, the terms of policy and assignment, if any, should be carefully scrutinised by the Examiner and the Supdt. If the assignment is in order, the policy is accepted and the details of the policy are to be recorded in the "Stock Register of Policies" in G.P.F. form 6 duly attested by the Branch Officer. The policy should be in the safe custody of Branch Officer and the necessary acknowledgement for the receipt of the policy in this office issued. Details of the Stock Register number, name of insurance company, number of the policy, due date and amount of premium, period of payment and the date of maturity

as communicated to the Drawing Officer concerned should be recorded by the Examiner in subscriber's ledger card and attested by the Superintendent. The above procedure should be followed at the time of receipt of policies on transfer from other offices also.

189. The policies, when re-assigned to the subscribers, should be forwarded to them by registered post with acknowledgement due and despatched after entering them in a separate register maintained by the Insurance Auditor concerned. The acknowledgement card duly signed by the subscriber, should, as soon as it is received from the Correspondence Section, be pasted against the relevant entry in the despatch register. The formal acknowledgement, when received from the subscriber, should be noted against the item concerned in the Stock Register and the entry got attested by the Gazetted Officer-in-charge. The Despatch Register should be closed fortnightly and submitted to the Gazetted Officer on 1st and 16th of each month.

Note 1.—A re-assignment in favour of two persons jointly one of whom is dead on the date of re-assignment would be invalid in law, and hence it should be verified at the time of re-assignment of a policy whether the co-assignor is alive or not and the policy should accordingly be reassigned to the subscriber or to the subscriber and the surviving co-assignor, as the case may be.

(C.A.G's Lr. No. 389-Admn-II/213-62 dated 8-3-1963, File No. 6-2/61-67.)

Note 2.—The Stock Register (G.P.F. Form 6) should be in the custody of the General Auditor. To have an effective control over the movement of policies taken out of stock temporarily for reference or re-assignment, a subsidiary register should be maintained in the following form.

Sl. No.	Stock No. of Policy.	Policy No.	Name of Subscriber.	Purpose for which taken out of stock.	Date on which taken out of stock	Initials of Branch Officer.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

189-191]

LIFE INSURANCE POLICIES

[Chap-VI

Action to get back the policies called for (acknow- ledgement)	Date on which restored to Stock.	Initials of B. O.	Remarks.
(8)	(9)	(10)	(11)

The Subsidiary Register should be maintained by the General Auditor and closed and submitted to the Branch Officer on 15th of every month.

(O.O. No. CPPF.1 Gl. 9-67/254, dated 8th December, 1959—C.P. P.F. File 9-67/59-60)

Note 3.—To guard against any possible loss of policies in transit between the section and the Gazetted Officer, the policies should be sent in locked boxes.

Note 4.—When a change in the incumbency of Branch Officer occurs, a certificate of handing and taking over of policies should be signed in the Stock Register by the relieved and the relieving Officers.

Note 5.—The insurance policies in the custody of Branch Officer should be verified annually by a Gazetted Officer other than the Officer-in-charge of the Fund Section to be selected by the Accountant-General. If, however, there is a verification on the change in the incumbency of the Branch Officer, the next annual verification may be done one year after such verification.

(C.A.G's Lr. No. 1809-Admn, 11-99-58 of 8-58 Filed in case-Fds.1 Genl 1-22-58-59.)

190. *Register of Matured Policies.*—With a view to timely action being taken to collect the amounts due in respect of policies which mature for payment before the subscribers quit service, a register in the form in Appendix XII D should be maintained in which necessary entries should be made when the policies are taken into stock. The register should be submitted to the Gazetted Officer on 25th of every month with the details of action taken on all policies which mature during the month and details of cases pending from previous months.

191. *Register of dates of maturity of policies* :—The Register should be in the following Form :—

- (i) Two pages should be allotted for each calendar year for the policies maturing in that year.

- (ii) Each page should have the following columns ;
- (a) Serial No.
 - (b) Serial No. of the S.R.
 - (c) Name and account number of subscriber.
 - (d) Policy number.
 - (e) Date of maturity.
 - (f) Serial No. of the register of realization of money due on maturity of policies.
 - (g) Initials of auditor.
 - (h) Initials of Superintendent.

The entries in columns (a) to (e) should be filled in at the time of accepting a policy for being financed from the Provident Fund and the entries in column (e) should be initialled by the Superintendent.

Action should be taken three months before a policy actually matures. *e.g.*, when a policy matures for payment in March, 1976 action should be taken on the 1st January, 1976. When so taking action, the entries in Columns 1 to 5 in the Check Register of realization of money due on maturity of policy should be filled in and the serial number of entry in that register should be noted in column (f) of this register and initialled by the auditor and the Superintendent in columns, (g) and (h), respectively.

192. Subscribers whose postal life insurance policies are financed from General Provident Fund (Central Services) and from the Contributory Provident Fund (India) should pay the premia towards such policies in substitution for subscriptions to the fund by deductions from their salary bills. In cases where the monthly premium/premia payable on a policy or policies is not wholly covered by the amount of monthly subscription to the fund or where a subscriber suspended his subscription to the fund as committed under the rules, the balance of the amount or the whole amount, as the case may be, may at the request of the subscriber, be adjusted monthly by the Accounts Officer against the accumulations in the fund through the salary bill in accordance with the procedure laid down in Note 1 below.

(G.I., M.F. No. F. 30 (9) EV/54, dated 7th November, 1955.)

Note 1.—The actual procedure to be adopted in the above cases should be as follows :—

(i) If the subscription to the Provident Fund is more than the amount of monthly premium say

Provident Fund Rs. 50/-, Postal Life Insurance Rs. 40,

Column 9 of the (Establishment) pay bill will show Rs. 50 as monthly subscription, Rs. 40 deduction on account of Postal Life Insurance.

Rs. 10/- net amount to be credited to the Provident Fund.

(ii) If the subscription to the fund is less than the amount of monthly premium, say,

Provident Fund Rs. 30/-deduction on account of Postal Life Insurance Rs. 45.

Column 9 of the (Establishment) pay bill will show Rs. 30 as monthly subscription Rs. 45/- deduction on account of P.L.I.

Rs. 15 net amount to be debited to the Provident Fund.

Similar information should also be given in the Provident Fund Schedules.

In the Gazetted Officer's pay bills, the information should be given in the same manner.

Note 2.—In cases where the monthly premium on Postal Life Insurance is not wholly covered by the amount of monthly subscription to the fund, a certificate to the effect that the balance at the credit of the subscriber on the date of withdrawal covers the sum drawn on the bill should be furnished in the regular monthly bill in which the adjustment in question is effected.

Note 3. The same procedure for financing Postal Life Insurance Policies from General Provident Fund, Contributory Provident Fund and Contributory Provident Fund Pension Scheme is adopted on the state side also.

(C.A.G's Lr. No. T 1100 NGE, 235,33, dated 7th September, 1933 and Govt. of A.P. Fin. Dept., G.O.Ms. No 33 dtd 11th January, 1956.)

193. (1) Rule 30 of the General Provident Fund (Central Services) Rules, 1960, restricts the concessions regarding financing of insurance policies, to subscribers who, before the date of publication of the Rules (*viz.*, 17th December, 1960) have been substituting the payment towards policies of life insurance whole or in part, for subscriptions to the fund or making withdrawals from the fund for such payments.

(2) The facility should be continued only in regard to policies in respect of which at least one withdrawal was made from the General Provident Fund before 17th December, 1960.

(3) However, there may be cases, in which the first withdrawal might have been made in respect of a new policy after the 17th December, 1960 but before the receipt of the revised rules in various offices. In such cases the administrative Ministries may allow the concession, as a special case, in relaxation of the rules without reference to the Ministry of Finance.

(4) The Comptroller and Auditor General exercises the powers of an administrative Ministry in respect of personnel of Indian Audit and Accounts Department.

(5) In other cases where the amount was withdrawn after the 17th December, 1960, that amount together with interest thereon should be recovered from the subscribers in lump-sum or in monthly instalments not exceeding twelve and the policies, if already assigned to the President, should be re-assigned to the subscribers thereafter.

(G.O.I., M.F. (Dept. of Expr.) Office Memo. No. F.I. EV (B) 61, dated 30th September, 1961.)

194. A doubt having arisen whether Rule 30 of G.P.F. (C.S.) Rules, 1960 prohibits the replacement of existing policy by a better one, the Government of India clarified that since the change of policy is permissible under sub-rule (3) of Rule 22 *ibid* there would be no objection to permit withdrawal for financing such policies if the conditions laid down in the Government Order No. F. 21 (7)-R.11/37, dated 2nd April, 1937 and 24th July, 1937 are satisfied.

The above provisions shall also apply in the case of subscribers to Contributory Provident Fund (India).

(G.I., M.F. Memo No. F-7 (15)-EV (B) 61, dated 31st January, 1962.)

195. Clear cases of exchange of policies which are covered by the above para may be decided by the Accounts Officer concerned. Cases which are doubtful and are not covered by the said orders and cases involving alteration in terms of policies should be referred to Government of India for being examined on merits.

These orders also apply to C.P.F. (India) subscribers.

(G.I., O.M. No. F.7 (5)-EV (B) / 63, dated 11th March, 1964 received with C.A.G's Lr. No. 548-Audit/115-A1/61, dated 1st April, 1964.)

196. The following form of re-assignment approved by Government should be adopted in the case of a policy assigned by a subscriber to the Governor of Andhra Pradesh in either of forms appended to the Second Schedule to the General Provident Fund (Andhra) Rules with the intention of financing the same from his G.P.F. Account but does not withdraw any amount actually from the fund to finance the same and subsequently applies for the return of the policy while still in service.

“The above named.....A.B.....(the subscriber) not having drawn any sum from the General Provident Fund for payment of any premium on the within policy of assurance, the Governor of Andhra Pradesh doth hereby reassign the within policy of assurance to the said A.B/A.B. and C.D.”.

(Composite Madras Govt. Memo No. 14095-Fin (Pen-I), dated 23rd September, 1942)

197. A holder of a policy assigned to Government who desired to improve his position by replacing the policy by a better one should be permitted to do so subject to the following conditions being observed, viz.,

- (1) the new policy should carry the same or a larger amount of insurance ;

Note.—The replacement of policy may be from the same office or from another office or company. The insurance companies allow as an alternative to surrender of policy, a fully paid-up policy for a reduced sum. In such cases, the total amount of insurance cover given by the two policies, viz., old policy converted into a paid-up policy *plus* the amount of the new policy in the same or another company should be the same or larger than the amount of insurance given by the old policy prior to surrender.

- (2) the premium in respect of the new policy should not be more than the premium paid in respect of the old policy.

Note.—A case arose where a subscriber desired to convert a life policy taken out for 20 years into one for thirteen years. To ensure the conversion he had to pay increased premia from the date of conversion besides a lumpsum payment representing the difference in the rate of premia together with interest thereon in respect of the period upto the date of conversion. It was decided by the Comptroller and Auditor General of India that the lumpsum payment representing the arrears premia for the back periods upto the date of conversion could be viewed as premium falling due on the date of conversion of the policy and as such payment from

G.P. Fund could be allowed. This did not come within the purview of the restriction in clause 2 of the first proviso to Rule 18 of the G.P. Fund (C.S.) Rules. The interest on the arrear premia would have to be met by the subscriber from his private funds as it was not part of the premia.

(CA.G's Lr.No. 964-Admn-II/201-54, dated 31st July, 1954 and 1545 Admn. II/11-201-54, dated 8th November, 1954.)

- (3) the new policy should mature within the same year as the old policy ; and
- (4) the new policy should be in force on the date on which the original policy is surrendered.

(G.I.F.D. Lrs. No. F. 21 (7)-R-II/37, dated 22nd April, 1937 and No. F. 21 (7)-R.II/37, dated 24th July, 1937 and Composite Madras G.O. No. 595 Fin. (Pen). dated 7th August, 1937.)

198. (i) Under Rule 16 of the General Provident Fund (Andhra) Rules as amended by G.O. No. 773, Fin (Pen.), dated 21st November, 1939, proposals from a subscriber for financing his insurance policies from the General Provident Fund can be accepted if they are taken out mainly for the benefit of his family.

Where a subscriber is a bachelor (or widower who has no family) at the time, desires to finance his policy from his General Provident Fund accumulations, the proposal can be accepted only on the following conditions:—

- (1) the policy should be assigned to Government in the first instance by the Government servant himself and an undertaking given by him that he would submit a report to the authority (head of the office) as soon as he contracts a marriage, and
- (2) that with a view to safeguarding the interests of his wife he should, on marriage, arrange to have the policy re-assigned by Government, in his favour, so that he might then assign it jointly in favour of himself and his wife and subsequently both he and his wife can together reassign the policy in favour of Government as joint tenants.

Whenever a proposal from such a subscriber is forwarded to this office for acceptance, a certificate is furnished by the head

of the office to the effect that an undertaking in the following form has been obtained from the subscriber and filed by him;

"I undertake to report the fact of my having acquired a family to the head of my office as soon as I contract a marriage. I shall further take the necessary steps to have the policy re-assigned in favour of Government in the joint tenant form along with my wife soon after marriage or if she is a minor at the time, on her becoming a major".

To secure compliance with the undertaking furnished by the subscriber, the head of the office in which the subscriber is working is to ascertain the information from the subscriber at the time of the periodical withdrawal from the fund for payment of premia. On obtaining the information he communicates to this office the age of the subscriber's wife along with an application from the subscriber for the return of the policy after reassignment to him to enable him to assign again to Government eventually in the joint tenant form.

(Memo No. 11173, Pen-3, dated 10th May, 1941 and 17991 Pen-2, dated 25th June, 1941 from Composite Madras Fin (Pen) Department.)

(ii) The joint tenant form referred to in sub-para 2 of paragraph 14 of the memorandum mentioned in para 199 *infra* is reproduced below :—

"I (here state name and description of the assured) do hereby assign and transfer the benefit of the within policy and all moneys receiveable thereunder or in respect thereof to myself and my....(here state relationship and name) TO HOLD the same unto myself and the said..... or survivor as joint tenants and I declare that on the death of either, the receipt of the survivor shall be a sufficient discharge to the Life Insurance Corporation within named dated, the.....day of 19.....

Signature.

Witnesses :—

(1)

(2)"

There is no objection to the inclusion of more than one member of a subscriber's family besides himself in assigning a policy in favour of Government in the joint tenanat form. In such cases, the "Joint tenant" assignment form will be altered as follows :—

- Substitute :*
1. "Survivor or Survivors" for "Survivor"
 2. "on the death of one or more of us" for "on the death of either."
 3. "receipt of the survivors or survivor" for "receipt of the survivor".

(G.I. Fin. Endt. No. F. 21 (1) (R) 11/41, dated 8th July, 1941.)

199. A policy where minor sons under the guardianship of the mother (wife of the assured) are nominated cannot be accepted in terms of the General Provident Fund (Central Services) Rules, 1960, even on the joint assignment by the subscriber and the mother as guardian of the minors. No form of assignment can be devised to enable the mother to sign away the interest of the minor who has been nominated on the policy. She is not competent to do so except on proof of necessity or benefit to the minor. For that, only an order of the competent Court would suffice.

(G.I., F.D. No. F. 21 XXXVI/R. II/34, dated 9th January, 1935.)

In assigning the policies to Government in accordance with the procedure prescribed in sub-para 2 of para 14 of the "Memorandum explanatory of Government Provident Fund Rules *vis-a-vis* the law on the subject" there would be no objection to a subscriber mentioning a member of his family other than his wife *e.g.*, his son or daughter as the "joint tenant" in the "joint tenant" assignment form provided the son or daughter has attained his/her legal majority. Similarly the wife mentioned as a joint tenant should also be a major. Government of India and Government of Andhra Pradesh are opposed to the mention of a minor wife or child of a subscriber since this might lead to complications about minority and other difficulties.

(Composite Madras G.O. Ms. No. 650, Fin (Pen), dated 3rd October, 1939.)

200. *Conversion of Policies.*—The conversion of a policy of life insurance which is financed from the General Provident Fund (Central Services) or the Secretary of State Services

(GP.F.) or the Contributory Provident Fund (India) into an extended term policy is not permissible.

(G.I., F.D. Lr. No. F.21 (15)-R-II/36, dated 10th July, 1936.)

Note.—The features of the “Extended term policy” which have not been defined any where in the General Provident Fund Rules are as follows.—

A policy of life insurance may be converted into an extended term policy when a person who has taken out a policy finds after payment of premium for certain number of years that he is unable to continue further payments. In such an event certain insurance companies allow an option to the assured to convert the policies into an extended term policy on terms and conditions which are generally laid down at the back of the policy. The features peculiar to an extended term policy are :—

(1) that the assured is covered for a specified period beyond the date from which he ceases to pay premium;

(2) that the company forgoes all future premia on the policy;

(3) that the company undertakes to pay the assured the full amount of the policy only in the event of his death within the extended period;

(4) that if the assured survives that period he is entitled to receive nothing from the company; in certain circumstances only a very nominal amount.

(G.I.F.D. Lr. No. F. 21 (15) R-II/36, dated 27th October, 1936 and Composite Madras G.O. No. 992 Fin (Pen), dated 9th November, 1936.)

201. (i) When a subscriber proposes to convert a policy financed from the General Provident Fund into a paid-up policy it should first be ascertained whether the insurance company intends to issue a new document in lieu of the original one or proposes to convert it into a paid up one by means of an endorsement thereon to that effect, . In the former case, the policy should be re-assigned to the subscriber in the following form, namely:—

(the President of India/the Governor of Andhra Pradesh doth hereby re-assign the within policy of assurance to the said A-B/A.B. and C.D), dated this.....
.....day of..... 19....

Executed.....

*Accounts Officer of the Fund for
and on behalf of the President of India/
Governor of Andhra Pradesh.*

(in the presence of.....)

(One witness who should add his designation and address).

The new policy should on receipt be assigned to the President of India or the Governor of the State and handed over to the Accounts Officer. In the latter case, the policy should either be handed over to the subscriber for transmission to the insurance company or be sent direct by the Accounts Officer with a request that the policy when so endorsed by the company may be returned to the Accounts Officer. If there is thereby a radical change in the benefit derivable under the policy, a memorandum may be required to be endorsed and signed by the Accounts Officer as well as the subscriber acknowledging the altered position.

(ii) In the case of paid-up policies, it is necessary to see that the paid-up value of the policy is not less than the amount of the premia diverted from the fund. If the paid-up value is less, the subscriber should forthwith be required to pay into the fund the difference between the paid-up value and the total of the sums withdrawn from the fund of premium payments, excluding interest which would have accrued on such amounts had they been left in the fund. Any profits stated by the company to have accrued on the policy upto the date of its conversion, should, however, be taken into account in calculating the difference only if the company is prepared to guarantee the profits by making an entry on the policy.

(iii) As regards a policy assigned to the President of India or the Governor of the State which a subscriber wants to surrender, the policy may be re-assigned to the subscriber for the purpose of the surrender, on the condition that he pays the surrender value of the policy into his fund account and if the surrender value be less than the total of the sums diverted from the fund for payment of premia and interest thereon that he also repays the difference into the fund. In other words such cases should be treated like those of lapsed policies and the fund account should be restored to what it would have been had the premia not been paid out of it.

(iv) In cases both of paid-up and surrendered policies in which it is considered that the recovery in a single instalment of the difference to be paid into the fund account will cause hardship to the individual, recovery should be effected in such number of instalments not exceeding 24, as the Head of the Department may, with the concurrence of the Accounts Officer, decide. If recovery is made in instalments, interest will not be

charged in the case of paid-up policies even for the period of actual recovery but interest at the usual rate will be charged for this period in the case of surrendered policies.

(G.I., F.D. Lr. No. F. 21 (3)-R-II/36, dated 30th June, 1936 and Composite Madras G.O. No. 636 Fin (Pen), dated 21st July, 1936.)

202. *Non-Admissibility of Extra Premium from G.P.F. for payment on account of Accident Benefit and Extended Disability Benefit.*—Policies of life insurance with accident benefit and extended disability benefit also may be financed from the Provident Fund Account of subscribers under Rule 17 (b) of G.P.F. (C.S.) Rules, 1960 subject to the condition that the extra premium in such cases should not be allowed to be financed out of the G.P. Fund account of a subscriber.

(C.A.G.'s Letter No. 1487/Admn-III/304-61, dated 16th September, 1961 Funds-I/General file 6-11.)

203. Some of the life insurance companies offer their policyholders the following four options in respect of bonuses declared on life assurance policies.—

- (1) Purchase of paid up addition to the sum assured.
- (2) Reduction of future premia.
- (3) Cash payment of bonus.
- (4) Deposit of cash value of the accrued bonuses with the companies to accumulate at interest.

Subscribers who finance their policies from the Provident Fund account should only be allowed to avail themselves of options Nos. 1 and 2 above in respect of dividends on their policies. Option No. 3 is prohibited by the rules of the Fund and option No. 4 is objectionable as the accumulated amount remains a debt due from the company which is not covered by the assignment of the policy and is, therefore, liable to be attached by creditors.

Note 1.—The subscriber may adjust the bonus declared on life assurance policies towards the payment of future premia if the rules of the insurance company allow such a course.

(G.I.F.D. No. 21(10)-R-II/36, dated 22nd May, 1936 and Composite Madras G.O. No. 490 (Fin) (Pen), dated 10th June, 1936.)

Note 2.—The subscribers may also be allowed the use of the bonuses already accumulated under option No. 4 to be utilised for the reduction of the immediately ensuing premia provided that no withholding of subscription or withdrawal from the fund is allowed till the whole of the accumulated value is wiped off.

The above decision applies also to subscribers governed by the General Provident Fund (Andhra Pradesh) Rules.

(G.L. F.D. Lr. No. 59-PT/36, dated 16th January, 1937 and Composite Madras G O. No. 78 Fin (Pen.), dated 27th January, 1937.)

204. *Procedure in connection with the defective assignment of Insurance Policies.*—An assignment is not complete unless it is accepted for and on behalf of the President or by a person authorised in this regard. An incomplete or defective assignment may be cancelled by the assignor himself. Consent of President is not necessary. Permission of President is necessary as a measure of caution in case required by Life Insurance Corporation or any insurance company. In cases where an interest accrued already under defective assignment it is open to Accounts Officer to re-assign the policy.

(G.L. O.M. No. F. 7 (14) EV (B)/62, dated 4th January, 1963, C.A.G's Lr. No. 82-Admn.II/228. Admn.III/60, dated 15th January, 1963.)

205. Cases of encumbrance arising out of loans advanced under the Non-forfeiture clause, would also be covered by Rule 27 of G.P.F. (C.S.) rules, 1960 and not by rule 28 *ibid*, and in such cases recovery of G.P.F. advance should be effected by the Accounts Officer under Rule 27 read with rule 22 (4) of G.P.F. (C.S.) Rules, on receipt of notice of encumbrance. Any complication arising in this regard should be dealt with in the following manner, depending upon the nature of the case.

(a) if the recovery is completed before the policy becomes a claim by maturity or death, the policy should be re-assigned or made over under rule 24 *ibid* ;

(b) if the policy matures before the completion of recovery.

(i) the policy should be reassigned or made over to the subscriber, asking him to repay the unrecovered G.P.F. advance, when the net proceeds of the policy (*i.e.*, claim amounts payable by the Insurance Corporation *minus* the accumulated premia advanced by the Corporation) exceed the unrecovered P.F. Advance ;

(ii) if the net proceeds under the policy as explained above fall short of the unrecovered G.P.F. advance, the net proceeds should first be realised by the Accounts Officer and then the balance out of the unrecovered G.P.F. advance should be recovered from the subscriber ;

(c) if the policy becomes a claim by death before the completion of the process of recovery, the policy should be re-assigned or made over as under rule 24 (2) of G.P.F. (C.S.) Rules.

In all the above cases, the matter need not be referred to Government.

The above provisions will equally apply in cases of policies financed from C.P.F. (I) and also in respect of Provident Funds administered by the State.

(G.I., M.F. No. F. 410 (II). EV-59, dated 3rd March, 1960 and G.O. Ms. No. 1538, dated 16th March, 1960 Fin. 6-30/1960-61.)

206. In the case of policies first financed from the Provident Fund but subsequently kept alive by the insurance company by advances bearing interest to cover the overdue premia, the advances thus made by the company which will eventually be adjusted against the value of the policy at maturity (unless the loan is in the meantime repaid to the insurance company by the policyholder) are interest-bearing loans taken by the policyholder against the surrender value of the policies and the policies in question should, therefore, be treated as "charged" or "encumbered" for the purpose of Rule 27 of the General Provident Fund Rules.

(Endt. No. 808-A/198-42, dated 21st October, 1942, from the Auditor General of India communicating copy of letter No. 807-A/198-42, dated 21st October, 1942 to the A.G., C.P.)

207. A policy on the security of which an advance is taken under the scheme for non-forfeiture applicable to the same should be deemed to be encumbered for the purpose of Rule 27 of the General Provident Fund (Central Services) Rules, 1960 and should not be accepted.

(G.I., F.D. Lr. No. F-21-VI-R-II/33, dated 3rd April, 1933.)

208. A policy of insurance effected by a married man on his own life and expressed on the face of it to be for the benefit of his wife or child is a policy in the name of the sole beneficiary.

(G.I., F.D. No. 1049, F.E., dated 17th May, 1923.)

209. Policies payable to the assured on maturity or to his wife or child in the event of his death before that date are not policies in the name of sole beneficiary.

(G.I., F.D. No. 3488 F.E., dated 10th December, 1924.)

210. Policies on the "Term Assurance" scheme (*vide* details below) should not be accepted to enable their being financed from Provident Fund under the Secretary of State Services (G.P.F.) Rules and (Central Services) Rules or the Contributory Provident Fund Rules (India) G.P.F. (A.P.) Rules or C.P.F. (A.P.) Rules.

The following are also some of the features peculiar to such policies :—

(1) If the assured dies within the specified period, the assurance money becomes payable, but if he outlives the period, no payment is made.

(2) No surrender value is allowed at any time.

(3) The policyholder is given the option during the currency of the policy of taking out a fresh policy under any other plan issued by the company concerned. This is restricted to endowment assurance policies in certain companies without being required to pass a medical examination. The premium payable and other conditions attaching to the new policies, however, are the same as for a fresh entrant at his age at the time of exercising the option, the only tangible benefit obtained being that the company is bound to issue him a policy irrespective of the state of his health.

(G.I., F.D. Lr. No. F. 21 (20)-R-II/36, dated 29th April, 1937.) and (Composite Madras G.O. No. 365, Fin. (Pen.), dated 25th May, 1937.)

211. Life and endowment insurance policies embodying special provisions of the kind mentioned in (1) and (2) below respectively may be accepted in deposit without assignment

under Rule 20 (1) (b) of the General Provident Fund (Andhra) Rules and 19 (1) (b) of the Contributory Provident Fund Rules (Andhra).

Special Provisions

(1) The sum assured under the policy will become payable to.....wife ofthe life assured should she survive and in the event of her predeceasing the life assured to his assigns or his proving executors or administrators or other legal representatives who shall take out representation from any court in Indian Union to his estate or limited to the moneys payable under this policy.

(2) This policy is issued under the provisions of the Married Women's Property Act, 1874, for the benefit of the proposer's wife.....to whom the sum assured will become payable in the event within mentioned but in the event of her predeceasing the proposer the sum assured will become payable to the proposer or his assigns or his proving executors or administrators or other legal representatives who shall take out representation from any Court in India too his estate or limited to the moneys payable under the policy.

(G.O. No. 540 Fin (Pen.), dated 20th July, 1937 and Memo No. 28799 (Pen.) 3, dated 4th November, 1937- of Composite Madras.)

212. There is no objection to a Marriage Endowment Policy being financed from the General Provident Fund in the same way and under the same conditions as an Educational Endowment Policy referred to in the second proviso to Rule 17(b) of the General Provident Fund (Central Services) Rules.

(G.I., F.D. Lr. No. F.21 (4)-R.II/40, dated 1st April, 1940.)

The above decision applies to subscribers governed by the General Provident Fund (Andhra Pradesh) Rules.

(Composite Madras G.O. Ms. No. 508, Fin., dated 27th September, 1944.)

213. *Assignments of Policies.*—Where the rules of a Provident Fund require a subscriber to assign his policy to the President of India or to the Governor of the State he may execute

the assignment on the policy itself either in his own handwriting or in type or alternatively paste on the blank space provided for the purpose on the policy a typed or printed slip containing the endorsement. The latter must be duly signed and if pasted on the policy should be initialled across all four margins.

(G.I., F.D. Lr. No. D. 2120-R.II, dated 5th August, 1932 to all Provincial and minor Local Governments and Composite Madras G.O. No. 472, Fin., dated 26th August, 1932.)

214. To give due effect to the intention of Rule 22 (a) of the General Provident Fund Rules in force prior to 1st April, 1934, the Accounts Officer should see that the subscriber himself furnishes the "No prior assignment" certificate and should have this corroborated by his independent enquiry from the insurance company whether it received notice of any prior assignment of the policy.

(G.I., F.D. Lr. No. D. 2729-R.II, dated 4th October, 1932.)

215. *Calculation of difference of subscription under Rule 18 of the General Provident Fund (Central Services) Rules.*—The period for which the difference referred to in Rule 19 of the General Provident Fund (Central Services) Rules, 1960 is calculated for the purpose of effecting the recovery should be one financial year and any amount of subscriptions to a family pension fund or of payments towards a policy of life insurance in excess of the minimum amount of subscriptions payable into the General Provident Fund in any financial year should not be set off against any difference payable under the Rule quoted above in respect of any other financial year.

(Govt. of India, F.D. Lr. No. F. 21(5)-R.II/36, dated 18th March, 1936.)

216. When a subscriber is required, under clause (4) of Rule 22 of the General Provident Fund (Central Services) Rules, 1960, to refund sums withdrawn by him from his fund account for the payment of premia towards a policy of insurance with interest, he should be required to restore his account in the fund to the position as if no withdrawals had been made, *i.e.*, the interest to be recovered on sums withdrawn should be calculated in the same manner as interest is calculated for credit to a subscriber's provident fund account under Rule 12 of the Fund Rules and at the actual rate or rates which obtained during the period the subscriber was paying premia on his policy of insurance instead of the rate prevailing on the date of refund.

When recovering amounts withdrawn from General Provident Fund for payment of premium on a policy which is found to be unacceptable under Rule 21 of General Provident Fund (Central Service) Rules, interest as calculated above should also be recovered as the fund account should not lose interest on such amounts.

(G.I., F.D. Letters No. D/5022-R-II/28, dated 4th October, 1928 and No. D.2272-R.II/32, dated 13th August, 1932.)

217. Some insurance concerns give the holders of their policies the option of paying in advance any or all the premia payable on a policy and in consideration of having received payment in advance, such concerns allow discount on the premium so paid. In the event of the death of the policyholder before all the premia paid in advance fall due, the insurance company pays, in addition to the sum due on the policy, the balance of the premia paid in advance for the years subsequent to that in which the death occurs. Payment of such advance premia as described above may be permitted provided the Accounts Officer is satisfied that the amount withdrawn from Provident Funds for this purpose does not exceed the discounted cost of the premia so paid.

(G.I., F.D. Lr. No. F. 21-VIII-R.II/34, dated 17th April 1934.)

218. (i) A subscriber to the General Provident Fund allowed his policy assigned to Government to lapse. The total amount withdrawn by him from time to time from the fund for paying premia on the said policy was consequently ordered to be recovered. But, subsequently he converted the policy into a paid-up one and returned it to the Accounts Officer. A question arose whether further recoveries should be stopped and the amount already recovered be refunded.

(ii) A subscriber to the General Provident Fund withdrew money from his General Provident Fund deposits for payment of premia on his policy. He duly paid the premia but failed to assign the policy to Government in time. The amount thus withdrawn from the fund was consequently ordered to be recovered. He however assigned the policy to Government subsequently and applied for the stoppage of further recoveries and for the refund of the amount recovered so far.

It was decided that in both the above cases further recoveries might be stopped but no refund of the amount already recovered should be allowed.

(G.I.F.D. Lr. No. F. 18 (1)-R-II/40, dated 14th February 1940 and Composite Madras G.O. Ms. No. 229 Fin (Pen.), dated 10th April, 1940.)

219. *Re-assignment of Policy.*—In one case L. I. C. informed that the policy lapsed long back in 1944 and that no amount was payable under this policy. This policy was ordered to be lodged in this office itself based on the letter of L.I.C., instead of advertising for the whereabouts of the claimant as required in G.O.I. Lr. No. F. 7 (8)/EV/(B)/63, dated 31st December, 1964. It was held to be not worthwhile to incur the expenditure on advertisement, etc., just for the sake of formality, when the claim accruing from the policy is “Nil”. The case was closed.

In such cases, the Section concerned should take out an extract of orders of Branch Officer and paste it against the relevant Stock Register Number (for further verification) and pin a copy of the extract to the policy which is preserved permanently in this office. This fact should be intimated in such cases to the L. I. C. also.

(Case of Shri S.H. Ramacharlu, Fds-XXIII Sn. and Fds.I. Note dated 7th May, 1968.)

220. *Re-assignment of policies to subscribers on appointment in Government undertaking.*—When a subscriber to G.P.F. (or C. P. F.) takes up appointment under a body corporate owned or controlled by Government, the insurance policies, which are financed from his P. F. accumulations, may be re-assigned to the subscribers, intimation thereof being sent to the body corporate concerned, leaving it to them to have the policies assigned in their favour or not according to their respective Provident Fund Rules.

(G.I., M.F. Lr. F. 27 (6)-EV (B)/64, dated 15th May, 1964 to Accountant General, Gujarat.)

221. *Re-assignment of Policies in case of lunatics.*—In case of reassignment, payment or delivery of policy if the recipient is a lunatic, and if no Manager is appointed it shall

be reassigned, paid or delivered to any relative or person liable to maintain such lunatic.

(G.O. Ms. No. 2511-Fin., dated 17th December, 1960-Govt. of Andhra Pradesh.)

222. *Power of assignment by Accounts Officers.*—(i) Re-assignment of insurance policies on behalf of the Government should be done by Accounts Officer as defined in the General Provident Fund Rules and not by any other subordinate officer on their behalf.

(C.A.G's Lr. No. 2884-E.1145/23, dated 23rd June, 1924.)

(ii) The Accounts Officer of the Fund as defined in the rules may execute deeds, contracts and other instruments relating to the assignment of insurance policies which are assigned to Government in accordance with the General Provident Fund Rules on behalf of the Government.

(G.I., No. 2252-A, dated 5th December, 1912.)

Note.—Documents relating to the acceptance of policies and re-assignment of policies may be signed by the respective Branch Officers of the Funds Section, the respective Section Superintendents signing as witness where necessary.

(Govt. of A.P. D.O. Lr. No. 93201/1013/Pen-I/65-1, dated 11th May, 1966.)

223. The powers to accept the assignment for and on behalf of the President are delegated to Accounts Officers of the Fund in the Indian Audit and Accounts Department.

(C.A.G's Lr. No. 543-T. A. II/345-Admn.II/63, dated 6th April, 1964.)

224. Assignments accepted by Accounts Officer prior to 8th January 1964 (*i.e.* Accountant General) should be accepted afresh by the Accounts Officers as prior to 8th January 1964, Accounts Officers of the I. A. & A. D. were not delegated powers of assignments, etc.

(C.A.G's Lr. No. 1935-T.A.II/345-Admn.II/63, dated 1st December, 1964.—O.O. No. Fds-I/Genl/dated 16-3-1965.)

225. *Re-assignment of Policies.*—Rule 22(2)(1) of the General Provident Fund (Andhra Pradesh) Rules lays down that when a subscriber dies before quitting service, his life assurance policy if assigned to Government shall be re-assigned to such person as may be legally entitled to receive it. In individual cases, the

Government authorise the Accountant General to reassign the policy without insisting on production of legal authority subject, however, to the condition that the person to whom the policy is to be re-assigned executes a bond signed by two sureties agreeing to indemnify the Government against any subsequent claim that might arise. In such cases the indemnity bond to be obtained should be in the form given in Appendix XII-D.

(Composite Madras G.O. Ms. No. 708 Fin. (Pen), dated 14th November, 1941.)

226. *Disposal of Policies financed from P. F. account of subscribers in the event of premature death.*—In pursuance of Rule 24 (2) of G.P. F. (Central Services) Rules, 1960, it should be ensured that no policies pertaining to deceased subscribers standing assigned in favour of President should be retained in the custody of Branch Officer for inadequate reasons after the final payments of P. F. balances are made.

(C.A.G's Lr. No. 1722-T. Admn-II/420-68, dated 8th August, 1969 File. 6-4/A/69-70/Fds-I Genl.)

227. *Procedure for fresh assignment on the death of assignee.*—A subscriber to General Provident Fund assigned to Government his life assurance policy in form No. 3 given in the Second Schedule to the General Provident Fund (C. S.) Rules. Due to the death of his wife, the assignee and his subsequent marriage, the subscriber intended to make his second wife a "Co-tenant" to the policy and requested the Audit Office to re-assign the policy to him for necessary action.

It was held by the Ministry of Finance in this case, in consultation with the Ministry of Law, that the policy should first be re-assigned by the President of India in favour of the assured and thereafter the assured may execute a fresh assignment first in favour of himself and his new wife as a joint tenants, and then a further assignment by the said two joint tenants should be executed in favour of the President of India.

(G.I., M.F. (C) U.O. No. 863, C.F.S.II, dated 31st January, 1957 read with their U.O. No. 2808-PTEIS/57, dated 6th April, 1957.)

228. When a policy which comes or may come within the scope of Section 6 of the Married Women's Property Act, and which

has an assignment endorsed on it in favour of the President of India, is to be released. the Accounts Officer should execute a formal reassignment in favour of the assured (the subscriber), or if the policy was jointly assigned by the assured and his wife in favour of the President of India, in favour of the assured and his wife and make it over to the assured. If in any case, the subscriber, while still in service, desires that his policy should be reassigned, this should be done, but the policy should be retained "on deposit" until it is due for release in the ordinary course. If the policy requires to be released by reason of the assured's death in service, it should be formally reassigned to the beneficiaries named therein or otherwise to the persons entitled to claim the policy money and handed over to them, the re-assignment being made in the prescribed form with the omission of the words in brackets, viz., (under probate of his will dated.....him/them by the..... Court.....on the day of 19.....).

(G.I.F.D. Lr. No. F. 21 III/R.II/34, dated 3rd April, 1934.)

229. In cases where a subscriber wishes to withdraw the sum accruing on his policy which matures while he is still in service it is sufficient if the reassignment of the policy is effected in the following form.

"The President of India/The Governor of (the State) doth hereby re-assign the within policy of assurance to the saiddated.....19....

In such cases, the attention of the subscriber should be drawn to Rule 21 (4) which lays down that when the policy moneys are received by him, he must repay what is due to the fund with interest and the item held under objection. If he does not do so at once on receipt of the above moneys, steps should be taken to deduct the necessary amount from his pay.

(G.I.F.D. Lr. No. F. 21.XII.R.II-33, dated 6th June, 1933.)

Note. - The State Government consider that any default in the repayment of the amount withdrawn or withheld from P.F. (to the credit of P.F.) from out of the amount received from the insurance company as required under Rule 23 (1) (i) of the G.P.F. (A. P.) Rules and similar provisions under other State Provident Fund Rules should be construed as an intentional violation of rules and viewed as a serious irregularity requiring disciplinary action. The Government, therefore, instructed Heads of Departments to warn subscribers that failure to repay the amounts withdrawn from the fund as soon as the policy amount is realised would be taken

serious notice of and that they would be severely dealt with. If the Heads of departments decide to effect recoveries from the emoluments of a subscriber in instalments, they should ensure that the number of instalments fixed should be sufficiently low so that the amount to be recovered every month would have a penalising effect on the subscriber for non-observance of rules.

(Govt. of A.P. Fin., (Pen.-I) Dept., G.O. Ms. No. 1535 dated 29th August, 1959.)

230. Procedure for disposal of Life Insurance Policies.—In cases where subscribers die and no legal heir(s)/claimant(s) come forward to claim the amount of life insurance policy financed from the Provident Fund Account, the Accounts Officers shall, after the expiry of two years from the date of death of the subscriber, issue a public notice through the leading dailies of the region where the subscriber last served or place where his death had occurred, asking the legal heir(s)/claimant(s) if any, to submit their claims within a period of three months from the date of issue of the said notice. If no claim is received within the said period, the Accounts Officer shall realise the proceeds of the policy and credit the same to the Provident Fund Account of the deceased subscriber, the subsequent disposal of the amount being regulated in accordance with the rules on the subject.

(G.I.M.F. No. O.M.F. 7(8) – EV(B)/63, dated 31st December, 1964—received with C.A.G's Endt. No. 68-T. Adm. II/79-64, dt. 14th January, 1965.)

Note.—The cost of issue of public notices as envisaged above shall be borne and debited to the 'office contingencies' of this office.

(C.A.G. Lr. No. 810-T.A.II/79-64, dated 7th May, 1965-File No.6-2/61-67.)

231. The policies of subscribers whose whereabouts are not known and which would have become paid-up as a result of non-payment of premia should be kept by the Accounts Officer concerned for seven years from the date of disappearance of the subscriber and the policy disposed off at the end of seven years under the relevant provisions, applicable to officers dying before quitting service, of the P. F. Rules concerned presuming their death under Section 108 of the Indian Evidence Act. The proceeds of policies which mature and become payable during this period of seven years should be collected by the Accounts Officer concerned and credited to the P. F. account of the missing subscriber.

(C.A.G's Lr. No. 59-Admn-III/62, dated 15th January, 1964.)

Government of Andhra Pradesh also accepted and adopted this procedure

(G.O. Ms. No. 218, Fin, dated 23rd June, 1964.)

232. The following procedure should be followed in case of settlement of insurance policy claims not exceeding Rs. 5,000 referred to in para 14 of the Explanatory Memo to Government of India P.F. Rules.

- The authorised officer of the Government (A. G., etc.) should (i) cancel the assignment in favour of Government appearing on the back of the policy/policies.
- (ii) send to the concerned office of the Life Insurance Corporation the notice of cancellation of assignment;
- (iii) send to the concerned officer of the Life Insurance Corporation a letter of disclaimer to the effect that the Government has no claim/interest in the policy/policies.

If in any case the sum insured exceeds Rs. 5,000 the orders of Government should be taken.

(G.O.I., O.M. No. 40 (4)-EV/70, dated 18th November, 1970 forwarded by C.A.G., in 2194-T.A.II/397-70, dated 15th December, 1970-O.O. Fds.I/6-4 70-71.)

Note.—A question arose whether in a case where the subscriber would be financing more than one policy from his G.P. Fund the limit of Rs. 5,000 should be applied to each individual policy or all policies taken together. It is clarified that the limit of Rs.5,000 should be applied to each individual policy and the orders of Government are necessary only when the amount of each policy exceeds Rs. 5,000.

(G.O.I. O.M.No. F. 40 (5)-EV/67, dated 14th February, 1968. forwarded under C.A.G's Lr. No. 467-Tech. Admn. II/425-67, dated 23rd February, 1968.)

233. In respect of policies which have been assigned to Government and held in the custody of Accounts Officer, it becomes necessary for him under certain conditions to realise from the insurance companies amounts falling under one or more of the following categories for being credited to the Provident Fund account of respective subscribers:—

- (i) Matured value.

- (ii) Bonus Certificates or Dividend Warrants.
- (iii) Surrender value.
- (iv) Anticipated endowments.

In order to enable the Accounts Officer to see that the amounts are realised and correctly credited to the subscriber's Provident Fund account, a register with the columns provided in Para 191 *supra* should be maintained in the Fund Section.

234. When a fee is demanded by an insurance company for furnishing an acknowledgment for the receipt of the notice of assignment of a policy to Government (See Rule 22 (5) of the General Provident Fund Rules, 1960 and similar rules in the Contributory Provident Fund Rules) it should be paid by the subscriber himself to the insurance company and the fact of its payment reported by the subscriber to the Accounts Officer in forwarding the company's acknowledgment of the receipt of notice of the assignment.

In regard to re-assignments *vide* Rule 24 (2) of the General Provident Fund Rules, 1960 any fee payable for an acknowledgment from the insurance company for the notice of re-assignment should be paid by the insurer or the party in whose favour the re-assignment is made as it is his concern to obtain the same to make his title to the policy perfect. He should negotiate it as a private transaction with the company and pay himself any fees chargeable by the company for the acknowledgment. When, therefore, a policy is re-assigned by an Accounts Officer he should sign and make over with the policy a notice of re-assignment addressed to the insurance company concerned, the party in whose favour the re-assignment is made being advised to send in his own interest this notice along with the policy re-assigned for record in the company's books.

(Lr. No. F. 20-XXXIV-R.II/32, dated 2nd December, 1932, from the Govt. of India, F.D. to the D.A.G. Central Revenues, Calcutta.)

235. As regards Postal Life Insurance policies, assignments made on separate paper and attached to the policy are in order and no stamp duty is required.

(P.M.G., Madras No. SBC-79, dated 10th February, 1941.)

236. Endorsements assigning policies of insurance recorded on slips of paper pasted on the policies should be regarded as parts of the policies themselves and are consequently exempt from duty under Exemption (c) to Article 50, Schedule I-A, to the Stamp Act.

(Proceedings of the Board of Revenue, Excise and Separate Revenue No. Rt. 96, dated 6th January, 1939 communicated in Board's Resolution No. Misc. 513, dated 20th February, 1941.)

237. Bonus receipts to withdraw, either in cash or in adjustment of the premia, the profits declared on the policies assigned to the President of India or the Governor of the State should be countersigned by the Accounts Officer in charge of the G. P. Fund Section and authenticated by this office seal.

(A.G.'s Lr. No. Fds-I-10/5/590, dated 10th March, 1932 to the Sun Life Assurance Company of Canada.)

238. The Government Solicitor is not entitled to any fees for scrutinising at the instance of the Accountant General a deed of settlement assigning a subscriber's insurance policies to trustees.

(Composite Madras G.O. Ms. No. 1529-Department, dated 25th October, 1926.)

239. *Attachment of Premia paid from the Provident Fund.*—Subscriptions withdrawn from the G. P. Fund for payment of premia towards a policy of insurance taken out by a subscriber under the G. P. Fund Rules are not "compulsory deposits" and as such are not protected from attachment by a Court of law. Such subscriptions are not, therefore, deposits at the credit of the subscriber in the Fund, and the latter cannot, therefore, be allowed to secure an advance from an insurance company on the security of a policy which has been assigned by him to the Government under the G. P. Fund Rules.

(Paragraph 140 of the Fund Section Manual, A.G., U.P.)

240. *Production of probate necessary for re-assignment even in case of any will left by subscriber bequeathing value of policy.*—A subscriber left a will according to which the value of a policy taken out by him was bequeathed to his wife and mother upon trust and they were directed to invest the amount in the Government Savings Bank and utilise it for the benefit

of the subscriber's children. The policy was an Endowment Assurance one of the usual type payable in the event of the subscriber's death to his "Assigns or proving executors, administrators, etc.". It was assigned by the subscriber to the President of India under Rule 24 (2) (i) of the General Provident Fund (Central Services) Rules and a question arose whether it could, on the death of the subscriber, be re-assigned to the mother of the deceased and the widow (executors) without insisting on the production of a probate as their identity was easily established. The Government of India decided that as the existence of a will had been brought to notice, the policy should not be re-assigned to the widow and the mother of the subscriber unless they produced a probate under the rule cited above.

(G.I.F.D., C.B. Lr. No. D-1115-PT/38, dated 25th March, 1938.)

CHAPTER VII

INTEREST

241. The rate of interest during each financial year on deposits and balances at the credit of subscribers to the Provident Funds shall be the average redemption yield, during the calendar year immediately preceding, of all Government of India Rupee Loans with an unexpired term exceeding five years, the average being rounded off to the nearest quarter per cent. The rate of interest on deposits, etc., to the Provident Fund balance is, therefore, to be calculated according to this formula early in each calendar year and the rate so determined is to be published in the Gazette of India to take effect from the beginning of the following financial year.

(G.I., F.D. Resolution No. E. 37-V.R.II, dated 6th December, 1930.)

242. Rates of interest on deposits and balances in the G.P.F. and other similar funds, in force from time to time are given in Appendix V (Section 'A'). Method of calculating interest on P. F. money (i) when uniform rate of interest is prescribed and (ii) where slab rates of interest are prescribed is also given in Appendix V (Section B and C).

243. In calculating interest, amount less than 50 paise in principal should be ignored and amount of 50 paise or more but less than one Rupee should be taken as one Rupee.

244. Interest is payable only on amounts duly subscribed under the rules and deductions unauthorisedly made cannot be deemed to be subscriptions to the Fund nor is there a case in equity for the payment of interest on these deposits. No interest should therefore be allowed on unauthorised deductions in such cases. Interest is not payable on deductions made before account numbers are allotted.

(G.I., Fin (O.M. No. F. 25 (4)-EV/50, dated 28th July, 1950-C.A.G's Lr. No 2950-T.A. II/392-67, dated 23rd November 1967.)

Note.—As a special case, on introduction of Compulsory Provident Fund Scheme by Government of Andhra Pradesh in 1965-66, instructions were issued to effect recoveries with retrospective effect even before the account numbers were allotted and to allow interest in such cases.

245. It is incorrect and inequitable to deny interest on Provident Fund subscriptions realised from subscribers at a rate falling below the minimum prescribed by the rules.

(Lr. No. Fds-I/Genl/1-51/59-61/443, dated 10th February, 1960-C & M/2/59-60/145, dated 25th March, 1960.)

246. Amount paid at sub-treasuries at the end of a month on account of withdrawals from the G. P. F. will not carry interest for that month though such payments are not exhibited in the treasury accounts as such in the month of payment.

(G.I.F.D. 1926, F, dated 19-4-1910.)

247. The date of deposit shall, for purposes of calculating interest in the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered.

(G.I., F.D.No. F. 19 (3)-R.II/40, dated 11th January, 1941 communicated with C.A.G's Endt. No. 106-NGE/562-40, dated 23rd January, 1941.)

248. When any subscription is paid in cash after the 4th of the month, no interest is allowed thereon in that month.

Note. 1—Deduction made from pay paid in advance owing to transfer or long leave out of India should be considered as having been made on the date on which a Government servant is relieved of his duties or on the date, the Accounts Officer pays up the Government servant prior to his embarkation.

(C.A.G's Lr. No. 1694, dated 30th August, 1909.)

Note 2.—In the case of workers who proceed on leave, their emoluments are paid in advance under the industrial law and consequently their subscriptions to the Workmen's Contributory Provident Fund are also recovered in advance. In such cases where the advance recovery of subscriptions to the Provident Fund is essential under the law, the subscriptions should be regarded to have been recovered in the month in which they are normally due for recovery and the interest thereon should be allowed only from that month in terms of Rule 11 (3) of C.P.F. (India) Rules.

(G.I., M.F. (Dept. of Expenditure) O.M.No. F. 49 (3) EV/60, dated 27th June, 1960 communicated in C.A.G's Endt. No. 511 A-1/42-60/87-60.)

Note 3.—Deductions made from pay paid in arrears in consequence of an officer's promotion with retrospective effect should be considered as having been made on the first of the month in which the arrears are actually drawn.

249. In the case of subscriptions paid by deduction from bills for advance of pay consequent on transfer (when a cheque is issued to the officer concerned) the date of issue of the cheque

for the advance and not the date on which the cheque is cashed should be taken as the date of payment.

250. A subscription coming through book adjustment is to be treated as having been paid in the month in which it was actually credited in the treasury either by deduction from the bill or by cash payment.

251. The object of recovering the arrear subscriptions with interest thereon is to restore the Provident Fund account to the position which it should have attained had the subscriptions been credited to the account systematically from month to month. The recovery of interest on such arrear subscription paid in lumpsum presents no difficulty. Where, however, as a measure of relief, recovery is effected in instalments extending over one financial year, certain practical difficulties arise in determining the amount of interest payable owing *inter alia* to the change in the rate of interest from year to year. In order to remove the difficulties, the additional amount of interest on the diminishing amounts of arrears payable in monthly instalments should be calculated by determining the amount of interest which the subscriber concerned would have earned (during the period of the recovery of arrears in instalment,) had he paid the arrears in lumpsum and by deducting from it the amount of interest earned on the amount of arrear instalments, paid from month to month, till the full recovery of arrears is effected.

In cases where additional interest is recovered on the arrears of subscription paid in instalments, additional amount of interest on Government contribution (which a Government servant would have earned had the Government contribution been credited to his account in the usual manner) is credited to his account after full recovery of arrears is effected in accordance with the procedure laid down in the preceding subparagraph. No such additional interest on Government contribution is, however, paid in cases where no additional recovery of interest is made on diminishing amounts of arrears.

This procedure applies to all cases of recovery in instalments of arrear subscriptions to a Provident Fund, Contributory as well as non-Contributory.

(G.I., M.F. (Dept. of Exp.) Memo No. F. 25 (3)-EV-57, dated 4th December, 1957.)

Note.—On a question raised whether recoveries should also be made in cases where recoveries of subscriptions are made regularly but at a rate less than the prescribed minimum, Comptroller and Auditor General in consultation with the Government of India held that arrear subscriptions would have to be recovered in all cases. The object of recovering arrear subscriptions is to restore the P.F. Account, to the position which it would have attained had the subscription at the prescribed rate been credited to the account month to month as they fell due for payment. Interest in such cases should, therefore, have to be recovered.

(C.A.G's Lr. No. 1118/T.A.II/308-69, dated 24th July, 1971-Funds-I/Genl.II dated. 28th August, 1971.)

252. When the amount of subscription recovered from a subscriber on account of the G. P. F. is in excess of the actual amount due, no interest should be allowed on the excess amount thus recovered.

(G.I., F.D. No. F. 30 (2)-R-II/39, dated 9th December, 1939.)

253. A subscriber to the G. P. F. who is reinstated after dismissal and who before dismissal, was eligible for the protected rate of interest of 4 per cent is entitled to the protected rate of interest even after reinstatement. Even where the recovery of the arrears of subscription to the G. P. F. may be waived by the competent authority in any particular case, the entitlement of the subscriber to the said protected rate of interest would not be prejudiced.

(Notification No. F. 28 (13)-EV/58, dated 15th July, 1958 of G.I., Ministry of Finance.)

Note 1 :—The protected rate of interest of 4 per cent shall be allowed on the Provident Fund balances of those Government servants who were subscribers to State Railway Provident Fund prior to 1st April, 1938 and whose balances in that fund are since transferred to the G. P. F. (Central Services).

(C.A.G's Lr. No. 580/Admn. II/379.53, dated 26th May, 1954).

Note 2 :—A question was raised whether a subscriber to a General or Contributory Provident Fund of a State Government (formerly part 'A' or a part 'B' State) who was entitled to the privileged rate of interest at 4 per cent in accordance with the rules of the State Provident Fund to which he was previously subscribing, should continue to be entitled to the same protected rate of interest from the date he became a member of the G.P.F. (C. S. Rules) on transfer to Government of India. In such cases of transfers of State Provident Fund balances to the G.P.F. (C.S.) the subscriber is not entitled to the protected rate of interest from the date he is permanently absorbed in the service of the Central Government

even though the actual transfer of Fund balances may not take place simultaneously. The provision regarding the continuation of the benefit of the protected rate of interest made in the further proviso to Sub-rule (1) of Rule "II" of G. P. F. (C. S.) Rules, is applicable only in cases of transfer of balances from the C.P.F. to the G.P.F. (C.S.) and not from a State Provident Fund to the G.P.F. (C.S.).

(C.A.G's Lr. No. 1207/-A. II/112-59, dated 3rd September. 1959).

254. In the case of transfer of a Government servant from Central (Civil) to Defence, Posts and Telegraphs or Railway or *vice versa*, the interest on the P. F. accumulations of such Government servant for the period subsequent to his transfer (but when his P. F. account is not actually transferred) should be adjusted by the Accounts Officer who maintained the account of the subscriber at the time of his transfer. The interest thus allowed by him need not be apportioned between the departments in view of the fact that provision for interest charges on all Provident Funds whether pertaining to Central (Civil), Defence-Post and Telegraphs and Railways is made in the Civil Budget Estimates. In such cases if the Government servant is confirmed with retrospective effect in the department to which he is transferred, the G. P. F. account of the subscriber should continue to be maintained by the Accounts Officer of the Department from which the Government servant is being permanently transferred (the interest charges should also be recorded in his books) till the same is actually transferred to the Accounts Officer of the Department in which the Government servant is permanently absorbed.

(C.A.G's Lr. No. 1363-Admn.III/58/ Admn.II/58, dated 12th July, 1960 addressed to all A.Gs etc.).

255. *Allocation of interest charges when a subscriber is transferred from one Government to another.*—Where permanent transfers of officers are made from one Government to another the transferring Government should bear interest on the officers' P. F. balances to the end of the month preceding that in which such balances are transferred. In cases of temporary transfers and of transfers of officers of joint cadres the balances may continue to be kept by the parent Government or the Government to which the officer permanently belongs.

(G.I. F.D. Endt. No. D. 6652 F/41, dated 19th July 1941.)

256. When a Government servant who is deputed or transferred to service under a body corporate owned or controlled

by Government or whose services are lent to such a body is permanently absorbed in service under that body in the interest of public services, an amount equal to what Government would have contributed had the officer been on Contributory Provident Fund terms under Government, together with *simple interest* thereon at 2 per cent for the period of his pensionable service under Government, may be credited at the discretion of Government to the Contributory Provident Fund account with the autonomous body as an opening balance on the date of permanent absorption and Government liability in respect of the officers' pensionable service under them treated as extinguished by this payment. See also para 322 *infra*.

(G.I., M.O.F. O.M. No. F-2 (33)-EVA/60, dated 10th November, 1960 and G.O. Ms. No. 377, dated 13th September, 1962 and C.A.G's Lr. No. 421-Audit/121-66, dated 11th April, 1967.)

257. Interest on temporary advances at the prescribed rate is to be recovered on the amount of original advance for the number of months within which it is completely adjusted and not on the balance outstanding at the end of each month, after each deduction of the monthly repayments.

(C.A.G's Lr. No. 801, N.G.E. 438/32, dated 6th July, 1954.)

258. *Month upto which interest is payable—clarification of Sub-Rule (4).*—In cases where the Accounts Officer concerned intimates direct to the subscriber concerned or his agent the exact date on which he is prepared to make payment, interest is allowed upto the month preceding that date. In other cases where the Accounts Officer concerned cannot himself issue the payment order on a treasury where the subscriber or his agent desired to receive payment but has to get the authority issued by another Accounts Officer, interest should be paid upto the month preceding the month in which payment is actually made provided the delay is not due to any reasons for which the subscriber could be held responsible.

(G.I., M.F.O.M. No. F. 22 (2)-EV/48, dated 29th July, 1949.)

Payment of interest beyond the date of the A. G.'s authorisation is not permissible. If the authorisation issued by the Accountant General is not acted upon in time, the subscriber is entitled to receive *interest* upto the end of the month preceding the date of payment under Rule 13 (4) of G. P. F. (A. P.) Rules, causing undue expenditure to the

Government. The Drawing/Disbursing Officer should therefore be held personally responsible for any default in payment in time and the extra expenditure that may be incurred on the above account should be recovered from the said officers.

(Govt. of A.P. Fin. Memo No. 48694/A/644/Pen-I/67-5, dated 19th October, 1967-Govt. of A.P. 80495/1713/Pen-I/67-9, dated 28th September, 1968.)

259. The period of six months prescribed in Rule 11 (4) of the G. P. F. (Central Services) Rules upto which interest can be allowed beyond the date of retirement, etc., of a subscriber, is intended mainly to avoid hardship in cases where, for instance, a legal representation has to be determined by a Court of law in the case of deceased officer and also to allow time to Accounts Officers to settle the accounts but it is definitely not intended that departmental authorities should delay supply of requisite information to Audit. Effective steps should therefore, be taken by Departmental Officers to ensure that as soon as a subscriber to the General Provident Fund (Central Services) has 'quitted' service, the fact is reported to Audit without loss of time and any supplementary information called for by that authority is also supplied to him with the utmost expedition so that payment of extra and unnecessary interest is reduced to the minimum.

(Govt. of India. M.F. O.M.No. F. 30 (25)-EV/53, dated 27th October, 1953.)

260. Payment of interest beyond six months upto one year may be authorised by Heads of Accounts Offices with reference to sub-Rule (4), of Rule 11 of G. P. F. (C. S.) Rules; payment of interest beyond a period of six months upto a period of one year might be authorised by the Head of the Accounts Office after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and that the administrative delays involved in the matter were fully investigated and action taken. These orders are being extended from time to time, the last extension being for a further period of two years with effect from 11th March, 1969.

(G.I., F.D. O.M.No. F.5. (2)-EVB/63, dated 23rd March, 1967.)

These orders are also applicable to cases of transfer of Provident Fund balances to a corporate body owned or controlled by Government *vide* Rule 35-A *ibid*.

(G.I., M.F.O.M.No. F. 34 (5) EV/66, dated 23rd August, 1966.)

In the case of payment of interest beyond the period of one year, orders of Government of India should be obtained in each case.

Government of Andhra Pradesh decided not to allow interest beyond a period of six months.

(Govt. of A.P. No. 30202/282—Pen—I. 652, dated 13 April 1966.)

261. For the purpose of the proviso under sub-Rule (4) of Rule 11 of the G. P. F. (Central Services) and (Superior Civil Services) and Rule 13 of the General Provident Fund (Andhra Pradesh) Rules the date on which this office would be prepared to make payment of the amount standing at the credit of a subscriber which has become payable is determined as follows:—

In the case of authorisations issuing prior to the 15th of a month it should be specified that payment would be made on or after the date of the authorisation while in the case of those issuing after the 15th of a month it should be specified that payment would be made on or after the 1st of the succeeding month, a margin of 15 days being considered as reasonable for the authorisation to be acted upon.

When, however, a payee desires to take payment before the close of the month, a departure from the foregoing convention may be made, interest being allowed to the end of the previous month only.

(C.A.G's Lr. No. 317-N.G.E/580-33, dated 9th March, 1934 and A.G's orders 20th March, 1934, and C.A.G's Lr. No. 1469-T.A.II/261-68, dated 28th June, 1968.)

In cases where the payment of G. P. F. balances is arranged by cheques issued on or after the 22nd of a month and the period beyond the month in which the G. P. F. moneys become payable to the end of the month preceding the month in which the cheques are issued is less than six months, the cheques should be marked as not payable before the first of the succeeding month and interest should be allowed for the month in which cheque is issued in such cases.

(C.A.G's Lr. No. 2931-T A.II/261-68, dated 7th December, 1968.)

262. A question arose, upto what period interest should become payable in a case in which a subscriber of the General Provident Fund died before the date on which the final payment of the balances to his credit in the General Provident Fund was offered to him and consequently on his death, the first authority for payment had to be withdrawn and subsequently another one issued authorising payment to the legal heirs of the deceased subscriber. Government of India, in consultation with the Government Solicitor, decided that in such a case, interest should be allowed up to the end of the month preceding that in which payment is offered to the nominee or heir of the deceased subscriber, subject to the maximum period of six months.

(G.O.I., F.D.U.O. No. 3125-R.II/44, dated 10th November, 1944.)

263. When a subscriber retires from service with effect from the first day of a month the Provident Fund money becomes payable on that date under Rule 32 of the General Provident Fund (Central Services) Rules, 1960. Therefore, for the purpose of computing six months within the meaning of Rule 11 (4), that month should be excluded and interest should be paid for six months from the following month. The amount should be held to become payable on the date on which the subscriber quits the service irrespective of the fact whether the charge is made over in the forenoon or afternoon of that day.

(M F.U.O. No. 3160, dated 22nd April, 1953 & C.A.G's U.O. No. 419-A 112-53, dated 20th April, 1953.)

264. In case where the subscriber's last day of service was the 31st May, a doubt was felt whether for the purpose of computing six months within the meaning of Rule 11 (1) of the G. P. F. (Central Services) Rules, the month of June should be reckoned and interest allowed upto the end of November only, or the 6 months should be computed excluding the month of June. In such a case the subscriber actually quits service on the 1st June which is his first non-working day, irrespective of whether he actually hands over charge in the afternoon of the 31st of May or in the forenoon of the 1st June, and as such the amount of P. F. money does not become payable to him before the 1st of June in terms of Rule 29 *ibid*. When a subscriber retires on the last day of a month, the period of six months for the purpose of Rule 11 (1) *ibid* should be counted after excluding the immediate succeeding month, that is to say,

for instance, when a subscriber's last day of service is the 31st of May the period of six months should be computed from July to December, and not from June to November.

(C.A.G's Lr. No. 1802-Admn.II/52-NGE.II/56 Pt.I New Delhi dated 21st August, 1957-case Fds-I, Genl.I/55/57-58.)

265. In cases where the subscriber dies on the forenoon of the last day of the month, before retirement, the six months for payment of interest should be reckoned from the second month following the month in which the subscriber died.

(C.A.G's Lr. No. 1562-Tech.Admn.II/265-64, dated 26th September, 1964-File No. 1-55/57-58/1-38/64-65.)

266. *Interest on Provident Fund accounts closed during the year.*—Interest paid on closed accounts on account of either final payment or transfer of accounts to other Accounts Officers during a month is noted in a register called "Interest Adjustment Register" as and when final payment is made or account is transferred. This register itself serves as an auxiliary broadsheet for getting the details of interest adjusted each month. At the end of each month, a consolidated transfer entry should be proposed crediting the final head of Provident Fund by debiting "16-Interest on Debt and Other Obligations, etc.". Simultaneously, the interest paid should be noted in the register. It should be closed on the 10th of every month and submitted to the Branch Officer. It is also to be put up to the Branch Officer alongwith each final withdrawal case.

It should be ensured that the debit in respect of Provident Fund dues including interest, to the Provident Fund account does not precede the credit of the interest dues in the Provident Fund Accounts.

(C.A.G's Lr. No. 1499-AC/131-59, dated 24th October, 1959-Funds-I General-II/141, dated 26th March, 1970. Genl. O.O. No. 72, dated 3rd February, 1969-C.A.G's Lr. No. 1449-T.A.II/374-70, dated 11th August 1970-C.A.G's Lr. No. 1118/T.A.II/308-69, dated 24th July, 1971-Funds-I/Genl. II, dated 28th August, 1971.)

267. In cases where part payment of a subscriber's deposit is made provisionally, interest on the residual balance should be allowed up to the end of the month preceding that in which the payment of the residue is made subject to the limit of six months laid down in the G.P.F. Rules.

An example of the calculation of interest in cases of payment of residual balances is given in Annexure V-D.

268. *Interest on the Deposits of Muhammadan Subscribers.*—No interest is allowed on the deposits of Muhammadan subscribers if they so desire in writing; if they subsequently change their mind, interest may be allowed in such case from 1st April of the year in which such request is made.

(G.I.F.D. No. 1652. F.E. Dt. 18th December 1922.)

269. *Payment of interest exgratia as compensation for delay in final payment of P. F. Money.*—In the case of an officer under the rule-making control of the Secretary of State the question was considered whether it would be within the competence of Government of India to make an *exgratia* payment to a subscriber to a Provident Fund by way of compensating him for the loss of interest entailed by the delay in final payment of Provident Fund money, *i.e.*, in cases where the final payment is for some reason or other made only after the date up to which interest on Provident Fund deposits may be credited to the fund account under the relevant rules.

2. Despite its so called *exgratia* nature, such a payment is inevitably subsidiary to the payment of the amount at the credit of the officer in the Provident Fund concerned at the time of his death or retirement and therefore, covered by the phrase "return with or without interest thereon or any other addition thereto, of subscriptions to a Provident Fund" in Section 311 (2) of the Government of India Act, 1935 (definition of the term "pension"). Pension in relation to person in or formerly in the service of the Crown in India is a matter which may be regulated only by Act. Under the provisions of the relevant rules (*e.g.*, the I.C.S. Provident Fund and the Secretary of State's Service G. P. Fund Rules), interest is credited to the account of a subscriber up to the month preceding that in which payment is made or tendered or up to the sixth month in which he quitted the service or dies whichever of these periods is less. A proposal for an *exgratia* payment to a subscriber or other entitled persons to compensate for the loss of interest on Provident Fund accumulations for any period beyond the crucial date mentioned in the relevant rules, would contravene the statutory provisions of

those rules, and consequently would require the sanction of the Secretary of State under Section 247 (7) of the Government of India Act, 1935.

(Auditor General's Memo No. 411-A/126-45, dated 11th October, 1941.)

270. *Interest figures on annual closing of accounts.*—Interest calculated on the total of the monthly balance of any period upto one year is the actual interest in the account for that period. It is noted in the ledger card of the subscriber in the space provided for the purpose and the interest figures in each individual account should be carried to the broadsheet relating to that particular unit of ledger card and the total of the unit broadsheet worked out. Thereafter, the totals of departmental broadsheets should be carried to the consolidated broadsheet and finally, the total of interest for the year worked out in the general consolidated broadsheet. At the time of making adjustment for interest during the annual closing, the total of interest adjusted in all the months through the interest payment register should be deducted from the grand total of interest in the consolidated broadsheet and the adjustments should be carried out by debit to "16-Interest on Debt, and Other Obligations, B-Interest on Unfunded Debt-State Provident Fund-Interest on G.P. Fund/C.P. Fund, etc.," by means of transfer entry. This adjustment must be made in time for the incorporation of the transfer entry for interest in the accounts for March (Final).

The adjustment of estimated figures on account of interest is highly irregular. Actual figures only should be adjusted.

(C.A.G's Lr. No. 1449-T.A.II/374/70, dated 11th August, 1970.)

CHAPTER VIII

I.C.S. PROVIDENT FUND (R.B. & N.E.M.)

AND

ALL INDIA SERVICES PROVIDENT FUNDS

271. *General.*—The protected rate of interest to the subscribers of General Provident Fund referred to in the proviso to Rule 11 (1) of the G.P.F. (Central Services) 1960 does not apply to I.C.S. Provident Fund, and All-India Services Provident Fund—*vide* rules of the respective funds.

The procedure laid down for preparation and submission of Provident Fund schedules and vouchers, maintenance of the accounts, etc., apply generally to these Provident Funds also.

272. *I.C.S. Provident Fund.*—A subscriber to the I.C.S. Provident Fund may vary his subscription within the limits prescribed during the course of the year. Once the subscriber contributes at a particular rate (within the limits) for a particular month, he cannot be allowed to change this rate in subsequent month in respect of the earlier month. Any alteration in the amount of subscription for a particular month should be made by the subscriber through his pay bill for that month and not thereafter though only a lesser amount might have been deducted due to a clerical error. However, when the amount deducted by the officer is less than the minimum rate of 4 per cent., there should be no objection to difference being recovered retrospectively.

(G.O.I., M.F. No. D. 18 As. D. 42, dated 14th January, 1943 and No. D.6-33 EVE 56, dated 19th May, 1956.)

273. A member of the Indian Civil Service who is appointed as chairman or a member of the Union Public Service Commission continues to be a member of the Service till the expiry of the term of his appointment to the Commission and hence eligible to subscribe to the Indian Civil Service Provident Fund during the entire period of his appointment as chairman or as a member of the Union Public Service Commission.

(G.O.I., M.H. Lr. No. 19/2 59-Ests (B) dated 1-6-1960-Filed in 10/1/59-60 personal file of Shri V.S. Hegmadi, I.C.S., Chairman, U.P.S.C.)

I.C.S. PROVIDENT FUND (R.B.&N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS

274. Under Rule 14 (*d*) of the I.C.S. Provident Fund Rules (Old), interest is recoverable even if the advance is repaid in less than 12 instalments.

(G.I., F.D. No. 1256, dated 10th May, 1926-Decision (1) in A.G., P & T Compilation of Provident Fund Rules-First Edition.)

275. (i) It is not intended that insurance policies, the premia on which are substituted under Rule 15 (Old Rules) for subscriptions to the Fund, should be assigned to the President or the Governor of the State.

(G.I., F.D. No. F. 18 VI F.E. 24 of 10th September, 1925.)

(ii) The conditions prescribed in para 201 *supra*, regarding "Conversion of Policies, etc." apply also in respect of I.C.S. Provident Fund.

(G.I., F.D. No. F. 11 (3) R.11/36, dated 25th August, 1936.)

(iii) An I.C.S. Officer when applying for repayment of his Provident Fund deposits on retirement is required to obtain from the authority empowered to grant advances from the sum standing to his credit in the fund, a certificate to the effect that no advance was granted to him within the last twelve months before his retirement and to furnish it to the Accounts Officer concerned.

(C.A.G's Lr. No. T. 123-1.42-36, dated 16th May, 1936.)

276. There is no objection under Rule 15 of the I.C.S. Provident Fund Rules (Old) to a subscriber being permitted to assign to another party an insurance policy the premium on which he substituted for subscriptions to the fund or paid by withdrawals from the fund.

(G.I., F.D. No. D.910 R.II, dated 9th April, 1931-Decision No. 4, on page 8 in A.G., P & T Compilation of P.F. Rules-First Edition.)

277. The transfer of the undisbursed amount standing at the credit of a subscriber in the I. C. S. Provident Fund to "Deposits" does not alter the fiduciary capacity in which the money is held by Government or relieve the Accounts Officer of the duty imposed upon him by Rule 18 (2) of the I.C.S. Provident Fund Rules (Old), of ascertaining the proper person

**I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS**

legally entitled to receive the amount at the contributor's credit or of the responsibility of paying the amount to that person.

(Lr. No. T. 726-AC/189-25, dated 6th July, 1929-from the Comptroller of Civil Accounts to the Accountant General. Bengal.)

278. (i) Policies on which the insurance company undertakes to pay to the assured a definite sum on the attainment of a certain age, or in the event of his prior death, to repay to his estate the premia paid on the policy *plus* whatever profits may have been declared in the meantime, are also acceptable under Rule 15 of the Indian Civil Service Provident Fund Rules.

(G.I., F.D. No. F. 21-XXIV-R.II/34, dated 2nd August, 1934, Decision No. 7/ on page 9 of A.G., P & T Compilation of Provident Fund Rules-First Edition.)

(ii) The amounts of surrender value in the case of the subscribers to the I.C.S. Family Pension Funds (untransferred and Non-European Members) who elected to surrender their interests in the Funds in return for commuted sums under the scheme of abolition of the Fund and who were in service on 1st January, 1951, should be credited to their respective I.C.S. Provident Fund accounts from that date, interest also being allowed on such credits from that date.

(G.I., M.H.A. Lrs. No. 9/17/51-Ests, dated 13th July, 1951 and No. 9/17/51 Ests, dated 20th November, 1951.)

(iii) The amounts thus credited should not be allowed to be withdrawn except in accordance with the normal rules of the Provident Fund.

(G.I., M.H.A. Lrs. No. 9, 1-51 Ests, dated 7th March, 1951 and No. 9-22-52, dated 26th April, 1954.)

279. *I.C.S. (N.E.M.) Provident Fund.*—(i) The incidence of the contribution payable by Government under Rule 6 (1) of the I.C.S. (N.E.M.) Provident Fund Rules, should, from the 1st January 1931, be determined in each case in accordance with the principle laid down in Section-VII of Appendix-3 to the Account Code, Vol. I, *i.e.*, when a subscriber served under more than one Government, the charge should be divided among the employing Governments in proportion to the length of service under each. The same principle applies even after the introduction of the new Constitution under the

I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS

Government of India Act, 1935, *i.e.*, after 31st March, 1937. At the time of closing of Provident Fund accounts of such officers, a reference should be made to the History of Services to determine whether any apportionment should be made of the contribution, between different Governments.

(G.I., F.D. No. 1776-R.II, dated 29th July, 1932 and No. D-2342/R.II/37, dated 11th November, 1937.)

(ii) A policy on the joint lives of the subscriber and his wife is deemed to be a policy on the life of the subscriber for the purpose of sub-Rule 2 of Rule 10 of the I.C.S. (N.E.M.) Provident Fund Rules. In such cases, both the parties should join in the assignment to Government in Form (2) of the Rules.

[G.I., M.F. No. 30 (I) EV-50, dated 7th May, 1951.]

(iii) For the limited purpose of calculating the period of 20 years of service for being eligible to make final withdrawal from the Provident Funds (1) for house building purposes (2) to meet the cost of higher education and (3) to meet expenditure in connection with marriages, the officers of the I.C.S. should be allowed an ante date of one year from their normal actual date of commencement of service.

[(i) G.I. M.H.A. Lr.No. 13/4/55-AIS (II), dated 20th March, 1956, G.O.I. Notification 5/3/64 AIS (II), dated 15th July, 1964-(iii) G.O. Ms. No. 919 G.A. (Spl.), dated 12th August, 1964.]

280. *All India Services Provident Fund.*—All India Services Provident Fund was started in 1955 under the provisions of All India Services Act, 1951. The rules governing this Fund are contained in the All India Services (Provident Fund) Rules, 1955, issued by Government of India in the form of a separate pamphlet under the Ministry of Home Affairs notification No. SRO. 1980, dated 12-9-1955. These rules and Government of India decisions thereunder are published separately in All India Services Manual and should be referred to in relation to the various points connected with this Fund.

281. The instructions and procedure relating to General Provident Fund regarding the receipt and disposal of nominations, subscriptions, calculation of interest, maintenance

I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS

of accounts, payment and recovery of temporary advances, withdrawals for payment of premia, final payment, etc., as applicable to post-1938 Provident Fund subscribers apply *mutatis mutandis* to this Fund. The form of application for the final withdrawal by the subscriber/nominee, etc., is given in Appendix XII B. The accounts are maintained by the Accounts Officers of the State on whose cadre the officers are born and the transactions should be adjusted in the State section of the accounts. Special instructions on certain points relating to this Fund are, however, given in the subsequent paragraphs.

(C.A.G.'s Lr No. 1090 Adm-II/267—56, dated 25th June, 1956)

282. The Indian Administrative and Police Services are All India Services with separate cadres for the Centre and for each of the States.

Note.—Officers of the State Civil and Police Service appointed to the I.A.S./I.P.S. under Emergency Recruitment Scheme are for all practical purposes regular members of the I.A.S./I.P.S.. As these officers are appointed on probation against substantive vacancies in the I.A.S./I.P.S. they cease to be within the rule-making control of the State Government and are subject to the rules framed for the I.A.S./I.P.S..

(G.I., M.H.A. Lr. No. 4/14/81 A.I.S., dated 21st November, 1951.)

283. The protected rate of interest of 4 per cent which was admissible to the State Service Officers under the State Provident Fund Rules should not be allowed to the All India Service Officers from the date of their promotion from the State Services to Indian Administrative Services or I.P.S.. Even in cases in which final payment of Provident Fund money allowing protected rate of interest was authorised, such cases should be re-opened and endeavour should be made to enforce recovery of the excess payments, as far as practicable. If the amounts ultimately prove to be irrecoverable, these should be got regularised under the orders of competent authority.

[Lr. No. 13/11/56/AIS(II), dated 20th February, 1957 of G.I., M.H.A. and Cir. Lr. No. 2742-Admn.II.39457, dated 24th December 1957 and No. 195-Ad-II/394-57, dated 27th January, 1959 of the C.A.G.,]

284. Prior to the promulgation of All India Services Provident Fund Rules, officers appointed to the Indian Administrative Service and the Indian Police Service from various

I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS

sources were required to subscribe compulsorily to the General Provident Fund (Central Services) from the date of confirmation only. But after the promulgation of the All India Services Provident Fund Rules on 12-9-1955, such officers were required to subscribe to the All India Services Provident Fund from the date of their appointment on probation. In the case of an officer who was appointed on probation to the service prior to 12th September 1955, but confirmed subsequent to that date, he should be required to subscribe compulsorily to the All India Services Provident Fund with effect from 12-9-1955.

In the case of officers who subscribed voluntarily, at their own option, during the period of probation prior to 12-9-1955 the amount so subscribed should not be refunded to them. The above provisions apply to the State Service Officers who are promoted to All India Services Cadre.

[G.I. Lrs. No. 13/35/56, A.I.S. (II), dated 9th October, 1956, Lr. No. 12-25/36 A.I.S., dated 27th December, 1956- Funds-I/Genl/1-20/57-58/632, dated 11th March, 1958 and Lr. No. 8-15/58 A.I.S. (II), dated 26th March, 1958 of the G.I., M.H.A.-File Fds-I/Genl/1-20/57-58.]

Note 1.—The credits and liabilities to the said General Provident Fund (Central Services) to which these officers were subscribing prior to 12-9-1955 should be transferred to the All India Services Provident Fund on the basis indicated below.

In case of State Service Officers who, after promotion to the All India Service, continued to subscribe to the State Provident Fund, a General Provident Fund Account should be constructed on the basis of the General Provident Fund (Central Services) Rules from the date of his promotion till the 11th September, 1955 and thereafter on the basis of the All India Services (Provident Fund) Rules, 1955.

(G.I., M.H.A. Lr. No. 13/11/56-AIS (II), dated 20th February, 1957.)

Note 2.—In the case of an officer of the State Service appointed to a listed post in the I.C.S. prior to the constitution of the All India Service with effect from 21-10-1946 the withdrawal of the protected rate of interest (*viz.* 4 per cent per annum) contemplated in Government of India, Ministry of Home Affairs, Lr. No. 13/11-56/AIS.II, dated 20th February, 1957 read with Comptroller and Auditor General's Lr. No. 1147-A/1/394 Admn.II/57, dated 7th August, 1959 should take effect only from 21st October, 1946 and not from the earlier date of appointment to the listed post in the I.C.S.

(C.A.G's Lr. No. 684, Admn.III/KW, 394 Admn.II/57, dated 24th March, 1960).

I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS

285. For the sanction of temporary advances under Rule 10 of these rules, it is clarified that Director General, Central Reserve Police is the sanctioning authority for the grant of advances to the I.P.S. Officers serving in Central Reserve Police.

[G.I., O.M.No. 16/247/68 B.S.1. (ii), dated 30th April, 1969 File-1-65/66-70].

286. The benefit of meeting the premia from the A.I.S. Provident Fund in respect of policies intended to be financed from the Fund from 1-10-1967 is withdrawn. However, this does not effect the payments of premia of policies already permitted to be so met.

[G.I., Notification No. 5/21/64-AIS-II, dated 10th October, 1967-G.O. Ms. No. 929-GA (SC-X) 27th October, 1967—File 1-65-/66-67.]

287. *Assignment of Policies of subscribers to the All India Services Provident Fund.*—Subscribers to the All India Services Provident Fund who assigned their Life Insurance Policies financed from their Provident Fund Accounts, to the President of India under the General Provident Fund (Central Services) Rules, prior to the promulgation of the All India Services (Provident Fund) Rules, 1955, should again be required to assign the policies in question to the President of India or the Governor, as the case may be, in the form below.

[G.I. No. 13/8/56-AIS (II), dated 9th June, 1956.]

“ I, A.B. of..... hereby further assign unto the President/Governor of the State of..... the within policy of assurance as security for payment of all sums which under Rule 25 of the All India Services (Provident Fund) Rules, 1955, I may hereafter become liable to pay to the All India Services Provident Fund.

I hereby certify that except an assignment to the President of India as security for payment of all sums which I have become liable to pay under Rule 26 of the General Provident Fund (Central Services) Rules no prior assignment of the within policy exists.

Dated the.....day of.....19

Station :

Signature of Subscriber.

One witness to Signature...”

**I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS**

288. The instructions regarding conversion of policies, etc., contained in para 201 *supra* apply *mutatis mutandis* to All India Services Provident Fund also.

289. First proviso of Rule 17 (b) provides and permits payment of premia from the subscriber's own resources and claiming of reimbursement from his P.F. account provided the claim is preferred and the amount is withdrawn within six months of payment. In cases where the premium is not paid by the due dates (including the grace period) and the subscriber gets the policy revived by payment of premium with penalty, the policy remains alive and its currency is not interrupted. Any withdrawals from the Provident Fund in reimbursement of such payment of premium (excluding the payment of the amount of penalty) would thus be in respect of a policy which is alive and would not, therefore, infringe the provisions of Rule 25 of A.I.S. (P.F.) Rules.

[G.I., Lr. No. 5/16/69-AIS (ii), dated 31st October, 1969-addressed to A.G. Tamilnadu, Madras /1-65/66-70 Fds-I/Gent.]

290. On a case being brought to the notice of Government of India regarding pledging of retirement benefits by an All India Services Officer for obtaining a loan from the Life Insurance Corporation in which connection he also agreed to appoint the Life Insurance Corporation, if possible, as his nominee to receive the provident fund, gratuity and other retirement benefits, it was clarified that Section 12 of the Pension Act, 1871 and section 3 of the Provident Fund Act, 1925 do not permit an officer to pledge his pension or Provident Fund in this manner. Retirement benefits like pension, gratuity and family pension, etc., are at the discretion of Government and should not in anticipation, be pledged, by Government servants. Similarly, the respective rules regarding nomination do not also permit any officer having a family to nominate Life Insurance Corporation to receive the Provident Fund or other retirement benefits.

[Govt. of India. M.H.A. Lr. No. 29/63-64/AIS (ii), dated 22nd March, 1965.]

291. For purposes of Rule 12 (1) of the All India Services (Provident Fund) Rules, 1955, service paid from the Consolidated Fund of India or a State would qualify for the purposes

I.C.S. PROVIDENT FUND (R.B. & N.E.M.)
AND
ALL INDIA SERVICES PROVIDENT FUNDS

of reckoning twenty years, but service under semi-Government institutions and public undertakings does not qualify.

(G.I. M.H.A. Lr. No. 5/26/68-A.I.S. II, dated 14th January, 1969-File 1-65/66-70 Fds-I/Genl.)

292. Sanction for the advances/non-refundable withdrawals from the Provident Fund under the All India Services (Provident Fund) Rules, etc., would lapse only on the expiry of a period of three months with effect from the date of issue of sanction.

(G.I., Cabinet Secretariat Lr. No. 5/5/70/AIS-II, dated 9th February, 1971)

293. Sub-Rule (2) to Rule 13 of All India Services (P.F. Rules, 1955, sub-Rule (3) to Rule 7-B of the Indian Civil Services P.F. Rules, Rule 6 (b) of the I.C.S. (N.E.M.) P.F. Rules and sub-Rule (2) of Rule 9-H of the Secretary of State's Services (G.P.F.) Rules, 1943, provide that the withdrawal of the second and subsequent instalments for the house building purposes could be permitted by the Government when it is satisfied that there was sufficient progress in the construction of the house. It is accordingly necessary that while authorising payment of subsequent instalments, the administrative verification in pursuance of which the instalments became due is completed, to enable the Accounts Officer to admit payments drawn against such authorisation. The withdrawal of second and subsequent instalments shall be permitted only when the Government issues certificate to the effect that required formalities in regard to the construction of house in pursuance of which the instalments became due are complied with.

(G.I., Home Affairs Lr. No. 5/26/58-AIS (II), dated 4th November, 1959.)

294. If the amount of first withdrawal (Part Final) for house building is not found to be adequate for the purpose, a second withdrawal for the same purpose is considered on merits, if necessary in relaxation of the rules subject to the prescribed conditions. For this purpose the balance standing to the subscriber's credit in the fund at the time of such second withdrawal should be taken into account.

(G.I., M.H.A. No. 5/27/66-AIS (II), dated 10th October, 1966 and Govt. of A.P., G.A. (Spl.B) Dept., Memo. No. 3270 Spl-B/66-2, dated 3rd November, 1966.)

Chap-VIII] I.C.S. PROVIDENT FUND (R.B. & [295-299
N.E.M.) AND
ALL INDIA SERVICES PROVIDENT FUNDS

295. "Betrothal Ceremony" and the "Marriage Ceremony" shall be treated as separate for purposes of Rules 10 and 12 of the A.I.S.P.F. Rules, 1955.

(G.I., M.H.A. Lr. No. 5/16/67-AIS (II), dated 7th November, 1967.)

296. An All India Service Officer may take a final withdrawal from his Provident Fund account in addition to an advance for the purchase of a car under the provision of the G.F.R. or any other corresponding State Financial Rules, provided that the conditions in Rule 14(c) of All India Services (Provident Fund) Rules, 1955 are satisfied.

(G.I., M.H.A. Lr. No. 5/24/66-AIS (II), dated 14th September, 1966 and G.O. Ms. No. 1403-GA (Spl. B) Dept., dated 23rd November, 1966.)

297. In one case the State Government converted the temporary advance granted to an I.A.S. officer for meeting the expenses in connection with his medical treatment, into a non-refundable advance. Rule 35 of the All India Services (P.F.) Rules, 1955 has a wider scope than merely to provide for relaxation of the existing rules. The action taken by the State Government in deciding the case in a manner otherwise than provided for in the Rules is in order, provided it is convinced that the operation of the Rules would cause undue hardship to the subscriber.

(G.I., M.H.A., New Delhi, Lr. No. F. 5/22/65-AIS (II), dated 22nd October, 1964.)

298. The decision of Government of India *vide* Ministry of Finance O.M. No. F. 35 (3)-EV/67., dated 11th July, 1967 (incorporated as para 443 (ii) (applies in the case of All India Services Officers also regarding disbursement of Provident Fund money to a person on behalf of the minor (s). The bond referred to therein (Form S. 167) should be adopted *mutatis mutandis*.

(G.I., M.H.A. No. 5/15/67/AIS-II, dated 12th September, 1967.)

299. Following is the procedure for granting advances/final withdrawals to Officers of All India Services, including members of former "Secretary of States" Service, under the various Provident Fund Rules during the period of their service in connection with the affairs of the Central Government.

299-301] I.C.S. PROVIDENT FUND (R.B. & [Chap-VIII
N.E.M.) AND
ALL INDIA SERVICES PROVIDENT FUNDS

(i) All cases of advances/final withdrawals which are fully covered by the existing rules may be sanctioned by the administrative Ministries themselves. The Ministries of Government of India shall exercise all the powers of the sanctioning authority in all such cases.

(ii) All cases of advances/final withdrawals which are to be sanctioned for special reasons in accordance with the provisions of the relevant rule should be sanctioned by the administrative Ministry in consultation with the Ministry of Finance (Establishment Division).

(iii) All cases of advances/final withdrawals which involve relaxation of the rules should be sanctioned by the administrative Ministries after obtaining the concurrence of both the Ministry of Home Affairs and the Ministry of Finance (Establishment Division).

(iv) Before an officer's request for advance/final withdrawal is referred to the Ministry of Finance or both to the Ministries of Home and Finance, the administrative Ministries are required to examine the cases carefully and specify the special reasons or grounds why the rule(s) should be relaxed in favour of the Officer.

(G.I., M.H.A.O.M. No. F. 5/13/64-AIS (II), dated 20th May, 1964-received under A.G.'s Endt. No. 975-Tech. Admn.II/13-64, dated 16th June, 1964.)

300. The option to retain the Provident Fund balances of All India Services Provident Fund for a period of five years from the dates of their retirement, exercised by A.I.S. Officers prior to 20th October, 1967, held good and interest thereon was allowed upto five years from the date of retirement even though Government of India in their notification dated 20th October, 1967 withdrew the concession of such retention with effect from 1st January, 1968.

(G.I., M.H.A. Lr. No. 5/11/69-AIS-II, dated 9th October, 1969-File Funds-I/Genl/1-65/66-69.)

301. The accumulations in the Provident Fund becoming payable on retirement of the officer do not require prior sanction of the Government for withdrawals under Rule 28-A of the All India Services Provident Fund Rules 1955, in case an

Chap. VIII] I.C.S. PROVIDENT FUND (R.B. [301-303
& N.E.M.) AND ALL INDIA SERVICES
PROVIDENT FUND

Officer exercises option to retain such accumulations under the proviso to Rule 28 of these rules. Similarly no sanction of the Government is necessary for making final payment of the Provident Fund accumulations after the expiry of the period of its retention permissible under the rules.

(No. 6/1/61-AIS (II), dated 24th July, 1961 of the G.I., Ministry of Home Affairs.)

302. Funds I maintains a list of All India Service Officers (*i.e.*, I.C.S., I.A.S., I.P.S., etc.) borne on the cadres of State Government and on deputation to the Ministries or Departments of Central Government in Delhi, and whose pay and allowances are audited and adjusted in the accounts by the Accountant General/Central Revenues, or Accountant General, C.W. & M, but who are subscribers to A.I.S. Provident Fund etc., forming part of the Public Account of State Government. Funds I should watch the receipt of credits/debits of these subscribers. The work relating to adjustment of such transactions, however, is done by Account Current Section *vide* para 47 of Account Current Manual.

(C.A.G's Lr. No. 230-TA-II 321-63, dated 25th January, 1969.)

303. In the case of such of those officers indicated in para above as are holding the posts of Additional Secretaries and above or posts equivalent thereto, the Accountant General, Central Revenues or Accountant General, C.W. & M. maintains duplicate accounts instead of dummy Provident Fund accounts and as such the annual accounts statements of these officers should be sent to them through Accountant General Central Revenues, or Accountant General, C.W. & M. as the case may be

(C.A.G's Lr. No. 1329-T.A.II/241-69, dated 1st July, 1969.)

CHAPTER IX.

CONTRIBUTORY PROVIDENT FUNDS AND OTHER PROVIDENT FUNDS

304. *Contributory Provident-cum-Pension Fund.*—The Contributory Provident Fund-cum-Pension-cum-Insurance Scheme, 1950 came into force on 1st April, 1950. Consequent on the introduction of A. P. Liberalised Pension Rules, 1961, Government servants (excepting those detailed in Rule 2 of A. P. L. P. Rs 1961) who held a lien or a suspended lien on a permanent pensionable post under the Government on the 31st March 1961 and who were governed by the Andhra Pradesh Contributory Provident Fund Pension-cum-Insurance Rules, 1950 were automatically brought under the Liberalised Pension Rules, 1961. If, however, in any case such a Government servant desired to continue under the C.P.P. F. Scheme applicable to him on 31st March 1961 he had to opt for it, duly exercising an option, before 30th November, 1962.

(G.O. Ms. No. 365, Fin. (Pen), dated 28th March, 1950, G.O. Ms. No. 231 F.D., dated 11th June, 1962 and G.O. Ms. No. 396, Fin., dated 22nd September, 1962.)

305. The provisions of A. P. L. P. Rs. 1961 were made applicable to the Municipal Engineers, Municipal Commissioners and District Panchayat Officers also as detailed below. The relevant paras of the Manual of Pension Sections may be referred to, for further details such as the dates from which they are eligible and the conditions under which they can opt to remain under C. P. P. F. or C. P. F., etc.

(i) Municipal Engineers—*vide* G. O. Ms. No. 741, M. A., dated 26th June, 1963.

(ii) Municipal Commissioners—*vide* G. O. Ms. No. 724, M. H. & M. A., dated 19th June, 1963.

(iii) District Panchayat Officers, Divisional Panchayat Officers and Extension Officers (Panchayats)—*vide* G. O. Ms. No. 960, dated 26th September, 1963.

306. The C.P.P.F. accounts of Government servants who opted to remain under the C.P.P.F. Scheme, is continued to be maintained by this office on an agency basis, the cost being recovered from the State Government every year. For the purpose

Chap-IX] CONTRIBUTORY PROVIDENT FUNDS AND [306-308 OTHER PROVIDENT FUNDS

of recovery, the principles outlined in F.R. 127 are followed and the average cost of regular staff (including proportionate cost of Accounts Officers and the Accountant General) is recovered, together with the proportionate charges on account of contingencies, stationery, forms, etc. For the casual staff engaged on annual work, the actual cost only is recovered.

(G.I., Lr. No. F. 16 (96) A (A)/52-Fin., dated 9th January, 1953 and Govt. A.P. Memo No. 63, Accts/53-2 Fin. Dept., dated 1st January 1954-C.P.P.F. File 1-7/53-59.)

Note.—As per G.O. Ms. No. 286/F.D., dated 11th July, 1961 the amount standing to the credit on the subscription side including interest thereon in the C.P.P.F. accounts of the Government servants who opted to Liberalised Pension Rules, 1961, should be transferred to the General Provident Fund by opening new accounts in their names and the amounts in respect of Government contribution together with interest thereon standing to their credit should be credited back to Government. Such Government servants would automatically come under the G.P.F. Rules for the future subscriptions, etc.

However, the balance of certain subscribers who opted to retain C. P. P. F. benefits were not segregated (resulting in these accounts also being credited to G. P. F.) Pending segregation, when it comes to light that a Government servant who retired is governed by C. P. P. F. account only, action has to be taken to pay the pensionary benefits as if he contributed to the C. P. P. F. account, in consultation with Pension Verification Section.

307. The decisions and instructions to be borne in mind in dealing with the C.P.P.F. accounts maintained under the Andhra Pradesh C. P. P. F. Rules, 1950 (reproduced as Appendix-9 to the A. P. Pension Code) are detailed in subsequent paras.

308. *Subscription.*—(i) A question arose whether a Government servant under suspension could be permitted to subscribe voluntarily to enable him to effect withdrawals from the fund for paying life insurance premia. Government decided that it is not necessary to amend the rules to provide for such voluntary subscriptions on the following grounds :—

(a) It is immaterial whether life insurance premia are paid from the balance in C. P. P. F. or from the private resources of the subscriber, as the responsibility for keeping the policy alive rests on him.

(b) An officer under suspension is not on duty and does not draw pay as defined in F. R. 9 (21) and as such no subscription is recoverable from him during a period of suspension.

(Government of Andhra Memo No. 29284-Pen. 54-4, Finance Department, dated 25th September, 1954 in C. P. P. F. File 1-11/54-56).

(c) As the restriction laid down in Note 3 below Rule 9 of C. P. P. F. Rules, 1950 regarding the mode of payment of arrears of subscription to the C. P. P. Fund apparently refers only to recoveries from pay bills in the normal course and as there is no rule prohibiting payment in cash or limiting cash payments to a month's subscription each month, a subscriber can be permitted to remit the entire amount of arrears in one lump, if he so desires.

(Addl. A. G's. Orders, dated 27th August, 1957—File 1-42/57-58 C. P. P. F.).

309. *Government Contribution.*—(i) To ensure the expeditious submission of gross pay statements and the adjustments of Government contribution in the accounts of the subscribers in the same year, Government prescribed in consultation with this office, a uniform procedure for the submission of gross pay statements in respect of Gazetted and non-Gazetted staff. This procedure should be scrupulously followed by all officers responsible for sending the gross pay statements and by 25th April, every year, a certificate that all the gross pay statements are forwarded to this office by the due date should be furnished by the Controlling and District Officers.

(Government of Andhra Fin. Department, Memo. No. 26937/Pen./55-2, dated 29th June, 1955—C. P. P. F. File 9-37/53-59).

(ii) The period of preservation of gross pay statements both in our office and the State Government offices is prescribed as three full account years.

(D. A. G's. Orders, dated 30th July, 1951—file 9-31/50-51).

(iii) Government contribution is payable also to subscribers to the C. P. P. Fund who are invalided from service.

(Andhra Government Memo. No. 39291-Pen., 55-1, Finance Department, dated 27th July, 1955—File 1-17/54-56).

(iv) In the case of Municipal Engineers permanently absorbed in Government service with effect from

1st January 1952, Government contribution is to be allowed from 1st January, 1952 or from the date of commencement of approved service as Municipal Engineers, whichever is earlier and in other cases Government contribution is payable from the date of completion of probation.

(A. G. A. P. Lr. C. P. P. F. 1/F. W./22, dated 11th April, 1958 and Government of Andhra Pradesh Lr. No. 33424/C/58-3, Local Administration Department dated 27th August, 1958—C.P.P. F. File 2-1/56-59).

(v) (a) The restriction of Government contribution to the subscription actually paid by the subscriber, if it be less than the amount of Government contribution normally due, as contemplated in proviso to Rule 10 (1) of C. P. P. F. Rules should be applied only on an annual basis as Government contribution is creditable at the end of each official year as per Rule 10 *ibid*.

(b) The expression "subscription payable" occurring in the proviso to Rule 10(1) should be taken to mean an amount equal to the total number of instalments due at the end of each year, multiplied by the rate of subscription per mensem fixed by the subscriber.

(A. G. A. P. Lr. No. C. P. P. F. 1/Genl./85, dated 13th November, 1958 and Government of Andhra Pradesh Fin. Department Lr. No. 151191/Pen-I/58-1, dated 4/8th May, 1959—C. P. P. F. File 1—50/58-59).

(vi) Under Rule 10 (2) of the C. P. P. Fund Rules, Government contribution may be allowed for periods of extraordinary leave as would intervene between periods of duty only. Consequently extraordinary leave at the end of which a Government servant does not return to duty should not be reckoned for arriving at the length of service enabling him to get contribution under Rule 17.

(Government of A. P. Lr. No. 42235-Pen. I/58-1, Fin. Dept., dated 4th July 1958—in reply to C. P. P. F. 1/FW/662, dated 20th March 1958—C. P. P. F. File No. 1-46/58-59).

(vii) In respect of prohibition guards, sub-inspectors and petty officers of Prohibition and Excise Departments, admitted to C.P.P. Fund, payment of Government contribution should be regulated as follows:—

(a) In respect of excise peons promoted as Prohibition guards from the date of appointment as Prohibition

guards or from the date of completion of probation as excise peons respectively (in any case not earlier than 1st January 1947), according as the excise peons completed their probation already or not completed their probation as excise peons at the time of their appointment as prohibition guards.

(b) In respect of directly recruited prohibition guards, sub-inspectors and petty officers, from the date of satisfactory completion of two years of service within a continuous period of three years;

(Madras Govt., G.O. No. 113432/SI/52-4. Rev. Dept., dated 22nd December, 1952 (ii) Govt. of A. P. Memo. No. 5799/L/56-3, Revenue Dept., dated 21st February, 1956 C. P. P. Fund File 2-33/53-56).

(viii) The procedure below is to be followed in connection with the recovery and adjustment of Government contribution in respect of officers on foreign service or on deputation to other Governments (including the Defence Department).

(a) The gross pay statements in respect of those on foreign service or on deputation should be got checked by the Pension Contribution Section with regard to (1) the period of deputation/foreign service and (2) the rate of pay drawn from time to time on deputation or foreign service. On the analogy of the provisions contained in sub-Rule (3) to F. R. 119 (b), the Government contribution should be adjusted only for the periods for which the recoveries towards pension and Government contribution are effected as per C. P. P. Fund Rules, 1950. To keep an effective watch over the correct adjustment of Government contribution to the account of a subscriber, Pension Contribution Section should indicate against each item of the gross pay statement, the period for which contributions from the foreign employer are not recovered and the action taken to effect the recovery. The particulars should also be noted in the ledger card and communicated to the subscriber through the account statement for the year for further action.

(b) The Pension Contribution Section should, on the 20th of every month, furnish to C. P. P. Fund Section a

statement of cases of foreign service and deputation received during the month in the following form:

1. Sl. No.
2. Name of Government servant.
3. Designation/Dept./Office.
4. Date of commencement of foreign service/deputation.
5. Foreign Employer/borrowing government.
6. Remarks.

The above particulars, the receipt of which should be watched by the concerned clerk maintaining the C. P. P. Fund account, should be noted in the relevant ledger card.

(A.G.,s. Orders in File 1-15/53-55).

310. The gross pay statements for every subscriber should be prepared separately on foolscap paper to facilitate easy reference and check. The following certificate(s) should invariably be incorporated in every gross pay statement.

“Certified that the rates of pay entered in Col. 6 of the gross pay statement have been verified with the entries in the service register or from the office copies of pay bills and are found correct.”

This certificate should be attested by the Gazetted Officer or the Drawing Officer.

(C. P. P. F. 1/A. Genl./80, dated 20th March, 1957—File 9-49/57-58).

311. *Interest on Government Contribution.*—(i) The amount payable on account of interest on Government contribution in respect of service prior to 1-4-1950, allowed under rule 10 (4), of a subscriber to the Contributory Provident Pension Fund should be treated as additional Government contribution and debited to “65 Pension and other retirement benefits”.

(G. O. Ms. No. 549, Fin. Dept. (Madras), dated 8th May, 1951—C. P. P. F. File 1-19/51-52).

(ii) The concerned local body has to allow interest at the rate fixed for its own provident fund, on the balances of Municipal Engineers transferred to C. P. P. Fund upto the end of the month preceding the date of transfer of balances or upto the end of the month in which the transfer takes place according as the transfer takes place before the 5th or on and after the 5th of the month.

(A. G., A. P. Lr. No. C.P.P. F.-I.F.W. 269, dated 16th December, 1958 and Govt., Lr. No. 150153-G/58-2 L. A. dated, 2nd February, 1959—C. P. P. F. File 2-1/56-59).

312. *Final Withdrawal.*—(i) It is not Government's intention that applications for final withdrawal in respect of C. P. P. F. subscribers should be routed through the Government in accordance with the instructions contained in G. O. Ms. No. 502, Finance, dated 3rd July, 1957 (issued in the case of C. P. F. (A) subscribers) since the payment of Government contribution under the C. P. P. F. scheme is governed by Rule 17 of the C. P. P. F. Rules.

(Govt. of A. P. Lr. No. 144369/Pol. C. 58-2, Home, Pol. C. Dept., dated 27th February, 1959—C. P. P. F. File 5-1/57-58).

(ii) A subscriber was dismissed from service on 16th June, 1956 and as he did not prefer any appeal within the time allowed, the final withdrawal case was finalised and the amount authorised. The amount was not withdrawn, as he appealed (after the expiry of appeal time) and the subscriber was subsequently reinstated.

Government in this case ordered (i) that the amount in the fund would carry interest from Government during the period from the date of closing the account till the date of subscriber's reinstatement and (ii) that the subscriber is entitled to exercise the option contemplated in Rule 9c of C. P. P. F. Rules, 1950 in respect of the period which was treated *post facto* as leave to which he was eligible.

(A. G., A. P. Lr. No. C. P. P. F. II-F. W. 282, dated 14th November, 1958
(ii) A. P. Govt. Lr. No. 153707-Fin. Pen./58, Fin. Dept., dated 21st February, 1959—C.P.P.F.-I, case 5-2/57-59).

CONTRIBUTORY PROVIDENT FUND RULES (INDIA), 1962

313. Rule 38 (1) (a) of the Contributory Provident Fund Rules (India) 1962 (booklet published separately by Government of India) provides option to Government servants who are permanently transferred to pensionable service to come into the Liberalised Pension Scheme or to remain under Contributory Provident Fund.

Government of India also allowed Government servants who retained the Contributory Provident Fund benefits in terms of Rule 38 (1) (a) of the Contributory Provident Fund Rules (India), 1962 or in terms of any other orders issued in this behalf, another opportunity to opt by 31st March, 1969 for the Liberalised Pension Rules including the benefit of new family scheme. Such option was applicable to persons who were in service on that date and also to those who retired on or after 1st May, 1968.

(G. I., M. F. O.M. No. F. 16 (1)-EV/68, dated 31st August, 1968, 10th January, 1969 and 24th February, 1969.)

314. (a) With reference to Rule 4 (1) (b) of the Contributory Provident Fund Rules (India), 1962, the following general principles are adopted in considering recommendations for admission to the Fund:—

(i) As a rule, admission should be limited to technical specialists. Exceptions to this Rule may occasionally be made with the concurrence of the Finance Ministry on grounds of administrative convenience.

(ii) Admission should be limited to persons recruited on contract for not less than five years with prospects of extension.

In a case in which it has been agreed to admit a "contract" officer (appointed on probation in the first instance) to the benefits of the Contributory Provident Fund (India) from the date of his confirmation such an officer may be allowed on confirmation to deposit in the fund arrear subscriptions for the period of probation together with an amount equal to the amount of interest

that would have been earned on those subscriptions for that period. Government will then make a contribution to his account equivalent to that which would have been made under Rule 10 of Contributory Provident Fund Rules (India), had the officer originally been admitted to the benefits of the fund from the date of his appointment on probation and also pay the interest thereon which would have been earned under Rule 11 of those rules.

Note.—The interest referred to above should be treated as an additional Government contribution and adjusted in the accounts by debit to the head which receives the debit for Government contributions.

(iii) Government servants not at present entitled to the benefits of any Contributory Provident Fund should not be admitted to this fund merely because they belong to either of the two categories mentioned in (i) and (ii) above.

(iv) Eligibility to subscribe or to receive contribution should be coterminus with service.

(G. I., F. D. Resolution No. 538-R. II, dated 11th August, 1932, G. I. F. D. Memo No. F. 33 (3) R. II-35, dated 1st April, 1935, G. I. F. D. Memo. No. 33 (9)—R. II. 36, dated 7th September, 1936, Composite Madras G. O. No. 264 Fin., dated 16th April, 1935 and G. O. I., F. D. No. 33 (1) R. II-36, dated 7th September, 1936 on Rule 4 (1) (b) of C. P. F. Rules (India), 1931)

(b) An officer appointed on probation to a post carrying contributory provident fund benefits, if otherwise eligible to participate in the said fund but is appointed on probation, is allowed to subscribe to the Fund superseding the provisions of sub-para (a) above, from the date of his appointment, but the Government contribution should be credited to his account only after his confirmation or only after satisfactory completion of the period of probation, if he is appointed on contract. The Government contribution would, however, be payable for the entire period the officer subscribed to the fund together with interest thereon.

(G. I., M. F. (Dept. of Expenditure O. M. No. F. 57 (10)—EV/60, dated 25th July, 1960 forwarded in Comptroller and Auditor General's Endt. No. 614-Audit I/60/60 D, dated 9th August, 1960-filed in Funds-I/1-53/57-61).

315. Adjustment of arrear Government contribution and interest thereon should be made proportionate to the recovery of the arrears of employee's subscription with interest thereon made in instalments during a year. This yearly adjustment

Chap-IX] CONTRIBUTORY PROVIDENT FUNDS [315-318
AND OTHER PROVIDENT FUNDS

should be made even though no element of interest is included in the instalments already recovered and even in cases where it may not be possible to complete the recovery of arrears of subscription or any portion of interest on such arrears due to death or retirement, etc. Interest may be allowed on the arrears of subscription as and when they are recovered and it is not necessary that the arrears of subscription and interest thereon should be recovered completely before any interest is allowed thereon.

(G. I., M. F. (Dept. of Expenditure) Lr. No. F. 25 (3)—EV/57, dated 23rd April, 1959.)

316. An officer who is a subscriber to the C. P. F. (India) should continue to subscribe to the fund even if he is appointed to a tenure post, whether in a substantive capacity or otherwise and is not eligible for the option given in Rule 38 as he cannot be deemed to have been transferred permanently to pensionable service. The emoluments to be taken for calculating the rates of subscription and Government contribution are the emoluments in the post to which the benefit of a C. P. Fund is attached.

(G. I., M. F. O. M. No. F. 15 (18) EV/25, dated 5th July, 1953 on rule 28 of C. P. F. Rules (India), 1931).

317. For the purpose of calculating the amount of subscription and Government contribution under the C. P. F. (India), the dearness pay appropriate to the pay on which these contributions are based should be treated as part of such pay. This concession takes effect from 15th July, 1952 provided that the Government servant concerned pays the arrears of subscription from that date.

(G. I., M. F. O. M. No. F. 6 (5)—E. II 53, dated 7th May, 1953).

318. The competent medical authority for the purpose of Rule 36 of C. P. F. Rules (India) is :—

- (1) Medical Board, in case of Gazetted Government servants; and
- (2) Civil Surgeon or an officer of equivalent rank in case of non-Gazetted Government servants.

(G. I., M. F. No. 41 (10)—EV/53, dated 5th October, 1953 on Rule 26 (b) of C. P. F. Rules (India) 1931).

319. Under Rule 11 (2) of the Contributory Provident Fund Rules, the contribution payable by Government of India into the fund account of such Government servants who are entitled to join the fund under clauses (a) and (b) of Rule-4 prescribed is as follows:—

(a) In the case of a Government servant;

(i) who previously subscribed to the Special Provident Fund at the rate of $8\frac{1}{3}$ per cent (*i. e.* 1/12th) of his pay and to whose account Government made a contribution of 75 per cent of his subscriptions; or

(ii) who previously subscribed to the Special Provident Fund at the rate of $6\frac{1}{4}$ per cent (*i. e.* 1/16th) of pay and to whose account Government made a contribution equal in amount to his subscription.

The amount of the contribution shall be $6\frac{1}{4}$ per cent of his emoluments.

(b) In the case of a Government servant who previously subscribed to the Special Provident Fund at the rate of $8\frac{1}{3}$ per cent (*i. e.* 1/12th) of pay and to whose account Government made a contribution equal in amount to his subscription, the amount of the contribution shall be $8\frac{1}{3}$ per cent of his emoluments.

(G. I., F. D. Resolution No. 26, F. E. /25, dated 29th July, 1932).

320. The contribution by Government to the account of a subscriber admitted to the fund by Government of India after 1-4-1931 shall be $6\frac{1}{4}$ per cent of the subscriber's emoluments, provided that the contribution to the account of a subscriber admitted after that date who is a member of a class of Government servants in respect of which a lower rate of contribution is prescribed shall be fixed at such lower rate.

(G. I. F. D. Resolution No. 588 R. II, dated 11th August, 1932).

321. Government of India raised the Government contribution from $6\frac{1}{4}$ per cent to $8\frac{1}{3}$ per cent of the emoluments of the employees governed by the C. P. F. Rules (India) and the workmen's C. P. F. Rules with effect from 1st September, 1957.

[G. I. M. F. (Dept. of Expenditure) O. M. No. F. 28 (16) EV/57, dated 18th November, 1957-Fds. I/Genl/1-53/57-58].

322. Para 256 *supra* envisages a case where the Government servant has not been subscribing to the G. P. Fund. No interest other than simple interest of 2 per cent is admissible on the Government contributions.

The intention is that interest is to be calculated on the total amount of Government contribution for the entire period of pensionary service of a Government servant rendered prior to his permanent absorption in an autonomous body. In other words, for the purpose of calculating the amount of 2 per cent interest, total Government contributions for each year are to be added up in the manner indicated in the illustration *vide* Annexure.

(C. A. G's. Lr. No. 421-Audit/121-66, dated 11th April, 1967—O. O. Fds-I Genl./16, dated 24th May, 1967).

323. Government of India decided, in consultation with the Comptroller and Auditor General, that Government contribution to the Contributory Provident Fund of an officer transferred from service under a private body to serve under Government or from one Government department to another where there is no provision to the contrary in the Contributory Provident Fund Rules of the officer concerned should be based on the pay which he would have drawn but for his transfer and not on the pay drawn by him from time to time after transfer.

[G. I. F. D. No. F. 29 (5) R. II/43, dated 24th January, 1944].

The decision also applies to persons transferred from one department of the State Government to another.

324. (i) The contribution payable by Government should, in the case of Government servants belonging to a commercial department, be debited in the first instance to the head "65-Pensions and Other Retirement Benefits, etc." and then transferred to the accounts of the commercial department by deduct entry under the head "65-Pensions and Other Retirement Benefits."

(ii) In respect of commercial concerns not declared as commercial departments, the working expenses of which are exhibited in the accounts separately, the accounting procedure should be the same as in the case of commercial departments as in (i) above; and

(iii) in respect of other commercial concerns which have only proforma accounts outside Government accounts and in respect of which the working expenses are not exhibited separately in the General Accounts, the debits on account of Government contribution may remain finally under the head "65-Pensions and Other Retirement Benefits" and no transfer need be made. The contribution should, however, be taken into account in the proforma accounts of such concerns.

The above orders take effect from the year 1956-57.

[C.A.G's. Lr. No. 1261-AC/38-55, dated 2nd December, 1955 and Govt. of Andhra Lr. No. 9270/OBG/56-1—Finance, dated 4th March, 1956-filed in case Fds-I/Genl./1-33/55-56].

(iv) In regard to contributions payable in the case of officers of one Government serving under another Government, the contribution should be paid by the Government under which the officer is serving for the time being, in accordance with the principle enunciated in Section-V of Appendix-3 of the Account Code, Vol. I. This procedure applies, therefore, *mutatis-mutandis* in the case of all Contributory Provident Fund Officers lent by the Union Government on foreign service, to the service of other Governments or funds of all descriptions and from non-commercial to commercial departments of the Union Government and *vice versa*.

(Controller of Civil Accounts Lr. No. 247-AC, 130-31, dated 5th November, 1931, and No. 2768-AC-130-31, dated 15th December, 1931).

325. In regard to to payment of money due to a subscriber who dies after retirement but before it could be paid to him, the procedure prescribed for payment of General Provident Fund moneys in similar circumstances should be followed in parallel cases arising in respect of deposits in other Government Provident Funds.

(G. I. F. D. Lr. No. D. 2166-R. II, dated 11th August, 1932).

326. Under clause (c) of Rule 36 of the Contributory Provident Fund Rules (India), 1962, it is not necessary to obtain Government's approval to the payment of full amount standing to the credit of a subscriber in the fund without any deduction in case where the head of the office reports that there is no liability incurred by the subscriber to Government. Orders should be

sought only in cases in which the head of the office proposes a deduction on account of a liability incurred by the subscriber.

[C. A. G's. Lr. No. 1862—NGE/405-42, dated 23rd October, 1942., on Rule 26 of C. P. F. Rules (India), 1931].

A similar procedure is adopted in the case of subscribers governed by the Contributory Provident Fund Rules (Andhra Pradesh).

[Composite Madras G. O. Ms. No. 583, (Finance) Pension, dated 2nd November, 1942].

327. Under the rules of the Contributory Provident Fund the Government contribution to the account of a subscriber in respect of the period from the 1st April of the year (in which the subscriber quits the service or dies) to the date on which he quits the service or dies, should be credited to the subscriber's account on the date on which the event happens. It, therefore, follows that interest on the contribution so credited should be allowed with effect from the date of credit upto the month preceding the month in which final payment is made or up to the end of the sixth month after the month in which the amount becomes payable, whichever of these periods be less, subject to the general rule that no interest is admissible on sums credited on or after the 5th of the month.

Comptroller and Auditor General of India has ruled that for purposes of Rule 36 (b) of the Contributory Provident Fund Rules (India), 1962, the period of five years should commence from the date of commencement of the Government servant's continuous service under Government and not from the date of his admission to the fund.

[G. I., Lr. No. 19-P (92) 47 (Min. of Transport), dated 11th March, 1948, and G. I. M. F. (Dept. of Expenditure) Office Memo. No. F. 57 (6)—EV. (B)—60, dated 29th June, 1960—on Rule 26 of C. P. F. Rules, (India), 1931.,—Fds-I-53/1957-61].

328. Government contribution should not be withheld by enforcing the provisions of Rule 36 (b) of the Contributory Provident Fund Rules (India), 1962, in the case of a subscriber who was admitted to the Contributory Provident Fund on

joining Government service on contract, but who resigns his contract appointment or is permitted to quit his contract appointment before the conclusion of the contract, in order to take up appointment without any break in the continuity of his service in another department of Central/State Government or appointment under Government-owned or controlled corporation/company provided the controlling authority considers that his appointment under the corporation/company is necessary or desirable in the public interest and is not taken up by the officer entirely on his own volition for the purpose of improving his prospects.

[G. I. M. F. Dept. of Expenditure O. M. No. F. 57 (25)—EV/60, dated 21st January, 1961, on Rule 26 (b) of C. P. F. Rules, (India), 1931].,

329. Re-employed officers are permitted to subscribe to the Contributory Provident Fund, provided that where the term of re-employment is initially for a year or less, but is later extended so as to exceed one year. The Government contribution with interest is credited only after the completion of one year's re-employment. The Government contribution with interest shall be payable for the entire period for which the re-employed officer is allowed to contribute to the Contributory Provident Fund if such period exceeds one year.

(a) C. P. F. benefits referred to above are admissible in respect of re-employment in any post, whether pensionable or non-pensionable.

(b) The re-employed officer cannot subscribe to the C. P. F. during a period of leave preparatory to retirement/refused leave running concurrently with a period of re-employment and the subscription to the C. P. F. should commence only from the date of expiry of the leave preparatory to retirement/refused leave, *i. e.*, from the date on which the officer ceases to have any connection with his pre-retirement post.

(c) The re-employed officer cannot continue to subscribe to the C. P. F. during the period of deferred refused leave/terminal leave at the end of the period of re-employment.

(d) All re-employed officers are allowed to subscribe to the C. P. F. from the date of commencement of re-employment subject to (b) above but not earlier than 25-11-1958. The Government contribution is credited only if the period of re-employment exceeds one year.

(e) For the purpose of eligibility to Government contribution the period of re-employment should be reckoned from the date of re-employment but the Government servant shall subscribe and receive Government contribution only after the expiry of L. P. R./refused leave.

[Para i (b) of the G. I. Min. of Fin. (Dept. of Expenditure) O. M. No. 8 (34)—Estt. III/57, dated 25th November, 1958—read with O.M. No. 57 (11)—EV/60, dated 3rd August, 1960 forwarded in Comptroller and Auditor General Endt. No. 640-A1/36-60, dated 23rd August, 1960—File Fds-I Genl. 59-61).

Note.—Government contribution to be allowed on the C. P. F. (I) accumulations of re-employed Government servants should be calculated with reference to the subscriber's net pay exclusive of all pensionary elements including portion of pension commuted. Even in cases where the pension is held in abeyance, the Government contributions should be based on net pay *i.e.*, gross pay *minus* the gross pension including the portion of pension commuted, but held in abeyance.

[O. M. No. F. 57 (5)/EV/60, dated 27th June, 1960 of the G. I., M. F. (Dept. of Expenditure) communicated in C.A.G.'s. Endt. No. 509 A1/32-60, dated 8th July, 1960).

330. According to Rule 36 (b) of the Contributory Provident Fund Rules (India), 1962, if a subscriber resigned his employment under Government within 5 years of the commencement thereof otherwise than by reasons of superannuation, etc., the President may direct the deduction of any amount not exceeding the amount of Government contribution and interest thereon from the accumulations in his fund account before making final payment thereof to him.

The date of commencement of employment under Government in Rule 36 (b) should be interpreted literally and the period of five years for the purpose of Rule *ibid* should count from the commencement of the Government servant's service under the Government.

[G. I. M. F. Dept. of Expenditure, Notification No. F. 57 (6)-EV (B/60, dated 29th June, 1960 forwarded in C.A.G.'s. Endt. No. 541-A1/122, dated 15th July, 1960, on Rule 26 (b) of C. P. F. Rules (India), 1931).

331. After considering the recommendations of the Pay Commission regarding the grant of death/retirement/terminal benefits for purely temporary employees in the event of death while in service or retirement or retrenchment or invalidment Government of India decided that the following benefits should be allowed with effect from 1-11-1959, in respect of the categories of the employees specified below, subject to the conditions indicated in each case.

Employees who are subscribers to the Contributory Provident Fund (India) or the Workmen's Contributory Provident Fund,

(i) The family of a permanent employee who is a subscriber to the Contributory Provident Fund (India) or the Workmen's Contributory Provident Fund and dies while in service before completing five years' service, is eligible for a gratuity equal to the difference between employee's six months' emoluments and the amount of Government contribution together with the interest thereon, standing to his credit in the Fund. If, however, such an employee dies in the first year of service, his family is eligible for a gratuity equal to the difference between the employee's two months' emoluments and the amount of Government contribution, together with interest thereon, standing to his credit in the Fund.

(ii) If such an employee dies after completing five years service, his family is eligible for a gratuity equal to the difference between twelve months emoluments and the amount of Government contribution, together with the interest thereon standing to his credit in the Fund.

Note.—In the case of subscribers to the W. C. P. F. the gratuity admissible under Rule 2 (6) of the Workmen's Contributory Provident Fund Rules is also taken into consideration in determining the amount of Government contribution.

(iii) The term "emoluments" for this purpose means emoluments as defined in Art. 486-A. C.S.Rs. as inserted by Notification No. 4 (2)-East. (Spl)/59-1, dated 22nd April, 1960.

332. A temporary Government servant (or his family in the case of death) employed in an establishment carrying benefits

admissible under the Contributory Provident Fund (India) or the Workmen's Contributory Provident Fund, who retires on superannuation or is discharged on account of reduction of establishment or is declared invalid for further service or dies while in service, and who on the date of retirement/discharge/death/invalidment had not been admitted as a subscriber to the said fund shall be eligible for a terminal/death gratuity on the scale and subject to the conditions set out in Section -I of the Ministry of Finance, Department of Expenditure O. M. No. F. 17 (1)-EB/B 60, dated 11th July, 1960.

The gratuity admissible under this Section is treated as special Government contribution to the Contributory Provident Fund (India) or W. C. P. F., as the case may be, and is payable in accordance with the rules of those funds.

The concessions mentioned above are not admissible to officers appointed on contract.

(O. M. No. F. 17 (1.-EV(A)/60, dated 11th July, 1960 G. I. Min. of Finance, Corrigendum No. F. 17 (1.-EV (A) 60, dated 16th July, 1960.)

333. *All-India Radio Staff Artistes.*—Staff artistes of All-India Radio engaged on contract basis are admitted to the benefit of C.P.F. (India) Scheme with effect from 1st October, 1964, subject to the following conditions :

- (1) Staff Artistes engaged initially for a period not less than three years are eligible for admission to the fund from the date of his/her engagement.
- (2) The amount standing to the credit of a staff artiste in C. P. F. account shall be payable on the final termination of his/her appointment and not on the expiry of each spell of contract entered into with him /her.
- (3) All other provisions of C. P. F. (India) Rules, 1962, as amended from time to time apply *mutatis mutandis* to staff artistes of A.I.R. in so far as they are not inconsistent with provisions made therein and thereafter in respect of the staff artistes of the All-India Radio.

The staff artistes were given an option to come over to C. P. F. (India) benefits with effect from 1st October, 1964. Those who did not exercise option had to come over automatically to the C. P. F. with effect from the date of renewal of their existing contracts.

The amounts of gratuity payable under the previous and current contracts upto the date of entry to the fund shall be credited to the C. P. F. account as Government contribution but interest shall accrue only from the date of their entry to the fund. The gratuity in respect of existing contract in the cases of those who opted to come over to the fund from 1st October 1964 shall be calculated at 1/8th of fee for each completed three months of service. Any balance of service less than three months shall be ignored.

(G. I. Lr. No. 13 (17)/63-B (P), dated 24th March, 1965 and C. A. G's. Lr. No. 682-T.A. 11/394 Admn. 11/63, dated 21st April, 1965).

The arrears subscriptions with interest shall be allowed to be recovered in 12 (twelve) instalments in addition to the regular monthly contribution.

(G. I., Lr. No. 8/15/66-B (A), dated 14th June, 1966).

The accounts shall be maintained by the State Accountants General concerned. The bill shall be drawn in Form T. R. 56-A and deduction classified under "S. Unfunded Debt—S. P. F. C. P. F. (India)—Central S. A. 5".

(Fds-I/Genl./195, dated 5th July, 1965).

CONTRIBUTORY PROVIDENT FUND (ANDHRA PRADESH) RULES.

334. Government of Andhra Pradesh issued orders extending the benefits of Andhra Pradesh Liberalised Pension Rules, 1961 and A. P. Government Servants (F. P.) Rules, 1964 to persons governed by the C. P. F. Rules (Andhra Pradesh) on their permanent transfer to pensionable service and each Government servant affected was asked to exercise option within six months from 3rd January 1966, either to retain the C. P. F. Rules or to come over to the A. P. L. P. Rules, 1961 together with the Andhra Pradesh Government Servants (F. P.) Rules, 1964. The option was required to be communicated to head

of office who would countersign and arrange to paste it in the service book. In case of Gazetted Officer, it was required to be communicated to this office.

In cases of employees who did not exercise the option to come over to the pension scheme, but died between 3rd January 1966 and 3rd July 1966, the widow/eligible member of the family was allowed to exercise an option in favour of Family Pension.

(G. O. Ms. No. 1 (Fin.) Pen. I, dated 3rd January, 1966—Lr. No. 89602/2856/ Pen/—66-1, dated 22nd February, 1967—Govt. of A. P. Memo No. 16017/ 573/Pen-I/69-I, dated 26th August, 1970—File 3-4/67-68 P. V. I).

The members of Survey and Land Records Department were given an option to go over to the Pension Scheme. The accounts are maintained by this office under C. P. F. (Andhra).

335. The Departmental Officers shall be required to refer to Government for orders, all cases where recovery of arrear subscription to the C. P. Fund (Andhra) is involved, whether it be recovery in lump or instalments.

(This Office U. O. Reply Fds.II-1190, dated 27th November, 1936).

336. It is the intention of Government that interest should be recovered in all payments of arrear subscriptions to the C. P. Fund (Andhra Pradesh.)

(Govt. of Composite Madras, Fin. (Pen.) Dept. Memo.No. 8360, Pen-2, dated 6th April, 1937).

337. An officer governed by the Contributory Provident Fund Rules (Andhra Pradesh) when re-employed after retirement is not eligible for the provident fund benefits.

(Composite Madras G. O. Ms. No. 1936-L. A. dated 4th September, 1944, communicated with F. D. Endt. No. 45225 Pen., dated 7th September, 1944).

338. In regard to transactions relating to subscribers paid from local funds administered by Government and admitted to the Contributory Provident Fund (Andhra) the following procedure should be observed :

The sums due from the subscribers should be paid into the nearest treasury and withdrawals from the fund should

similarly be made by presenting bills at the treasuries. The contributions payable to the subscribers' accounts in the fund, should, in the first instance, be debited to Government under "65-Pension and Other Retirement Benefits" and subsequently recovered from the respective funds and credited to "XLVIII. Contribution for other retirement benefits—Misc." The recovery is watched by this office as an item of special recovery.

(Memo. No. 23485-2, dated 16th September, 1931, and Composite Madras G. O. Ms. No. 231, Fin., dated 21st April, 1932).

The pension audit section watches the recoveries referred to above.

For this purpose the Provident Fund Section should intimate the Pension Audit Section, the amount to be recovered from each local body.

339. (i) As a general rule, when an amount in the Contributory Provident Fund (Andhra Pradesh) becomes payable to the minor children of a subscriber to the Fund, the production of a guardianship certificate on behalf of minors from a competent Civil Court should be insisted upon. The following cases are however, exceptions to the above rule :—

- (a) When each minor's share does not exceed Rs. 500 and the total amount payable to all the minors in a particular case does not exceed Rs. 5,000, the payment may be made to the natural guardian of the minors without requiring the production of a guardianship certificate.
- (b) In cases governed by Hindu Law, payment may be made without restriction as to the limit of the amount to the mother of the minors ; no order of a Court is necessary. In the cases of (a) above an indemnity bond signed by two sureties should be obtained from the payees.

(Composite Madras G. O. No. 541, Fin., dated 4th October, 1932, G. I., M. F (Dept. of Expenditure) O. M. No. F. 29 (3)-EV/58, dated 31st January, 1959 and Lr. No. F. 28 (30)/EV/58, dated 28th March, 1950, Govt. of A.P.F. in. (Pen-I);, Dept. G. O. Ms. No. 854, dated 3rd April, 1959, G. I. M. F.O.M., No. 35 (3)-EV/68, dated 17th January, 1969 and G. O. Ms. No. 202, Fin., (Pen-I,) dated 15th July, 1969.)

340. *Highways Department.*—Consequent on the merger of Highways Department in the Roads and Buildings Department on 1-10-1962, the members of Highways Department who were eligible to contribute for C. P. F. (A) from 1st April, 1946, the date on which the Highways Department was formed, were brought on to the G. P. F.

341. *Accounts of the members of the Andhra Pradesh Higher Judicial Service.*—P. F. Accounts of I.C.S. and permanent Government servants who are appointed as Supreme Court Judges while in service are maintained in the office of the Accountant General, Central Revenues ; the transfer of such accounts is to be arranged in consultation with the Accounts Officer concerned.

(Ar. Gl's. Lr. No. AC. 2949-24-26, dated 4th September, 1926 and paragraph 405, of the M. S. O. (Tech.), Vol. 1 and C. A. G's. Lr. No. 3016-Admn. 1/550, 58, dated 10th December, 1958-Fds-1. Case ICS-9/58-59).

342. The I. C. S. (P. F.) Rules, 1942 and the I. C. S. (N.E.M.) P. F. Rules, 1943 as amended from time to time by the Central Government in their application to the members of the I. A. S. who before becoming such members were members of the I. C. S. apply *mutatis mutandis* to the members of the Andhra Pradesh Higher Judicial Service who before becoming such members were members of the I. C. S.

[G. O. Ms. No. 1248, G. A. D. (Special), dated 21st August, 1959]

343. Contributory Provident Fund accounts maintained by this office in respect of work-charged establishment of Public Works Divisions and Electricity and Highways Department upto 31st March, 1964, were closed for being transferred to the concerned Divisional Officers for maintenance.

(Govt. of A. P. G. O. Ms. No. 2523, P. W. Dept., dated 27th December, 1963—File 1-2/60-64, C. P. F./Fds-XVI—Memo No. 314-M1/64-20, dated 2nd December, 1965—of Govt. of A. P., P. W. Department-File 1-2/65-66/Fds-XVI).

Note:—In majority of cases, the transfer of accounts to the concerned Divisional Officers has been effected. In the remaining cases, the transfer could not be effected due to the non-availability of information regarding the concerned Divisional Officer. Those accounts are continued to be kept in this office (though there are no transactions from 1.4.1964 onwards) and transfers effected as and when the information regarding the concerned Divisional Officer is received.

344. The employees of Public Works Workshops and Highways Workshops are governed by the Employees' Provident Fund (E. P. F.) Act of 1952 and the accounts are maintained by the Regional Provident Fund Commissioner. The balances maintained by this office should be transferred to Regional Provident Fund Commissioner. The E. P. F. Act is applicable to the employees of Generation and Operation circles of A. P. State Electricity Board also.

(G. O. Ms. No. 3191, P. W. D., dated 9th December, 1960—of Govt of A. P. File Fds. XVI/1-2/60-64).

345. *Workmen's Contributory Provident Fund.*—The rules of the Workmen's Contributory Provident Fund are instituted by the Government of India, Finance Department Resolution No. F. 33 (3) R. II/44, dated 16th April, 1945 and stand amended from time to time. The India Government Mint Accounts maintained under these rules were transferred to the Head of the Office (Master of Mint, Hyderabad) to be maintained by him. The correspondence as to the missing credits, etc., relating to old accounts, is however, still attended to by this office in Funds-XV Section. The consolidated broadsheets for these accounts are maintained on par with accounts of class IV Employees.

(G. I. Finance No. F. 58 (2.-EV/60, dated 19th August, 1960—Amendment File 57-62, and G.O.I. No. F. 58(10)—EV/60, Fin., dated 11th January, 1961)

346. *Provident Funds of Ex-Hyderabad State (C. S. S.).*—The Government of Ex-Hyderabad introduced with effect from the 1st December, 1949, a scheme of compulsory savings for the State Government servants. These savings were creditable to the General Provident Fund constituted for the purpose. The rules of the Fund are contained in the Emergency Cut and Compulsory Savings Rules, 1949 (reproduced as Appendix V to H.C.S.R. Vol. II, Eighth Edition). The amounts are to be transferred to the concerned G. P. F. accounts of the subscribers in case of live accounts and in cases of closed accounts the amounts are to be authorised to the subscribers. The C. S. S. accounts are maintained in Funds XXIV.

The scheme ceased to be operative with effect from 1st March, 1952, the last instalment of subscription to the fund having been deducted from the pay bill for February, 1952.

The accounts of the subscribers will, however, continue to be maintained until they are closed in accordance with Rules 2 to 15 of the Fund.

347. *Contributory Provident Funds of Hyderabad Electricity Department and Government Distilleries.*—The employees of the Hyderabad Electricity Department and of the Government Distilleries, Hyderabad, who are not entitled to draw pension from Government are required to subscribe to the Electricity Department Provident Fund and the Distilleries Provident Fund, respectively. The accounts of the subscribers are also credited with Government contribution at a specified rate. The accounts of these Funds are maintained by the Departments concerned.

348. *Provident Fund of the Employees of the Sandur and Banganapalle States.*—As a result of the merger of the Banganapalle and Sandur States with the State, the State Government ordered that—

- (1) the General Provident Fund (Andhra) Rules shall apply to such of the officers as were recruited on or after 1st April 1949, or who did not, before that date, subscribe to the Provident Funds established and maintained by the said States ;
- (2) the officers in the service of the States at the time of their merger with the Indian Union who are already subscribers to the States Provident Fund shall continue to be governed by the respective State Provident Fund Rules till they finally quit service ; and
- (3) the Accountant General shall maintain the Provident Fund accounts of the officers of the said States from 1st April, 1949.

(Composite Madras G. O. Ms. No. 64, Fin., (Pen.), dated 24th January, 1949)

Note.—Copies of the Sandur State Provident Fund and the Banganapalle State Provident Fund Rules are available in separate pamphlets and should be referred to whenever necessary.

349. *The Defence Savings Provident Fund.*—In order to enable all Government servants (both Central and State) to take

part according to their ability in contributing to the Defence Savings movement, a special Provident Fund called the Defence Savings Provident Fund was constituted by the joint authority of the Central Government, the late Crown Representative and all State Governments with effect from 1st September, 1940 and the first deduction to the fund commenced from the pay bill for the month of August, 1940. The fund is a Union Government liability. The rules governing the fund were issued in Government of India Finance Department Notification No. D. C. 757-13/40, dated 10th August, 1940, as amended from time to time. Other conditions generally applicable to Provident Funds, apply to this Fund including exemption from Income-tax, freedom from attachment and disposition by nomination. Subscriptions to the Fund ceased with effect from 1st April, 1947, and the balances at the credit of the subscribers were payable at their option (at any time after 31st March, 1946), or on their quitting service *vide* Government of India, Finance Department Notification No. F. 42 (3) Est. V/46, dated 5th June, 1946.

Note.—The balances still lying in the Fund carry interest at 3 per cent and are available for final withdrawal. The balances in these accounts were transferred to "Deposit" in 1961-62 together with interest due. As and when the claims are received they should be authorised by corresponding debit to "Deposits."

350. *Public Provident Fund.*—The Public Provident Fund Scheme, 1968, was introduced with effect from 1st July, 1968 *vide* Government of India, Ministry of Finance (Department of Economic Affairs) Notification No. G. S. R. 1136, dated 15th June, 1968 according to which any individual either on his own behalf or on behalf of a minor of whom he is the guardian, may subscribe to the fund any amount not less than Rs. 100 and not more than Rs. 15,000 for a year. The accounts of subscription to the Scheme are maintained by the State Bank of India and its subsidiaries and the credits/debits are accounted in Government account in the Central side under "S. Unfunded Debt—Public Provident Fund". The general rules prescribed for the audit of G. P. F. transactions are applicable to these cases and audit is conducted locally.

A broadsheet in Form M. S. O. (T) 76 is maintained in D. Comp. II Section of this office.

Chap-IX] CONTRIBUTORY PROVIDENT FUNDS [350-351
AND OTHER PROVIDENT FUNDS

(G. I. Lr. No. F. 1 (2)-68-PPF-1, dated 20th September, 1968, 28th March 1970 and 21st April, 1970 and Secret Lr. No.2015—T. A./325-68, dated 10th November, 1970—D. Comp. 1/IV/22-13/70-71/ 379, dated 15th May, 1971 T.M. File 14-61/68-70).

351. *Mica Mines Labour Welfare Fund and C. P. F. (Mica).* The Mica Mines Labour Welfare Fund Rules, 1950 ceased to be applicable to the work-charged staff with effect from 18th September, 1959. The amount standing to the credit of the work-charged staff in Mica Mines Labour Welfare Fund account together with interest thereon was transferred to C.P.F (Mica) account. These accounts were converted into C. P. F. (India) or G. P. F. (Misc.) at the option of subscribers.

Consequent on the introduction of Liberalised Pension Rules, 1961 and the new Family Pension Scheme for Central Government Employees (1964), the subscribers were given an option to come over to these benefits. The time for exercising option was extended from time to time and the last extension was given upto 31st March, 1969.

The accounts and correspondence are dealt with in Funds XV.

(G. I., M. F. O. M. No. F. 2 (14) EV (B)/63, dated 14th January, 1964, G. I. M. F. No. F 9 (24)-EV (A)/65, dated 8th February, 1966 and G. I. M. F. No. F. 16 (1) -EV/68, dated 31st August, 1968).

ANNEXURE

(Referred to in paragraph 322 of the Manual).

ILLUSTRATION

Date of appointment	1-4-1964.
Grade	Rs. 1,000-100-1,600.
Period of pensionable service.	1-4-1964 to 31-3-1967—3 years.
1964-65	
O. B.	Nil.
G. C.	1,000.
Total	<u>1,000.</u>
1965-66	
O. B.	1,000
G. C.	1,100
	<u>2,100.</u>
1966-67	
O. B.	2,100
G. C.	1,200
	<u>3,300</u>
	$3,300 \times 2 = 66$
	<u>100</u>

C.A.G's Letter. 421 Audit/121-66, dated 11th April, 1967)

CHAPTER X

FINAL WITHDRAWALS FROM PROVIDENT FUNDS

(A) Non-refundable withdrawals from Provident Fund accumulations.

352. Advances for certain specified purposes detailed below were permitted from their provident fund accumulations in the case of Government servants who had completed the age of 52 years and 57 years according as the age of superannuation was 55 and 60, respectively. As it was represented that the repayment of these advances caused considerable hardship to the persons concerned at a stage of their career when their commitments were at their heaviest and as the amounts in the credit of the P. F. accounts would at any rate become payable to them within the next few years, it was decided that final withdrawals could be permitted in these cases. Government servants who have put in 20 years of service (including broken periods, if any) or are due to retire within ten years are permitted to make non-refundable withdrawals from their provident fund accumulations for the following specified purposes.

- (i) Higher education of children;
- (ii) Marriage of sons and daughters (including betrothal Ceremony);
- (iii) Purchase of motor cars;
- (iv) Meeting the expenses in connection with illness including, where necessary, the travelling expenses;
- (v) House building purposes:
 - (a) constructions, additions and alterations.
 - (b) purchase of site and construction thereon.

Note.—Item (iv) above is applicable to Central provident fund subscribers and not to subscribers governed by Provident Fund Rules including A.I. S. P. F. Rules, whose accounts are maintained on the State side.

353. *Validity of Sanction.*—A sanction to a non-refundable withdrawal from provident fund, unless it is specifically renewed, shall lapse on the expiry of a period of three months. This does not however, apply to withdrawals effected in instalments. In such cases, the sanctions accorded for non-refundable withdrawals from provident fund remain valid upto a particular date to be specified by the sanctioning authority in the sanction order itself.

(G. I., O. M. No. F. II (25)-E-II (A)/65, dated 14th January and the 30th July, 1966).

354. *Procedure to watch the receipt of sanction and disposal of non-refundable withdrawal applications.*—As soon as the sanctions for non-refundable withdrawals are received with all the required particulars (*vide* Appendix VII) they should be entered in a separate register “Non-refundable Withdrawals Purport Register” of the section. The auditor maintaining the account should scrutinise the sanction with reference to the various rules and instructions issued from time to time, keeping in view the following points:—

(a) The subscriber has completed 20 years of service or is due to retire within ten years except in the case of withdrawals for the purchase of a car.

(b) The sanction is accorded by the competent authority, *i. e.*, authority competent to sanction advances under special reasons in the case of Central Government servant; and authority competent to dismiss the subscriber in the case of State Government servant.

[Govt. A. P. Lr. No. 62689/1415-Pen.1/66, dated 18th March, 1965.]

(c) Sanction is not accorded on two occasions for the same purposes except on certain conditions detailed in subsequent paras.

(d) The balance in the provident fund account on the date of sanction is covered by the sanction in accordance with the various limits prescribed.

(e) In the case of sanctions for the purposes specified in clauses (d), (e), (f), of sub-rule (1) of Rule 15 of G. P. F. (C. S.) Rules, 1960, the sanction indicates (i) the pay of the subscriber at the time of sanctioning the final withdrawal, (ii) particulars and amount of advance drawn by him for house building purposes under the Scheme of Ministry of Works and Housing and (iii) the amount of any other assistance in this regard received by him from any other Government source.

(G.I., M.F.O.M. No. F. 23 (26)–EV (B)/65, dated 21st February, 1966).

Note.—Where specific relaxations are made, a note should be made in the Registers of Relaxation and a para in this regard considered for comment in the C. A. Gs Report.

355. The actual withdrawals from the fund should be made only on receipt of an authorisation from the Accounts Officer

Chap-X]**FINAL WITHDRAWALS FROM
PROVIDENT FUNDS****[355-356**

of the Fund. Necessary authorisation should be issued with in three days of receipt of the sanction of the competent authority with prescribed form and an entry made in the Non-refundable Withdrawal Register Form 70-A M. S. O (T) soon after the issue of authorisation to watch the certificate of utilisation, disbursement/debits, etc.

REGISTER OF NON-REFUNDABLE WITHDRAWAL.

Sl. No.	Name and designation of the subscriber.	No. and date of sanction.	Designation of sanctioning authority.	No. and date of authority issued for payment.	Amount authorised to be withdrawn.
(1)	(2)	(3)	(4)	(5)	(6)
No. and date of voucher and Treasury.	Amount withdrawn.	Date of receipt of disbursement certificate.		REMARKS	
(8)	(9)	(10)		(11)	

*. Mention whether Gazetted or Non-Gazetted.

**. To be filled in respect of non-Gazetted subscribers only.

(C.A.G's Lr. No. 2144-T.A. II/342-68, Dt. 5th October, 1968 and O.O. Fds-I/Genl/47 Dt. 5th October, 1968).

356. An intimation to the Commissioner of Income Tax should be sent as and when each payment in excess of Rs. 10,000 is authorised to a Government servant.

(C. A. G's Lr. No. 1480-Admn. II/163-58, dated 23rd June, 1959.)

Note—In cases where sums received by Government servant/his heir from Government towards payment of Provident Fund, Commutation of Pension, Death-cum-Retirement Gratuity aggregate to a sum in excess of Rs. 75,000, the Pension Audit Branch is required to report the fact to the Controller of Estate Duty. (See also para 308 of Pension Audit Manual). Accordingly, Provident Fund Sections should furnish a list of Provident Fund payments each exceeding Rs. 25,000 to the concerned Pension Audit Section, every quarter by the 10th January /April/July /October to facilitate the Pension Audit Section to consolidate and report to the Controller of Estate Duty. Where the payment towards commuted value of pension and/or Death-cum-Retirement Gratuity is arranged by a different Audit Officer, a report should go to the latter about the payment as and when called for. In either type of cases, full particulars of payment as Provident Fund Account No., name and address of the subscriber/recipient of Provident Fund money should also be furnished.

(Para 308 of Manual of Pension Sections-part-II-read with G.I., M.F. Memo. No. F.2(6)-EV/58, dated 26th June, 1958).

357. While drawing the amount from the Treasury/P.A.O., Hyderabad, the Drawing Officer should be required to enclose the authorisation letter in original to the bill. It should be ensured in Audit that the original authorisation is so enclosed and cancelled by the Treasury Officer/Pay and Accounts Officer.

358. (i) Only one final withdrawal is allowed for one and the same purpose. In this context the marriage/education of different daughters/sons are not treated as for the same purpose. Similarly, the illness of the subscriber or his dependents on different occasions are not treated as for the same purpose.

(ii) An advance and a final withdrawal for the same purpose should not be sanctioned together. In other words, a person should be granted either an advance or a final withdrawal for a particular purpose subject to the conditions mentioned in Rule 15. Further, the advance which is subsequently converted into final withdrawal should be treated as a final withdrawal under Rule 15; that is to say, if a person has got an advance converted into a final withdrawal under Rule 16-A, he should not be allowed another final withdrawal for the same purpose.

(G. I., M. F. O. M. No. F. 23 (2)—EV (B)/64, dated 7th January, 1966.)

Government of Andhra Pradesh also adopted this decision.

(Govt. of A. P. G. O. Ms. No. 236, Fin. (Rev-I), dated 27th November, 1968).

359. *Method of computing the balance at credit for the purpose of applying the limitation in Rule 16 (1) while permitting conversion of advance into withdrawal.*—Rule 16-A of the G. P. Fund Rules provides that a subscriber who has already drawn or may draw in future an advance under the rules may convert at his discretion, by written request, addressed to the Accounts Officer through the sanctioning authority, the balance outstanding against him with interest into a final withdrawal on his satisfying the prescribed conditions for eligibility for final withdrawal. A doubt has been raised as to which amount standing to his credit, *i. e.*, whether the amount of subscriptions and interest thereon standing to his credit, at the time of grant of advance or whether the balance in the fund at the time the conversion is applied for, as the case may be, should be taken into account for the purpose of applying the limits of one

half of the amount or six months' pay whichever is less or 75% thereof under Rule 16 (1) of the G. P. F. (C. S.) Rules, 1960. In other words, the question is whether the limit should be applied with reference to such amount standing to his credit at the time of the grant of advance or at the time of its conversion into a final withdrawal.

Conversion of outstanding balance of an advance *plus* interest into a final withdrawal on a particular date is tantamount to granting a final withdrawal on that date but for his taking the advance. Therefore, it is obvious that the outstanding balance of advance *plus* interest must be added to the amount of subscriptions *plus* interest thereon, standing to his credit in his account on the date of conversion for determining the amount with reference to which the outstanding balance *plus* interest should be converted into a final withdrawal. When more than one outstanding advance is to be converted the same procedure should be followed separately in respect of each advance.

(G. I., M. F. O. M. No. F. 41 (9)-EV/67, dated 6th July, 1967).

360. *Conversion of advances taken on two occasions for a common purpose.*—A question was raised whether the conversion of balances outstanding against the advances taken by a subscriber on two different occasions, where at least a part of each such advance was intended to meet expenditure in connection with a common specific purpose and one of these advances has already been converted into final withdrawal, is permissible, as normally only one withdrawal is admissible for a specific purpose.

There should not be any objection to the conversion of second advance into final withdrawal, if he so desires, subject to the condition that the total amount so desired for conversion into final withdrawal does not exceed the limit prescribed in Rule 16. In such cases where more than one advance taken for the same purpose on different occasions is allowed to be converted into final withdrawals individually and separately, the sanctioning authority, while forwarding the application to the Accounts Officer, should indicate therein the total amount to be converted to date.

(G. I., M. F. U. O. No. 1808-EV/B/64, dated 29th May, 1964—to A. G., P. & T.)

CENTRAL

361. The non-refundable withdrawal from the Provident Fund for the purposes indicated in para 352 *supra* were, prior to the introduction of G. P. F. (C. S.) Rules, 1960 regulated by executive instructions issued by Government of India. These are incorporated in the G. P. F. Rules, 1960 and as such these instructions are not reproduced. However, important decisions given after the introduction of these rules are incorporated in subsequent paras.

362. *Higher Education*.—Normally, a second non-refundable withdrawal for one and the same purpose should not be allowed. Only one final withdrawal can be had for a recognised purpose; otherwise, the Provident Fund account would be reduced to a banking account, which is against the spirit of the rules. However, for the purpose of education, the final withdrawal, which should, of course, be only one, can be drawn in yearly or half-yearly instalments, in cases where the course exceeds a year.

(G. I. M. F. U. O. No. 3782-EV(B), 63, dated 27th November, 1963—25 EV-B 64, dated 3rd February, 1964 and O. M. No. 3180-EV/B, 64, dated 19th September, 1964 to A. G. P. & T.)

363. A question was raised whether a subscriber could be granted a non-refundable withdrawal from G. P. F. for his son's higher education in B. Sc. (Tech.), a three-year course and again another withdrawal for the same son's education in M. Sc. (Tech.), a two-year course, in continuation.

B. Sc. (Tech.) and M. Sc. (Tech.) are two different courses altogether though the recipient is the same. The latter course is of two years' duration and thus no withdrawal should be sanctioned for the purpose. However, individual cases, if any, can be considered on merits.

(G. I. M. F. U. O. No. 3180-EV/B, 64, dated 19th September, 1964 to A. G., P. & T.)

364. *Marriage*.—To meet expenses in connection with the marriage of sons/daughters or any female relation actually dependent on the subscribers, withdrawal is permissible. Marriages of different daughters/sons are not treated as for the same purpose.

Note.—Final withdrawal is permissible for both the betrothal ceremony and the marriage ceremony. Each occasion shall be treated as separate purpose.

(G. I, M. F. O. M. No. F. 32 (3)-EV/67, dated 23rd September, 1967—G. O. Rt. No. 558-Fin. Pen (-I) Dept. dated 9th October, 1967 of Govt. of A. P.).

365. *Illness.*—To meet expenses in connection with illness including travelling allowance of the subscriber or any person actually dependent on him, withdrawals are permissible. Illnesses on different occasions are not treated as the same purpose.

366. *Motor Car.*—Central Government servants who completed 28 years of service or who have less than three years to attain the age of superannuation, are permitted to make final withdrawals from the Provident Funds [General Provident Fund (Central) Services or the Contributory Provident Fund (India)] for purchasing a motor car or for repaying a Government loan already taken by them for the purpose, subject to the following conditions:—

- (i) The officer's pay is Rs. 1,000 or more.
- (ii) The amount of withdrawal is limited to Rs. 12,000 or one-fourth of the amount standing to the credit of the subscriber in the G. P. Fund or one-fourth of the amount of subscription with interest thereon standing to the credit of the subscriber in the C. P. Fund, as the case may be, or the actual price of the car, whichever is the least.
- (iii) Such withdrawal shall be allowed only on one occasion. In the case of withdrawal for purchase of another car, the motor car advance under the provisions of Chapter 14 of the General Financial Rules, 1963 as supplemented by executive instructions issued from time to time are not admissible.

The authority competent to sanction an advance for special reasons under the relevant Provident Fund Rules may sanction final withdrawal in terms of these orders subject to the fulfilment of the conditions mentioned above. The procedural details will be as in the case of other withdrawals.

G. I, M. F. O. M. No. F. 23 (7)-EV/B/64, dated 27th March, 1965].

[G. I., M. F. U. O. No. 5202-EV/66, dated 23rd July, 1966].

(ii) A subscriber shall be permitted to make a final withdrawal as and when he is called upon to pay an instalment for site house purchased through house building co-operative societies or similar agencies. The calls for payment of instalments shall be treated as separate for purposes of Rule 16 (1) of G.P.F. (C.S.) Rules, 1960.

[G.I., M.F.O.M. No. F.23 (2)-EV B/64, dated 17th October, 1966, copy received with C.A.G.'S. Endt. No. 1358-Audit 136-66, dated 25th October, 1966].

STATE.

370. The non-refundable withdrawal from the provident fund for the purposes indicated in para 352 *supra* are regulated by the executive instructions issued by the Government of Andhra Pradesh. The conditions for such withdrawal for the specified purposes are incorporated in subsequent paras. In respect of non-refundable withdrawal for house building and purchase of house sites, the relevant orders of Government are also incorporated in Appendix VII.

371. Withdrawal for higher education is not allowed before the expiry of six months from the date of the previous withdrawal, and in any case not more than two withdrawals shall be allowed in any financial year. For the purpose of these orders, a refundable advance drawn by an officer for the same purpose is deemed as a final withdrawal.

(G. O. Ms. No. 457-F. D., dated 20th June, 1956).

372. The expenditure likely to be incurred on higher education which is a foreseeable event can easily and possibly be estimated beforehand. Final withdrawals from provident fund should not ordinarily be entertained to a subscriber who already met the expenditure by raising a loan elsewhere or from other source. Hard cases, if any, can be considered on merits with due regard to the circumstances and the amount applied for.

(Govt. of A. P. F. D. G. O. Ms. No. 452, dated 28th January, 1960).

373. Normally, for the non-refundable withdrawals for higher education purpose, an amount equal to three months' pay or half the balance at credit whichever is less should be allowed. In special cases, the sanctioning authority may

relax the limit of three months' pay but in no case should more than ten months' pay or half the balance at credit whichever is less be sanctioned for higher education of the children in medical and engineering degree courses.

The decision of Government of India in letter No. F. 33 (16)-E. V./68, dated 27th July, 1968 regarding the eligible courses of study as incorporated in para 163 *supra* is adopted by Government of Andhra Pradesh.

[G. O. Ms. No. 182, Fin. (Pen-I), dated 29th July, 1968 and G. O. Ms. No. 11 Fin., dated 16th January, 1969].

Note.—The donations collected in medical and engineering degree courses by the colleges at the admission stage should be treated as an integral part of higher education.

[Govt. of A. P. G. O. Rt. No. 2218, Home (Transport-I), dated 9th August, 1971 read with Govt. of A. P. Fin. Lr. No. 44248-A/69-Pen-I, /71-1, dated 18th August, 1971—Funds-X Case].

374. *Marriage.*—(i) Non-refundable withdrawal is allowed for meeting the expenses in connection with the marriage of the subscriber's sons, daughters, and if the subscriber has no daughter, for any other female relation dependent on him.

(ii) The amount of withdrawal in respect of each marriage is normally limited to:—

- (a) Six month's pay, or
- (b) One half of the amount standing to the credit of the subscriber in the case of non-Contributory Provident Fund; or
- (c) the amount actually subscribed by him along with interest thereon, standing to his credit in the case of a Contributory Provident Fund, whichever is less.

(iii) As a special case the sanctioning authority may relax the limit at (ii) (a) above but in no case should more than ten month's pay be sanctioned in respect of daughter's marriage and six month's pay in respect of son's marriage.

If two or more marriages are to be celebrated simultaneously, the amount admissible in respect of each marriage is determined as if the advances are sanctioned separately one after the other.

In respect of the same marriage a subscriber may either withdraw the money in terms of this para or draw an advance under the ordinary rules.

(iv) A subscriber may convert by his written request, addressed to the Accounts Officer through the sanctioning authority, the balance outstanding against the temporary advance (drawn for this purpose) into a non-refundable withdrawal on his satisfying the conditions indicated above. The subscriber shall furnish a certificate to the sanctioning authority within a period of one month from the date of marriage, or if he is on leave, within one month on return from leave, that the money withdrawn has actually been utilised for the purpose for which it was intended.

(vi) The authority competent to sanction the non-refundable withdrawal from the provident fund is the authority competent to dismiss the subscriber.

(Memo No. 62989/1415/Pen-I/66-2, dated 18th March, 1967).

(vii) The sanctioning authorities should furnish a certificate to the Accounts Officer concerned to the effect that they have satisfied themselves that the conditions on which withdrawal was sanctioned were fulfilled.

(G. O. Ms. No. 85, Finance Dept., dated 6th February, 1956).

375. The withdrawal may be allowed to the subscriber either not earlier than three months preceding the month in which the marriage is performed or within a period of three months after the performance of marriage for which the expenditure is already incurred.

If the subscriber has no daughter, the withdrawal may be permitted for the marriage of subscriber's unmarried sisters, adopted daughters and deceased son's daughters who are dependent on him.

(G. O. Ms. No. 85, Finance Department, dated 6th February, 1956).

376. Marriage is a foreseeable event and ordinarily it should not be difficult for the Government servant concerned to make up his mind before hand whether he would be able to meet the entire expenditure thereon from his

private resources or whether he would have to resort to a final withdrawal from his provident fund account for this purpose, and if the latter, to apply for the final withdrawal sufficiently in advance of the date of marriage. Where, however, an officer applies for the withdrawal well before the date of the marriage, but the application is sanctioned after the aforesaid date or if sanctioned before that date, the case is received in Audit office for the issue of authority for payment after that date, there would be no objection to the payment of the amount being made after the date of marriage. The certificate of utilisation should be furnished in such cases to the sanctioning authority within a month of drawal of the amount from the fund. Cases in which the withdrawal is applied for after the marriage is over should not ordinarily be entertained.

(G. I. M. F. O. M. No. 24 (8)-EV/57, dated 14th October, 1957 and Govt. of A. P. Fin. Dept. Endt. No. 139513, Pen. 1/58, dated 10th May, 1968).

377. *Motor Car*.—The State Government also adopted the procedure envisaged for Central Government employees

[G.O. Ms. No. 190, dated 6th August, 1968 and O.O. No. 42, dated 30th August, 1968.]

378. *House Building*.—Loans under the Andhra Pradesh House Building Rules and non-refundable withdrawal from the provident fund may be granted to the State Government servants independently of each other provided that the total amount drawn from all the sources does not exceed Rs. 1,00,000 or five years' pay whichever is less.

[G.O. Ms. No. 241, Fin. (Pen-I) Dept., dated 4th September, 1968.]

379. Non-refundable withdrawal from provident fund to Government servants for payment towards the annual instalments for the house purchased or constructed by a house building co-operative Society or Housing Board, etc., to the concerned institution is permissible. As per G.O. Ms. No. 847, dated 28th December, 1955 only one non-refundable withdrawal for the construction of a house can be sanctioned and the amount of non-refundable withdrawal should be limited to half the amount at the credit of the subscriber or the cost of the construction of the house, whichever is less. These provisions stand liberalised to the extent indicated hereunder.

(1) Non-refundable withdrawal amounting to half the amount at the credit of the subscriber or the actual cost of the house, whichever is less can be sanctioned to him. He may be permitted to utilise the above amount to pay the deposit/part of the cost of house/annual instalment to the concerned institution on production of the demand statement of the institution. If the aforesaid payment in a year is less than the non-refundable withdrawal sanctioned, this Office may issue annual authorisations to the subscriber for the payment of the amount required to remit the annual instalment/instalments of the subsequent years limiting them to balance of the amount of non-refundable withdrawal sanctioned, on the production of the demand statement of the institution without any further orders of the Government.

(2) The subscriber should send the application, enclosing the demand statement, to this office through the Head of the Department.

(3) No further non-refundable withdrawal would be sanctioned for the same purpose, but the subscriber has to pay the further annual instalments to the institution meeting the expenditure from his own pocket.

(4) The other rules for the grant of non-refundable withdrawals for house construction would be followed as they are (e.g.) if an advance from the Provident Fund was sanctioned prior to the grant of the Non-refundable withdrawal referred to in item (1) above for the same purpose, it would be deducted from the non-refundable withdrawal and the balance only would be released by this Office by issuing the annual authorisations. No further advance would, of course, be payable for the same purpose.

(5) Any other restriction imposed by the rules relating to the grant of house building advance remain unaffected.

380. If after the non-refundable withdrawal is sanctioned, a subscriber applies for a non-refundable withdrawal for a different purpose or any temporary advance, they can be sanctioned taking into account the other half of the accumulation

at his credit in the G.P.F. *plus* subsequent subscription and other credits to the fund.

[G.O. Ms. No. 397, Fin. (Pen-I) Dept., dated 26th October, 1970.]

B. Final withdrawal

381. *General.*—The amount which accumulates to the credit of a subscriber becomes his property and is handed over to him only when he quits service finally by any of the events *i.e.*, resignation, proceeding on L.P.R., retirement or dismissal from service. In the event of death before retirement, the fund money is disposed of in accordance with the Provident Fund Act, 1925.

382. For the purpose of final withdrawal of Provident Fund deposits a subscriber cannot be considered to quit Government service finally when he resigns service under one State Government in order to accept an appointment under another State Government or Government of India or when his services are transferred from one branch of Government to another, when both appointments are such that the incumbent is eligible to subscribe to a provident fund. It is not, however, the intention that the balance standing to the credit of a Government servant should remain in the fund when he quits service in which he was entitled to subscribe to the fund in order to accept employment in which he is not eligible to subscribe to the fund.

(G.I.F.D. Lr. No. 10009-FE., dated 11th May, 1923 and No. F-46 (9). R-II/44, dated 24th October, 1944)

383. Both the Central and the State Provident Fund Rules provide that when a subscriber is transferred to a body corporate owned or controlled by Government, the amount at his credit should be transferred, with the consent of the body, to his new provident fund account under them.

(i) Where the corporate bodies do not have any Provident Fund Scheme or whose Provident Fund Rules do not provide for the acceptance of balances from other provident funds, the amount in question should be finally paid to the person concerned at the time of his permanent transfer to such a body.

(ii) In cases where the provident fund money is accepted by the corporate body subject to fulfilment of certain conditions, viz., that the Government servant should complete the probationary period with them or that he should be confirmed in a post under them, the provident fund money of the person concerned may be retained with Government till such time as it is transferred to the body concerned. In such cases the provident fund accounts of the individual concerned would cease to be "alive" on the date of permanent transfer of the person concerned to such a body. In other words, no withdrawals from the Provident Fund would be permitted for any purpose including payment of premia towards life insurance policies. Fresh subscription to the fund, except recoveries in respect of outstanding advances, shall not be accepted. The provident fund money held by Government would continue to earn interest at the normal rate till the date of the transfer of the amount to the corporate body.

(G. L. M. F. Dept. of Expenditure O.M. No. F. 2504-EV/B/65, dated 13th September, 1965 Government of Andhra Pradesh.)

384. Government of India (Ministry of Law) held that the amount standing to the credit of a subscriber cannot be entirely withdrawn from the fund before he actually quits service or proceeds on leave preparatory to retirement even though the State Government, by its order, relaxes relevant rules to permit such a withdrawal as the sanction of the State Government for the payment of the amount, while the subscriber is still in service, does not have the effect of creating a contingency in accordance with the rules of the Fund within the meaning of Section 2 (a) of the Provident Fund Act 1925.

(C.A.G's Lr. No. 209-A/350/53, dated 16th February, 1954-Case Fds. I-1/53-54-C.A.G's Lr. No. 1254-Audit/149-66, dated 10th October, 1966.)

385. The head of the office should obtain and forward through the authority competent to sanction temporary advances, the application in the prescribed form for closing the subscriber's account.

The subscribers who are Gazetted Officers should themselves prepare and send the application through the said authority. If, however, the claim arises after the death of the Gazetted Officer the head of the office in which the Gazetted Officer

385-387]

FINAL WITHDRAWALS FROM
PROVIDENT FUNDS

[Chap-X

was serving at the time of his death should obtain the application from the nominee/claimant and furnish to this office.

386. The forms of application for final withdrawal which are to be obtained immediately after occurrence of the events necessitating the closure of the accounts for being sent to the Accounts Officer of the Fund are given in Appendix XII

F. W. APPLICATION FORMS FOR USE BY.....

		<i>Gazetted Officer</i>	<i>Non- Gazetted Officer</i>	<i>Nominee or claim- ant, etc., (death cases.)</i>	<i>Authority</i>
Central Form	..	A	B	C	G.I., O.M.No. 28 22- EV/58, dated 28th February, 1968.
State Form	..	A	B	C	G.O. Ms. No. 216 Fin-Pen-I Dept., dated 7th Sept- ember, 1968-Fds-I/ Genl/193 / 68-69/69, dated 3rd December, 1968.
AIS (PF) ICS (RB), NEM, Secy of State.	Form XV	..	Form XIV		G.I., H. A., Notifi- cation, No. 5/-69 AIS(P.F.) dated 1st January, 1970 read with G. I. (Dept. of Expenditure)Lr. No. No. 5-1-69 AIS(PF), dated 24th October, 1970. Fds-I/Genl. II/ 70-71/ Vol. IV 186, dated 17th Decemb.r, 1970.

387. The heads of offices and Departments have instructions to report to this office immediately on occurrence of all cases of resignation, discharge or dismissal, death or retirement, L.P.R., etc., along with the information on all points mentioned in Form No. G.P.F. 10 which is intended to be used for the purpose of obtaining complete or wanting information in respect of every application before its disposal is finally under-taken.

388. One of the reasons for delays in the Fund Sections in authorising final withdrawals of G.P.F. deposits, etc., is want of timely information regarding the retirement of Government servants who are subscribers to the provident funds.

To obviate delays in authorising the final withdrawals of P.F. deposits due to want of timely information regarding the retirement/death or any other event necessitating the closure of the subscriber's account, the following information should be received :—

(i) G.A.D. Sections should furnish to the Funds Section on the 15th of each month, a comprehensive list of all officers who either retired or proceeded on L.P.R. in the immediate preceeding month.

For this purpose, Gazetted Officers who proceed on L.P.R. etc., should give the following particulars:—

- (a) Gazetted Officers who hand over charge on retirement or who proceed on leave preparatory to retirement and propose to draw the provident fund money immediately should mention in the certificate of transfer of charge that application for the withdrawal of provident fund money is sent to this office.
- (b) Officers who proceed on leave preparatory to retirement and prefer to take payment on expiry of the leave should send their applications immediately after retirement.
- (c) In the case of non-Gazetted Government servants, the heads of offices should be required to get the applications from the subscribers at the time of their retirement and forward the same to this office.

(ii) G.A.D. and T.A.D. Sections should also intimate cases of resignation/permanent absorption in public undertakings, etc., to Funds Section.

(C.A.G.'s Lr. No. 1597-70-II/396-70, dated 4th September, 1970.)

(iii) The superannuation statements received from the departments in the Pension Section by 30th June, should be transmitted to Funds section concerned as soon

as the check by Pension Section is completed. To keep a close watch over the receipt of the statements, the Pension Section should be reminded periodically after 1st, July. The statement when received should be preserved in guard file to ensure prompt action being taken by Funds Section and to call for the final withdrawal application immediately after retirement of the subscriber.

(iv) In the case of death of subscriber while in service, the Heads of Offices/Departments have been instructed by Government of India and Government of Andhra Pradesh

(a) to intimate about the death to the Accounts Officer promptly to enable this office to initiate action for completion of P.F. accounts, on receipt of which the Accounts Officer should inform the Head of Office/Department the details of nomination, etc., made by the deceased subscriber and

(b) to take action to get the application for final payment of P. F. money from the nominee/family members of the subscriber for submission to the Accounts Officer without waiting for the legal heirs to initiate action.

(v) Government of Andhra Pradesh issued instructions to all the Departments, etc., to maintain a register in the form indicated below to watch the receipt and prompt submission of P.F. withdrawal applications to this office and to watch the disbursement certificates, etc.

Register to watch disposal of final payment of P.F. balances (to be maintained by each Department).

Sl. No.	Name of Government Servant.	Date of retirement.	Date of receipt of F.W. application.	Date of submission of F.W. application to the A. G.	Whether all the certificates have been furnished in the application.	In'erim reference From No. to. Date.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Chap-X]**FINAL WITHDRAWALS FROM
PROVIDENT FUNDS****[388-389**

No. and date of A.G's authorisation for payment.	Whether accounts have been finally settled or any residual balance still to be authorised.	Further reference if any on the subject. From/to No. & date	No. & Date of A.G's letter.	Remarks.
(8)	(9)	(10)	(11)	(12)

Extracts of this register showing columns 1 to 5 should be sent to this office by the departmental officers every month explaining the reasons for the delay in the submission of the final withdrawal claims in time to the Audit Office. The extract should be sent by them by 15th of every month.

(Govt. of A.P. Lr. No. 92144/1801/Pen-I/67-1, dated 27th December, 1967 read with Memo No. 20151/537/Pen-I/68-3, dated 8th July, 1968.)

Note.—The envelopes containing the final withdrawal applications should be superscribed "Final Withdrawal Application-Urgent" to identify the important document and to enable this office to dispose of on priority. (Funds-I/Genl/II, dated 1st March, 1964, addressed to all Heads of Depts.)

389. On receipt of the information about the event of closure of the subscriber's account either from subscriber/claimant, department/ G.A.D. or Pension Section, etc., the names of the subscribers who are due to retire, proceed on L.P.R., etc., in a particular month of the year should be noted in the folios of that month in Part I of Register maintained for that purpose and action taken immediately to call for application for the final payment from the appropriate authority under intimation to the employee concerned.

This register should be maintained in two parts (Part I and Part II). Part I should contain the particulars of subscribers, event necessitating the closure of account, etc., excepting "death" cases.

As soon as the information regarding death of the subscriber is received in Funds Section particulars of subscribers should be noted in Part II and columns (1) to (5) of Part II of the register should be filled in and a copy furnished to Pension Verification Section also to keep a watch on the timely receipt and quick finalisation of family pension and/or D.C.R.G. of such deceased subscriber.

Parts I and II of this register should be closed separately on the 15th of each month and submitted to the Branch Officer duly indicating the outstanding items, the action taken to call for the F.W. applications and to complete the accounts, along with a certificate at the closing of Part II that "extracts of columns 1 to 5 have been furnished to the concerned Pension Verification Sections as and when the information was received in the section". The register should also be submitted to D.A.G. on 20th December, March, June and September.

(Fds-I/Genl./I-93/I/68-69/38, dated 23rd August, 1968-G.I. Fin. Lr. No. F-35 (5) EV-67, dated 18th May, 1968-with CAG's Lr. No. 84-O & M T.A.I/779-65, dated 28th May, 1968-CAG's Lr. No. 1316 T.A.II/ 51-68, dated 12th June, 1968-C.A.G.'s Lr. No. 1597-T.A.II/396-70, dated 4th September, 1970 and Fds-I/Genl. II/179, 21st October, 1970.)

390. The Accounts Officer should initiate action for arranging final payment, immediately on receipt of information regarding the retirement, etc., of the subscriber even if no formal application for final withdrawal has been received, where all the essential particulars are in his possession. If such particulars are not there, they should be obtained from the subscriber or the officer as the case may be, separately.

Note.—Final withdrawal applications received in this office a few months in advance, should not be returned, but should be scrutinised and all the information necessary to close the account finally should be called for at one time and the drawing officer informed to intimate this office soon after the event and to furnish the certificates, etc.,

(Fds-I/O.O./Genl. 2, dated 16th June, 1965.)

391. *Certificate to be furnished.*—The certificate regarding temporary advances/non-refundable withdrawal and withdrawals for payment of insurance premia required to be given on the application for final closing of provident fund account

Chap-X]**FINAL WITHDRAWALS FROM
PROVIDENT FUNDS****[393**

should cover a period of twelve months preceeding the date given below :—

Sl. No.	Description of the event	Provident Fund (Central.)	Provident Fund (State.)
(1)	(2)	(3)	(4)
1.	In the case of retirement and death.	Date of event	Same as in column 2.
2.	In the case of Resignation.	The date with effect from which the resignation is accepted	Same as in col. 2 but if the resignation is accepted with retrospective effect, the date of the orders accepting the resignation.
3.	In the case of discharge not amounting to dismissal.	The date on which discharge takes effect.	Same as in column 2.
4.	In the case of dismissal or removal or discharge amounting to dismissal.	Date of dismissal, removal or discharge.	<p>Same as in col. 2.</p> <p>(i) If he has preferred an appeal against such dismissal or removal, the date of final orders on the appeal or the date on which he states in writing that he has withdrawn the appeal.</p> <p>(ii) If he has not preferred such an appeal, the date of expiry of time for the appeal allowed. If, however, the subscriber gives in writing before the expiry of the time allowed for appeal that he does not propose to prefer an appeal, the date of letter may be taken as the date for closing the account.</p>
5.	In the case of a subscriber who has proceeded on leave preparatory to retirement and applies for final payment during leave.	The date on which he applies for the final closure of his fund account.	Same as in col. 2.

FINAL WITHDRAWALS FROM PROVIDENT FUNDS

[Chap-X]

Note 1.—The certificate of temporary advances, if any, in respect of both the Gazetted and Non-Gazetted Officers should be furnished by the authority empowered to sanction advances for which special reasons are not required.

[G.I., M.O.F. Lt. No. F. 20 (3)-R-II/35, dated 14th February, 1935-Case Fds-I-3/34-40.)

Note 2.—The production of the certificate relating to advances may be dispensed with in the case of a subscriber who has retired after a period of leave out of India for two years or more, when, in the opinion of this office strict compliance with the ordinary procedure, would involve unusual delay and when the final payment can be made safely without doing so.

(C.A.G's No. 374-Admn., 6-24, dated 7th March, 1924.)

Note 3.—When the payee happens to be in England and the last recovery is effected from him in England, the High Commissioner and not the subscriber should be addressed, if necessary, for details of such deductions.

Note 4.—The Deputy Director of Public Instruction (Personnel) in the office of the Director of Public Instruction is authorised to sign, on the Director's behalf certificates regarding temporary advances and withdrawal of amounts for the premia of Life Insurance Policies to be forwarded to this office along with the applications for final withdrawals of subscribers to G.P.F. belonging to the Education Department.

(G.O. M.S. No. 519, Education Dept., dated 22nd February, 1960.)

392. In case where the subscriber was in service in more than one office during the twelve months before quitting service/death, the Head of the Office/Department under whom the subscriber last served should collect the necessary information from the various officers concerned and furnish a single certificate to this office on behalf of all the officers regarding any advance taken/withdrawal made by the subscriber.

[G.I., M.F. (Dept. of Exp.) Memo No. F(28)-22-EV/58, dated 1st June, 1959].

(393.) *Register of Applications for final withdrawal of Provident Fund.*—(a)—On receipt of final withdrawal applications in proper form, they should be diarised in the Final Withdrawal Applications Register in Form H.9 (filling all the relevant particulars in the columns) and dealt with expeditiously. If the payment is admissible, the authorisation should be issued within seven days from the date of receipt in the section. If delay is apprehended, orders of Deputy Accountant General

should be obtained. This register should be closed fortnightly *i.e.*, to end of 7th and 22nd on 15th and 30th respectively. The closing to end of 22nd should be submitted to the Additional Accountant General/Accountant General.

(C.A.G's Lr. No. 1085 Admn.I, 110/56, dated 8th May, 1956, Fds.I/Genl/O.G. 43, dated 16th November, 1968.)

(b) Procedure to be followed in dealing with the final withdrawal cases.

(i) A separate file should be opened for each case in which the application should be placed together with previous ledger cards and a copy of the nomination attested by Branch Officer (in case the subscriber is dead) and case No. allotted. Requisition for ledger cards should be sent immediately on receipt of application.

(ii) The individual subscriber's account for the year in which the event necessitating the closure occurs and five years immediately preceding the year should be reviewed in detail.

The questionnaire referred to in para 7 *supra* should be put up with the application for ensuring that all the checks have been exercised.

(iii) The accounts for the remaining years should be generally reviewed in order to see that the balances have been correctly carried forward from year to year.

(iv) If, in the course of the above review, serious discrepancies/mistakes are noticed in a particular account, that account may at the discretion of the Deputy Accountant General be thoroughly checked *ab initio*.

(C.A.G's Lr. No. 125 T.A.II/159-67, dated 16th January, 1968).

Note.—It should be verified that all the ledger cards have the distinctive seal of the Office.

(C.A.G's Lr. No. 1089-Admn-II/211-52, dated 12th September, 1952.)

(v) As regards the year of closing, the amount of subscription and refunds of advances, if any, stated to have been recovered, upto the date of closing and the amount of withdrawals made, if any, till the date should be verified,

posted with reference to the schedules/vouchers concerned by obtaining them personally, even before the normal work of posting for these months is taken up. Such postings should be made in the relevant columns of the ledger cards against the month to which debits and credits pertain in order to avoid double postings and the entries attested by the Superintendent with necessary notings in the remarks columns.

(C.A.G's Lr. No. 787/T.A.II/140-70, dated 6th May, 1970.)

(vi) The "Registers of Missing Credits" and "Explanation Sheets of differences" should also be gone through in order to ascertain the credits/debits missing in the accounts and to adjust any items remaining unposted as far as possible before the available balance is authorised for payment, or the account is transferred.

(vii) A reference should also be made to the Objection Book and Review notes of the triennial review in order to see that no discrepancies/defects indicated therein remain unsettled.

(viii) After allowing the interest admissible under the rules, the account should be tallied and net amount available worked out. Simultaneously, necessary entry should be made in the "Interest Adjustment Register" See para 266 *supra*.

(C.A.G's Lr. No. 1450-T.A.II/374-70, dated 11th August 1970 Fds.-I/9-24/66/70-71).

Note.—While arriving at the net amount it should be ensured that no advance of pay is granted to the Government servants, claimants, etc., recoverable from the G.P. Fund.

[G.I., Fin (10) (3)-EV-A/65, dated 1st November, 1965 Govt of A.P G.O. Ms. 21, Fin. dated 24th January, 1969.]

(ix) In order to verify the correctness of the amount worked out in the ledger card, a check memo, should be prepared showing the amount "as it should be" and "agreeing" with the net amount as worked out in the ledger cards (*i.e.*, Reconciliation.)

(x) The columns in the questionnaire should be filled in detail.

(xi) The draft authorisation in Form 11 or 11-A, as the case may be, should be prepared with necessary encasement in the ledger.

Note.—The amount column should be filled in after all the checks are exercised by Examiner/Superintendent/Branch Officer.

(xii) Period of retention of ledger cards should be indicated in the latest ledger cards by writing the words “to be destroyed in.....”.

The year of destruction should, however, be changed and got attested in cases where the authorisations are re-validated for a further period.

(xiii) Entries should then be made regarding the date and reasons for closing of accounts, case No., etc., in the ledger card, General Index Register and Register of Closed Accounts. These entries should be attested by the Superintendent.

394. When final payments is proposed to be made under Section 4 (1) of the Provident Fund Act, 1925 under the discretion vested in the Accounts Officer, the orders of the Accountant General should be obtained before the payment is actually authorised. The discretion vested in the Accountant General is, however, subject to the instructions of the Government from time to time.

(Based on para 7.12 of the Manual of Fund Department of A.G. Orissa.)

395. *Defective Applications.*—If the application is found defective or wanting in any respect, a demi-official letter pointing out the defects or omissions (*vide* Form G.P.F.B. 4 of Appx. XIID) should be issued over the signature of Branch Officer calling for the particulars. The application itself should under no circumstances be returned, so that the issue of authorisation may not be delayed for want of original application. The subscriber should also be informed of the nature of particulars required by the administrative authority. The intimation should be sent in the prescribed Form G.P.F. B-2.

396. *Issue of Authorisations.*—(i)—After arriving at the amount due to be paid, the authorisation should be issued

either in G.P.F., Form 11 or 11-A. Form 11 is used for authorising payment to be drawn and made by the Heads of Offices or Departmental Officers and Treasury officers/Pay and Accounts Officer Hyd. who have to draw and/or disburse the amounts, etc., within the State and Form No. 11-A is used for authorising payments required from treasuries in other States.

(ii) In case of authorisations, special care should be taken to compare the office copies and fair copies.

(iii) In respect of Form 11-A a Special Seal Authorisation Register should be maintained. The Branch Officers should set their initials on fair copies sent to Special Seal Officer in token of the correctness of the authorisation.

[D.A.G. (Admn.) dated 26th November, 1959-In File GAD-II./O.P. Units.]

(iv) *Form of Special Seal Authorisation Register.*

Sl. No.	Name of the Subscriber.	Account No.	Particulars	Authorisation No. & date.	Initials of Ar/ Supdt. B.O.	Initials of Officer-in-charge of special seal.
1	2	3	4	5	6	7

(v) Wherever the special seal authorisation is sent for affixing special seal, an entry should be made in this register and sent to the Special Seal Officer.

(vi) In respect of P. F. payments of subscribers of other audit circles to be arranged within Andhra Pradesh, the special seal authorisations from the concerned Accountants General are received in D. Central/GAD 20 as the case may be. On the basis of these, the payment authorities should be issued to P.A.O./ D.T.Os along with identification documents for arranging payment.

397. The provident fund may be disbursed to subscribers at the treasury nearest to the place where they are residing. This procedure is extended to sub-treasuries

having currency chests. A list of sub-treasuries not having currency chests should be maintained by the Section.

(Auditor General's Lr. No. 578-F/119/15, dated 29th March, 1915.)

398. The order authorising final payment of the General Provident Fund deposits should not, however, be addressed to the sub-treasury but should be addressed to the district treasury. The Treasury Officer arranges for payment on the sub-treasury concerned and forwards the documents received from the authority sanctioning the payment to the sub-treasury officer to enable him to satisfy himself as to the identity of the claimant.

(Auditor General's Lr. No. 1446-NGE/418-34, dated 11th October, 1934.)

399. Authorisations for the final payment of provident fund deposits due to Gazetted Officers retiring from service are issued to them direct. Authorisations in respect of non-Gazetted officers are issued to the Heads of Office under whom the subscribers were last serving.

Note 1.—Authorisations for the final payment of provident fund Deposits due to Forest subordinate shall be issued to the Forest Officer under whom the subscriber last served before retirement, and shall be issued payable by cheque if the Forest Officer is placed in account with the Treasury and permitted to draw funds by means of cheques to meet his requirements.

(A.O.'s File orders in Case Fds-I/Genl. 43/57-58.)

Note 2.—Before authorising final payment in the case of a subscriber who dies before retirement, a reference should be made to his original nomination so that payment is made in accordance with the nomination. The note of verification should invariably be attested by the Gazetted Officer-in-charge.

400. *Estate Duty Act—Intimation to the Commissioner of Income-Tax.*—The Accounts Officer should send to the respective Commissioner of Income Tax, a copy of the authorisation in case any payment from provident fund exceeding Rs. 10,000 at a time is issued.

(C.A.G.'s Lr. No. 876-Admn-II/168-58, dated 22nd April, 1958 and No. 1486 Admn-II/163-58, dated 23rd June, 1959 effective from 1st April, 1959.)

401. *Authorisations to be despatched by Registered Post.*—All authorisations for final payments from provident fund deposits should be sent by registered post. To facilitate the work of the despatcher, the words "Registered Post" should be written at the top of each authorisation.

402. *Identification documents.*—The following documents necessary for identification of payees should be sent along with the above authorisations. They require attestation by authorities competent to do so in respect of gratuity payments.

- (1) Personal marks of identification.
- (2) Thumb and finger impressions of the left hand of the applicant.
- (3) Specimen signature.

(C.A.G's Lr. No. 142-Admn-I/345/32, dated 18th February, 1923-Case Fds-1-6 of 1932-33.)

Note.—In the case of Gazetted Officers the specimen signatures in duplicate duly attested serve the purpose and these should be furnished by themselves to this office for transmission to the Treasury Officer/Pay and Accounts Officer, Hyderabad.

- (4) The address of the payee or payees.

403. For the identification of payees of provident fund accumulations the practice of obtaining finger and thumb impressions may be dispensed with in the case of payees who are literate and attested copies of whose photographs are supplied to the treasury officers/Pay and Accounts Officer, Hyderabad for the purpose of identification. A payee who desires payment of his provident fund money through a Scheduled Bank need not be required to send his photograph. In case of illiterate persons, however, the procedure of obtaining finger and thumb impressions may continue.

[C.A.G's Lr. No. 317-Admn.III/196-Aud-I/59, dated Nil received with Main Office Lr. No. T.M.B.O. Fds. 2250, Dated 1st January 1960].

404. *Period of Validity of Currency of Authorisations.*—The authorisations issued for payment shall be valid for a period of six months from the date of issue. They may be revalidated for a further period of six months after obtaining a non-payment certificate from the Treasury Officer/Pay and Accounts Officer, Hyderabad and non-drawal certificates from the Drawing Officer.

405. *Register of closed Accounts (Disbursement Certificate Register).*—Soon after the authorisations are approved by the Branch Officer and before sending them for aespach, an entry should be made in the Register of Closed Accounts. The

register maintained in Form M. S. O. (T) 70 should be submitted to the Branch Officer on the 5th of every month. The closing for each month should include items, which are more than six months old from the date of issue of authorisation. The closing should indicate the voucher numbers through which the amounts are drawn but are not disbursed. The receipt of disbursement certificates should be watched through this register indicating "Disbursement Certificate received" in the remarks column,

(a) When the amount standing to the credit of a subscriber in his Provident fund account becomes payable and when it is apprehended that the settlement of the case is likely to take some time, payment of that portion of the amount standing to his credit in regard to which there is no dispute or doubt should be authorised promptly, the balance being authorised as soon after as may be.

(C.A.G's Lr. No. 1297-Admn.II/264-D.53 dated 8th November, 1953-Case 9-11/53-54-No. 2283-T.A.II 253-68, dated 19th November, 1968.)

(b) Such cases should be entered in a common Residual Balance Case Register maintained in each section, after filling up the relevant particulars in the Final Withdrawal Application Register. Residual Balance Register maintained in the following form should be closed fortnightly *i.e.*, on 3rd and 18th to end of last day of previous month and 15th of the current month, respectively.

FORM OF RESIDUAL BALANCE REGISTER.

Sl. No.	A/c. No.	Name of the subscriber.	Particulars of R.B. Due.	Date of issue of original authorisation (with No).	Details of action taken From To.	No. and date of Letter.	No. and date of issue of authorisation for the R. B.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

While submitting the register, cases pending over *three* years, *one* year, six months and others should be indicated. Accountant General has ordered that the Branch Officer should keep a close watch on the clearance of residual balance cases.

406. *Instructions for use and custody of authorisation forms.*—Following are instructions for ensuring that authorities for payment of various kinds issued by Audit Officers reach the proper hands and that there are as few chances as possible for duplicating such authorities to obtain payment for a higher amount than actually to be paid.

- (i) The authorisation forms should be kept under the custody of responsible officials to ensure their use only for *bonafide* purposes.
- (ii) The authorities for payment are written up in the manner of cheques (*vide* Rule 156 of the C.T.Rs. Volume-I). *i.e.*, all such authorities should have written across them in words, a sum a little in excess of which they are issued for.

With regard to (i) above, the Superintendent of each Section should keep the forms obtained for the section in his custody and issue them to the auditors as and when required. He should also keep an account of the disposal of the forms in his custody, in a register maintained for the purpose in the following form :—

Receipts		Issues				
Date	No. of forms.	Date	Subscriber's Name.	A/c. No.	No. of forms issued.	Acknowledgement of Auditor.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

When a change in the incumbency of Superintendent occurs a certificate of handing and taking over the forms should be recorded in the register by the relieved and the relieving Superintendents. An annual verification of the stock of forms with the Superintendents should be done by the Branch Officer and results should be recorded therein.

In regard to item (ii) the authorities should have written across them in words in red ink, a sum in excess of the amount authorised by one rupee.

(C.A.G.'s Lr. No. 1996-Admn.II/526-56, dated 17th September, 1957—communicated in O.O. No. 228/TM/Code, 17th October, 1957 and Addl. A.G.'s order dated 11th November, 1957—case Fds-I/Genl.1/49/57-58.)

407. (i) The bills should be preferred by the Gazetted Officers in miscellaneous bill forms. As regards payments due to non-gazetted subscribers or to the nominees, heirs, etc., of deceased subscribers (both gazetted and non-Gazetted) the heads of the offices under whom the subscribers were last serving are asked to arrange with an officer of their department if one is located at the place where payment is desired or in the absence of such an officer, with the Treasury Officer of the district to draw and disburse the amount on proper identification of the payees being required to be obtained from the heads of Offices concerned direct. In all cases, except where the Treasury Officer/Pay & Accounts Officer, Hyderabad is himself the head of the office or the drawing officer, a copy of the authorisation is communicated to the Treasury Officer concerned/Pay & Accounts Officer, Hyderabad to enable him to pass the claims on presentation. The amounts in these cases are drawn in miscellaneous bill forms and disbursed to the parties on proper acquittances.

(ii) In respect of Central subscribers, bills for final withdrawal from provident fund shall be signed and presented in the case of a Gazetted Officer by the Officer himself and in the case of a non-Gazetted Officer by the Drawing and Disbursing Officer of the office, unless the subscriber has in writing opted for receiving the payment at the Treasury/Pay & Accounts Office, Hyderabad in which case the bill shall be signed and presented by the non-gazetted officer himself and for purposes of identification a copy of his specimen signature received by this office along with the requisite application for withdrawal of P.F. balance shall be forwarded by to the Treasury Officer concerned/Pay & Accounts Officer, Hyderabad.

408. The audit office is not to assume any responsibility larger than that which a bank assumes in respect of a client's money held by it. The bank leaves it entirely to the client or his representatives to put in a claim to any deposit held by the bank.

(Auditor Generals' U.O. reply dated 4th December, 1934.)

409. Payment of provident fund money may be made direct to a well known bank or agent provided (1) a letter is sent by the Government servant asking for payments to be made to such bank or agent and (2) the receipt by the bank or agent is furnished in the following form :—" Received for credit to the account of A.B. "

(AG's orders, dated 24th August, 1910.)

410. When payment has to be made to a bank in another State, the Accounts Officer who maintains the account should, in the letter of authorisation issued by him to the Accounts Officer of the State in which payment is desired, use the expression " Pay on presentation of a bill or stamped receipt by the Bank " and advise the Bank accordingly.

(AG's Lr. No. T. 575 Admn-1/112-33, dated 1st July, 1933).

411. *Audit of Vouchers.*—The following are the more important checks to be exercised in the course of audit of final withdrawal vouchers :—

- (1) that the voucher is duly receipted with proper stamp affixed where necessary in the case of bills drawn by the subscribers themselves ;
- (2) that the amount paid agrees with that for which authority is issued ;
- (3) that the payment is made to the proper payee; and
- (4) that the conditions, if any, mentioned in the authorisations, copy of which would be enclosed to the voucher, are complied with before payment.

412. *Register of final payment cases where part payment could not be made.*—The final withdrawal cases (if any) where part payments are refused or could not be made should be entered in a separate register. The entry in the final Withdrawal Application Register should, however, continue to show the pending final withdrawal cases in each closing. A register of " Final Payment cases where part payments could not be made " should be maintained in the following proforma and the register submitted to the Branch Officer every month on the 3rd along with the final withdrawal application register and to the Deputy Accountant General quarterly on 20th March, June, September, and December.

Chap-X]**FINAL WITHDRAWALS FROM [412-414
PROVIDENT FUNDS**

Like Residual Balance and Final withdrawal Application Registers a common register for each section should be maintained.

(C.A.G's Lr. No. 2283-T.A.II/253-68, dated 19th September, 1968 Fds.I O.O. No. 1-57/68-69/50, dated 28th October, 1968.)

PROFORMA

Sl. No.	From whom received Designation	Reference No.	Name of Applicant.
(1)	(2)	(3)	(4)

Subscriber's A/c. No. & Name	Date of receipt in the Section	Reasons for not making payment	Remarks
(5)	(6)	(7)	(8)

413. *Quarterly report to Comptroller and Auditor General on Final withdrawal and Residual Balance Cases.*—A quarterly report of outstanding provident fund final withdrawal cases should be sent to Comptroller and Auditor General in the form given in the Annexure I by the 15th of the month of following the quarter to which they relate. Funds-I Section should consolidate the statements and send it to the Comptroller Auditor General.

Note.—The latest credits, if any, remaining unposted should not be treated as missing credits for purposes of this report.

(D.A.G's. Orders Fds-I/Genl./81, dated 20th November, 1967.)

414. *Elimination of delay in payments of Provident Fund balances to the subscribers or their families.*—(i)—The payment of provident fund balances is delayed due to defects in applications and non-furnishing of certificates regarding

drawal of advances during the 12 months preceding retirement, etc. Although in these cases the responsibility for delays primarily devolves on the departmental authorities, it also behoves on the Audit Officers to take up the matter expeditiously at appropriate levels to remedy the defects. All cases in which the Departmental authorities do not send applications for final payment in complete form or do not comply with the relevant rules should be brought to the notice of the Ministry of Finance to enable the Ministry to take up the matter with the Administrative Ministry for suitable deterrent action.

(ii) The cases should be reported to the Ministry of Finance quarterly in January, April, July and October. Each case included in this report should be sufficiently detailed indicating *inter alia* the particular defect(s) noted in the application(s) and the particular rule (s) or instructions which had not been complied with by the Departmental authorities.

(iii) A report in the following form should be sent to the Central and State Governments. Due dates of its receipt in Funds-I for the quarter ending December, March, June and September are 5th January, 5th April, 5th July, and 5th October, respectively.

F O R M

Sl. No.	Name of the subscriber	Account No. Departmental Suffix	Date of event ; nature of the event necessitating the closure of the account
(1)	(2)	(3)	(4)

Date of receipt of application in this office	Details of defects noticed	Rule or instructions that have not been complied with
(5)	(6)	(7)

Ref. to latest correspondence	Departmental officers to whom the defects are communicated	Details of final payments	Remarks
(8)	(9)	(10)	(11)

(C.A.G.'s Lr. No. 404-T.A. II/568-66, dated 21st February, 1966 Fds-I/Genl. O.O. No. 4, dated 5th May, 1967.)

Note.—In column (6) the common defect(s) noticed in the final withdrawal application (*vide* Appendix XII D) should be indicated.

(iv) Government of Andhra Pradesh desired the reports to be sent in duplicate typed on one side only for communicating to several heads of offices.

(Govt. of A.P. Lr. No. 74619/1638/Pen-I/66-2, dated 2nd November, 1966).

(v) The Government of India issued circular instructions to all the State Governments and Administrative Officers etc., to fix the responsibility wherever delays take place as a result of non-compliance with the rules and instructions on the subject.

(G.I., O.M.No. F. 8 (2)-EV (B)/63, Finance, dated 4th February, 1966.)

Government of Andhra Pradesh issued similar instructions to all the Heads of Departments, Zilla Parishads, etc.

(Govt. of A.P. Endt. No. 10962-200/Pen-I/66, dated 2nd June, 1966-Fds-I Genl/93/66-68, Vol. I)

(vi) A certificate to the effect that the above report is sent to Ministry of Finance should also be given in the quarterly report sent to Comptroller and Auditor General on outstanding cases of final payments of provident fund balances invariably.

[C.A.G.'s. Lr. No. 404 T.A. II/568-65 dated 21st February, 1966].

If in a quarter, the report is Nil, no report need be sent to Finance Ministry in that quarter. However, in the report on the outstanding cases of final payment of P.F. balance for that quarter submitted to Comptroller and Auditor General an

indication to the effect that the report in question was Nil should be given in lieu of the certificate.

(C.A.G.'s Lr. No. 1232-T.A.II/568-65, dated 9th June, 1966-File 1-93/66-68).

415. *Continued retention of Provident Fund moneys after retirement—(a)* In cases where a subscriber desired to retain his provident fund money in provident fund even after retirement it was permitted for retention upto a period of five years from the date of retirement subject to his sending an intimation in writing to the Accounts Officer concerned in this behalf either before the date of retirement or within six months thereof. This provision was required subsequently to be indicated in the final withdrawal application itself. On the basis of this intimation, the final withdrawal had to be calculated and account kept separately in Funds-I and a separate broadsheet maintained for State/Central subscribers. The balance at the credit of the subscriber retained in the relevant fund would earn interest thereon at the rate prescribed by the Government of India/Government of Andhra Pradesh each year.

(b) During the period of five years referred to, withdrawals were permitted once a year, subject to the condition that the amount of each such withdrawal (except the final one) should not exceed 1/5th of the amount standing to the credit of the subscriber in the fund on the date of retirement. It was not necessary to specify any reasons for the withdrawal in such cases. In the event of the death of the subscriber before the expiry of the five years' period, the amount at his credit in the fund became payable to the person or persons entitled to receive it in accordance with the relevant rules of the fund. The interest on final withdrawal in such cases was payable upto the end of the month preceding that in which payment was made or upto the end of sixth month after the month in which the final withdrawal became payable, whichever period is earlier. The provident fund money retained in the fund after the date of retirement continued to enjoy freedom from attachment by creditors under section 3 of the Provident Fund Act, 1925 and exemption from Income Tax.

(G.O.I. M.F. No. F-8 (1) EV/B/63, dated 13th March, 1963).

(c) Government of India withdrew the scheme of continued retention of provident fund money in the fund after retirement,

No amount was to remain in provident fund beyond 17th December 1967 under the scheme of retention. The accumulations had to be withdrawn on or before that date in one lump. No withdrawal in instalments was permissible. Interest beyond 30th November 1967 was in no case to be allowed.

(G.I., O.M. No. 41(22)-EV/66, M.F. Department of Expenditure, dated 30th May, 1967-C.A.G.'s No. 1420-T.A. II/B.-11-66, dated 7th June, 1967).

(d) Government of Andhra Pradesh introduced the scheme of continued retention of provident fund money in G. O. Ms. No. 317 Fin. dated 3rd March, 1958, permitting provident fund subscribers to retain balances in provident fund for a period of three years after their retirement. This scheme was continued from time to time and was extended for a further period of three years from 21st July 1967. Government orders for further extension are not received.

(Government of Andhra Pradesh G.O. Ms. No. 142, Finance (Pen-I) Department, dated 21st July, 1967).

416. *Payment of Provident Fund money in Pakistan and vice versa.*—Payment of provident fund balances of the State Government servants of the undivided State should be made by the Accounts Officers of the States in which the Government servants are residing, on the authority issued by the Accounts Officers concerned (of India or Pakistan) the payment being recovered in the normal course from the State liable for them. Payments of fund balance in all other cases should be made by bank draft which should be crossed.

(Lr. No. 788-Part 9-48, dated 16th April, 1949 from the Auditor General of India and Lr. No. 96750-Accounts-48-5, dated 18th May, 1949, of the Finance Department of Government of Composite Madras, to the Ministry of Finance, Government of India.

417. *Unclaimed and lapsed deposits.*—In respect of provident fund amounts remaining unclaimed for a period exceeding six months after they have become finally payable, the accounts should be checked as for final payment and the balances, together with interest allowed upto the period of six months, should be transferred to "Unclaimed.....Fund Deposits". The necessary entries should be made in the ledger cards and in columns (1) and (6) of the "Register of items transferred to

the Deposits" maintained in the section in the form given in Appendix XII D, Subsidiary Register No. 7 and got attested by the Branch Officer. Simultaneously, an intimation should be sent to the Departmental Officer concerned stating that under the rules the amount is noted for transfer to "Unclaimed. . . . Fund Deposits", and that it would be authorised for payment when a proper claim is made. The transfer of the undisbursed amount to "Deposits" does not alter the fiduciary capacity in which the money is held by Government or relieve the Accounts Officer of the duty imposed on him by the rules.

Note 1.—Amounts for the refund of which letters of authority are issued but which are not withdrawn within six months, should not be taken to deposits without sufficient enquiry as to the reason of their non-withdrawal.

Note 2.—In all cases of residual balances where addresses of the subscribers/claimants are not known to the Funds Section, enquiries about the whereabouts of the subscribers/claimants should be made to the departmental authorities and treasuries concerned or in the case of subscribers whose services were pensionable, to the authority disbursing the pension. The transfer of residual balance to deposits should be made with the prior approval of the Deputy Accountant General (Funds) only after all diligent efforts made on the lines mentioned above proved futile.

(C. and Ar. G's Lr. No. 2262-T.A. II/409-65, 6th dated November, 1965).

418. At the end of the year, the general clerk should closely scrutinise such items and make the necessary transfer entry for the items in the register, furnishing an extract of such items to the Deposit Section.

419. As the Fund Section is responsible for the transfer of these unclaimed items to "Deposits" and for the proper disbursement of the money, it should be ensured that the authorisations for refund of these unclaimed deposits or items are issued to the persons entitled to receive the amounts. The connected papers should, therefore, be collected and retained in the Funds Section. When the amounts subsequently claimed are authorised, the payment order should be issued in consultation with the Deposit Section, necessary note of refund being made both in the register maintained in the Funds Section and in the Extract Register of the Deposit Section. The classification for the charge, etc., "Unclaimed. Fund Deposit" should be specified in the copy of the authorisation to the Treasury Officer/Pay and Account Officer, Hyderabad.

Note.—The Register of Items Transferred to Deposits, the cases relating thereto and the statement of lapsed deposits should be in the custody of the Branch Officer-in-charge of Provident Funds Section and these records should be handed over to his successor whenever there is a change.

420. Items remaining unpaid under “Unclaimed fund deposits” should be lapsed to Government according to the rules. The general clerk prepares, annually the statement of lapsed deposits and sends it to the Deposit Section for scrutiny as laid down in paragraph 357 of the M.S.O. (Technical), Vol. I. On return of the statement, necessary transfer entry is proposed by him and the statement filed in the Funds Section which maintains it thereafter. When an authorisation is issued for the payment of a lapsed deposit, a note of the authorisation should be made both in the Register of Items Transferred to Deposits (column 9) and in the statement of lapsed deposits and a copy of the authorisation should be endorsed to the Deposit Section, which notes in the Extract Register in respect of items transferred to deposits not exceeding six years and in the “Register of lapsed deposits and the number book of orders” in respect of items transferred to deposits exceeding six years. The authorisation should specify the classification for the charge viz., “L.II Miscellaneous—Refund of lapsed deposits”.

421. On receipt of the paid vouchers of lapsed deposit from the audit section concerned, the Deposit Section should separate the lapsed fund deposit vouchers and hand them over to the Fund Section for scrutiny and note in the Register (column 10) and the statement of lapsed deposits, and final record in the section. This procedure ensures the observance of the provisions of paragraph 358 of the M.S.O. (Technical) Vol.I.

422. Unauthorised recoveries remaining unclaimed for a considerable period of time say over two years should be transferred to unclaimed deposits and thereafter to Revenue only in those cases where the whereabouts of the Government servants concerned are not known. Before transferring such amounts to unclaimed deposits the officer of the rank not less than the Deputy Accountant General should personally satisfy himself in this regard.

423. *Protection of Provident Fund Money.*—All moneys standing at credit in the Provident Fund subscribers, compulsory or optional, are “compulsory deposits” within the meaning of Section 3(2) of the P.F. Act, 1925 and are therefore protected from attachment by Courts of Law. When, however, an order of attachment or a notice of assignment or other encumbrance is received, the Accounts Officer should at once proceed to move the Court or party concerned to have the order withdrawn inviting reference to the following:—

- (a) the decision of the Calcutta High Court dated 15th June 1922, in the case “*Secretary of State versus Raj Kumar Mukkerjee*” reproduced in West Bengal Manual (Funds Section).
- (b) the decision of Madras High Court dated 23rd April, 1946 in the case Civil Revision Petition No. 15480 of 1945 (a taken up case) between the *Accountant General, Madras versus Pushpavathi Ammal, P. Govindammal, Numberumal, Naidu and Chengammal*. (Reproduced hereunder)
- (c) the circular Letters No. P. Dis. 921/30 dated 11th December, 1930 and P. Dis. 321 of 1946 dated 18th July, 1946 of the Madras High Court to all subordinate courts. (Reproduced here under)

The amount at credit cannot, however, be paid unless and until the order or notice is withdrawn.

Extract from the Judgement of the High Court at Madras in Civil Revision Petition No. 15480 of 1945.

“The transferee of a money decree obtained against a police constable applied in execution of the decree, for the attachment of the amount standing to the credit of the judgment debtor in the General Provident Fund.

Notice of the application was served on the Commissioner of Police, but not on the Accountant General. The Registrar of the Small Causes Court passed an order for attachment but later when the Accountant General appeared and objected he revoked the order and dismissed the decree holder's application. The decree-holder then filed a New Trial Application

which was heard by the Chief Judge and another Judge of the Small Causes Court. They held that in as much as the Registrar made his provisional order of attachment absolute, he had no power to revoke it; consequently the Court restored the order of attachment. The facts having been brought to the notice of this Court by the Accountant General, the matter is taken up in revision.

The order of attachment was clearly illegal. Section 3 of the Provident Funds Act, 1925, says in the clearest terms that a compulsory deposit in the Government Provident Fund shall not be liable to attachment. As we have indicated, the original order of attachment was made without notice to the Accountant General. He was the official concerned, and not the Commissioner of Police, because he held the fund. As the order of attachment was passed behind his back, it is not binding on him.

In these circumstances, we set aside the order of two judges of the Small Causes Court and dismiss the application for execution by attachment of the provident fund money”.

Circular No. P. Dis. No. 921/30, dated 11th December, 1930, of the Madras High Court.

The High Court desires to draw the attention of the lower courts to the fact that the Accountant General Madras brought to the notice of the High Court that civil courts are frequently attaching General Provident Fund Deposits in contravention of the provisions of the Provident Funds Act, XIX of 1925, thereby causing his department a lot of unnecessary trouble. If such practice continues, departmental action will have to be taken. There is no excuse for courts not carrying out the definite provisions of that Act.

Circular No. P. Dis. 321 of 1946, dated 18th July 1946, of the High Court of Judicature, Madras.

Subject:—General Provident Fund Deposits—Attachment of.

Recently the Accountant General brought to the notice of the High Court that a Civil Court issued an order attaching

Provident Fund deposits in contravention of the provisions of the Provident Funds Act, XIX of 1925. The High Court took the case on file *suo moto* and set aside the order. The attention of the subordinate courts is invited to the High Court's circular P. Dis. No. 921/30, dated 11th December, 1930, and they are informed that serious notice will be taken by the High Court if the instructions are contravened.

(G.I., F.D. Nos. 6212-P, dated 11th December, 1909-2630-F.E, dated 20th December, 1921-2238-F.E. dated 10th November, 1922 and 1042-F.E. dated 17th May, 1923-Government of Madras, Home Department, Memo, No. 14269-E/46-6, dated 16th May, 1946).

424. *Recovery of Funeral advances (advances of Pay etc).*—To provide immediate relief to the families of non-gazetted Government servants who die while in service, relief in the form of an advance limited to three months pay of the deceased or Rs. 500 whichever is less is given, which can be adjusted from the Provident Fund accumulations also.

Payment made under this order shall be debitable to "T. Deposits and Advances—Part-III Advances not bearing interest Departmental Advances—Civil Advances O.B.A".

(Government of India, Office Memorandum No. F. 10(3)-EV(A)/65, dated 1st November, 1965 as adopted by Government of Andhra Pradesh, in G.O.Ms. No. 21/Finance (Accounts), dated 24th January 1969).

425. The unauthorised subscriptions do not enjoy immunity from Court attachment, as such subscriptions are made contrary to the provisions of Provident Fund rules, and cannot, therefore, be termed as "compulsory deposit" under Section 2 (a) of P.F. Act, 1925.

(C.A.G's Lr. No. 2950-T.A. II/392-67, dated 23rd November, 1967, addressed to A.G., Madras, with copies to all Accountants General).

426. Amounts due to Government on account of advance of pay or embezzlement or overpayments found during the course of audit cannot legally be recovered from any amounts standing to the credit of the subscriber in the G.P. Fund (Government of India Finance Department No. 302 -F.E., dated 10th April 1916).

It was held by the Supreme Court of India in Civil Appeal No. 132 of 1951 (*the Union of India versus Srimathi Hira Devi*) that execution cannot be sought against the Provident Fund money by way of appointment of a Receiver.

(C. and Ar. G.'s Lr. No. 992-A/30-53, dated 22nd September, 1953).

427. The protection given by Section 3(2) of the Provident Fund Act, 1925 for the Provident Fund deposits of a subscriber is applicable to the accumulations in the General Provident Fund of an applicant who is eligible to join the fund but who is not formally admitted to it and given an account number and that it is illegal to deny him the status of a subscriber.

(Auditor General's Lr. No. 479-A/165-44, dated 14th November, 1944).

428. In supersession of the orders in paragraph 1 of their letter No. 1042 F.E., dated the 17th May 1923, Government of India decided that it is inconsistent with Section 3 (1) of the Provident Fund Act, 1925, for Government to deduct any amount due to them by a subscriber from his accumulations in the General Provident Fund at the time of his retirement, or from undisbursed General Provident Fund accumulations payable to a subscriber's nominee in the event of the subscriber's death in service or after retirement, as the case may be, even though the consent of the subscriber or nominee may have been obtained.

In cases where the subscriber or nominee is willing to repay the amount due to Government, the best course would be to treat the repayment as a second transaction. The whole of the money should first be paid intact and without any compulsion. Thereafter the payee may be called upon to make good the Government dues.

(G.I., F.D. Lr. No. F. 20(2)-R.II/45, dated 28th February, 1945).

The above decision applies also to subscribers governed by the General Provident Fund (Andhra Pradesh) Rules.

(G. O. Ms. No. 518, Fin. (Pen), Department, dated 28th April, 1945).

Note.—Government of India are of the view that the Provident Fund balances vesting in a dependant under section 3(2) of Provident Fund Act, 1925, are liable to attachment for debts incurred by the dependants after the subscriber's death, and where such debts are due to the Government by whom the balances are payable, they could be set off against such balances under the

general law relating to the setting off of claims and counter-claims between the two parties, *i.e.*, the immunity provided by section 3(1) of the Provident Fund Act, 1925, against deductions from accumulations on a provident fund of any debt incurred or liability owed does not extend to the liabilities incurred by the subscriber's nominee after the subscriber's death.

(G. I., M.F. O. M. No. F. 30(2)-EV/53, dated 28th May, 1953).

The above decision applies also to the accumulations in the General Provident Fund (Andra Pradesh). Contributory Provident Fund and Contributory Provident Pension Fund.

(G. O. Ms. No. 950-Finance, dated 24th June, 1953 and Memo No. 58225 Pen. 53-1, Finance, dated 11th August, 1953).

429. Provident Fund money remitted by Postal money order is liable to be attached by Courts of law when it is in transit, as once it leaves the hands of the Provident Fund authorities as a deposit at the credit of the depositor, it is not protected by the Provident Fund Act. Whenever, therefore, a subscriber asks for remittance by Postal money order of the Provident Fund money due to him, he should first be informed of the risk of attachment involved in such remittance and the money should not be remitted by money order except at the payee's written request therefor.

(Para 253 on page 111 of the Report of the Appropriation Accounts of Railways in India for the year 1932-33).

430. Deposits in the Rupee Branch of Provident Funds are exempt from British Income-tax when taken to the United Kingdom by officers at the time of retirement. The Accounts Officer in India should, however, furnish the subscriber concerned with a certificate of payment of the deposits in the Provident Fund if he asks for it for production before the British Income-tax authorities in support of his claim for exemption from Income-tax.

(Auditor General's Lr. No. 421, Administration-I/166-34, dated 3rd and 5th October, 1934).

431. In regard to payment to *Pardanasheen* ladies the following special procedure for identification of payees laid down by Government of India should be followed:—

- (i) If the purdah lady does appear in person at the place of payment her left thumb mark should be

taken on the receipt in the presence of the Treasury Officer/Pay and Accounts Officer, Hyderabad and compared with that obtained by the head of the office who must be assumed to have satisfied himself previously that she is the proper payee.

- (ii) If she does not appear in person at the place of payment she must first be identified by two responsible neighbours before an authority competent to give a life certificate and affix her left thumb mark on the document in his presence.

She must, at the same time and place, affix her mark on the receipt and have it authenticated as hers by the same authority and endorse it for collection by an agent whom she should nominate in writing.

The agent should be a person known to or capable of being identified before the Treasury Officer. If payment is made through a recognised Bank, this procedure can be dispensed with if the bank produces a power of attorney.

432. The intention of Rule of 30 of the General Provident Fund (Central Services) Rules is that when vacation precedes leave preparatory to retirement, the amount standing at the credit of a subscriber shall, upon application made to the Accounts Officer, become payable at any time between the commencement of such vacation and the date of actual retirement.

(G.I, F. D. No. F. 22(6)-R.II/36, dated 7th May, 1936 and G.O. No. 477, Finance (Pen), dated 5th June, 1936).

433. *Payments to minors etc.*—The title of a widow, who is the nominee according to the declaration, to receive payment of General Provident Fund money at the credit of her deceased husband is not affected by her subsequent remarriage, as the money is vested in her at the time of the subscriber's death.

(G.I, F.D. No. F. 29(2)-R-II/36, dated 7th April, 1936—para 172 of the A.G., C.R., Manual of Deposits and Provident Fund Section, 1937 Edn.).

434. *Right of Nominee to receive Provident Fund assets by a deceased Government Servant.*—On a question whether

a nominee did not have an absolute right to receive the provident Fund balance of a deceased Government servant and to dispose it of in any manner he liked, the Government of India in consultation with Law Department held that payment of Provident Fund money in accordance with the nomination earns a valid discharge for the Government, but if any court of law decrees that payment should not be made to person(s) other than the nominee(s) before actual payment is made to the nominee(s), the orders of Court will have to be complied with.

(C. and Ar. G's Lr. No. 1993-T.A. II/128-68, dated 19th September, 1969-File 9-24/66-71).

435. When a Hindu subscriber dies leaving a declaration in respect of his accumulations or any portion thereof in the Fund in favour of a member of the family who subsequently embraces Christianity the nominee does not forfeit the right to participate in the General Provident Fund by virtue of nominee's conversion to Christianity, as the nominee has not ceased thereby to be a member of the family of the subscriber as defined in the General Provident Fund (Andhra) Rules.

(Lr. No. 3061, dated 17th November, 1937-from the Government Solicitor, Madras).

436. A subscriber's posthumous child is a member of his family at the time of his death and if born alive should be treated in the same way as a surviving child born before the subscriber's death. The case of posthumous child already born when the case is taken up by the disbursing officer presents no difficulty. For the rest, if the existence (*on aventure de sa mere*) of a posthumous child is brought to the notice of the disbursing officer, the amount which would be due to the child in the event of its being born alive should be retained and the balance distributed in the normal way. If the child is born alive, payment of the amount retained should be made as in the case of a minor child, but if no child is born or a child is stillborn, the amount retained should be distributed among the family in accordance with the ordinary rules.

(G.I., F. D, 1333-R.II/29, dated 9th May 1929 and composite Madras G.O. No. 414, dated 30th May, 1929).

437. Clause (3) of the first proviso to rule 30(1) (b) of the General Provident Fund (Andhra Pradesh) Rules exclude

married daughters whose husbands are alive from any share in the Provident Fund amount where there are members of the family other than those specified in clauses (1) to (4). The fact that the married daughter continues to be under her mother's protection and is not placed under her husband's protection would not make clause (3) inapplicable to her. She would not, therefore, be entitled to any share in the Provident Fund amount to the credit of the subscriber, if there is any member of the family other than those mentioned in the proviso.

(Memo. No. 15518-Pen--2, dated 9th June, 1941 from Madras Government, Fin (Pen) Department).

438. Legal heirs of a woman prior to the introduction of Hindu Succession Act, 1956, *i.e.*, prior to 17th June 1956, were her--

- (a) Unmarried daughters,
- (b) married daughter,
- (c) daughter's daughter,
- (d) daughter's son and in the absence of the last, the sons.

(ii) Legal heirs of a woman on or after 17th June 1956 under Hindu Succession Act, 1956 are :—

- (a) Firstly the son and daughters (including the children of predeceased son or daughter) and the husband.
- (b) Secondly the heirs of the husband.
- (c) The father and the mother.
- (d) Fourthly the heirs of the father.
- (e) The heirs of the mother.

(Based on Government of Orissa, F.D., Lr. No. 4226.F., dated 12th February, 1957).

439. (i) If, on the death of a subscriber, it is found that the nomination made by him is contrary to facts, *i.e.*, based on misstatements or suppression of relevant facts concerning the existence of a family as defined in the rules of the Provident Fund General Provident Fund (Andhra Pradesh) or Contributory Provident Fund (Andhra Pradesh), the Government authorised

Accountant General to treat such nominations as void and to make payments as though those nominations do not exist.

(Composite Madras G.O. No. 272, Fin. (Pen), dated 15th April. 1947).

440. Under the Muslim Law, the mother is not the guardian of the property of her minor children unless she is appointed as such by the Court or by the will of her husband or his father.

(Government of Madras, G.O. Ms. No. 1006, Home Department, dated 27th February, 1941).

441. Sub-rule (8) of rule 8 of the General Provident Fund (Central Services) Rules and the corresponding rule in the Secretary of State Services (General Provident Fund) Rules give continued validity to old nominations no longer valid under the new rules. For example, the declaration form under the old rules provides for nominating a person to receive payment on behalf of a minor beneficiary. In the declaration form prescribed under the new rules, no such provision exists. But such declaration forms in which guardians are nominated under the old rules remain valid and payments have to be made to such guardians under the new rules in view of the rules mentioned above.

(Paragraph 1 of G.I., F.D. Lr. No. F. 22 (30), R.II/36, dated 17th July, 1937-page 130 of A.G., P and T. Compilation of the Provident Fund Rules-First Edition).

442. A question arose whether a subscriber can after the coming into force of the new General Provident Fund Rules change the guardian already appointed by him in the declaration under the old rules. The Government held that the rights, if any, of the guardian under the nomination made by the subscriber in the first instance should be deemed to have been cancelled, when the subscriber intimated his desire to change the guardian, and that the Provident Fund amount due to the minors should, however, be paid only to a person who is appointed guardian of the minors by a Court of Law.

(Composite Madras G.O. Ms. No. 2905, Home Department, dated 7th November, 1943).

443. (i) When a subscriber himself did not nominate a guardian to receive the Provident Fund money on behalf of

minors, a guardian appointed by the Court to receive payment on behalf of the minors should alone be recognised. This decision holds good even when the amount involved does not exceed Rs. 5,000.

(G. I. F. D. Lr. No. D/6079-R.II/28, dated 18th January, 1929 and No. 4978-R.II/29, dated 6th August, 1929).

(ii) The payment of Provident Fund money to the extent of Rs. 5,000 or the first Rs. 5,000 where the amount payable exceeds Rs. 5,000 on behalf of the minors can be made to his/their natural guardian or where no natural guardian exists, to the person considered fit by the Head of Office to receive payment on behalf of the minor(s) without requiring him to produce a guardianship certificate. The person receiving payment on behalf of the minor(s) should be required to execute a bond signed by two sureties agreeing to indemnify Government against any subsequent claim. The balance, in excess of Rs. 5,000 if any, would be paid in accordance with the normal rules.

The stamp duty payable on the indemnity bond is borne by the Government. The indemnity bond should be executed on any durable plain paper and it should be in the form given in Appendix XII-D. The indemnity bond should be signed by the Obliger and two sureties personally or by the respective constituted attorneys duly appointed by the power of attorneys. It should be accepted for and on behalf of the President of India by an officer duly authorised under article 299 (1) of the Constitution of India.

(G.I., M.F. F.25(2)-EV(B) 65, dated 14th May, 1965-G.I.O. M. No. F. 35(3)-EV/67, dated 11th July 1967., Min. of Finance, Department, of Expenditure and C.A.G.'s Lr. No. 1842-TA-II/161-66, dated 29th July 1967-Funds-I/Genl/O.O. No. 38, dated 17th August 1967).

Government of Andhra Pradesh adopted similar form.

(G. O. Ms. No. 239, Fin. Department, dated 30th November, 1967).

(iii) In cases where the natural guardian is a Hindu widow/widower, the payment of Provident Fund money on behalf of her/his minor children shall be made to her/his heir irrespective of the amount involved without production of the guardianship certificate or any indemnity bond unless there is

anything concrete to show that the interests of the father are adverse to those of the minor children.

(G.I., M.F. O. M., No. F. 35(3)-EV./63, dated 17th January, 1969, and G. O. Ms. No. 202, Fin. (Pen-I) dated 15th July 1969).

(iv) In the absence of a natural guardian there should be adequate *prima facie* grounds for making payments to the person claiming it. Such ground can exist only if he/she is shown by a sworn declaration to be *de facto* guardian and his/her bona fides are ascertained. Even if a guardian is not yet appointed by the Court if the minor and his property are in the custody of some person, such person is in law a *de facto* guardian. The authorities making payment should require the person who comes forward to claim payment on behalf of the minor to satisfy them by an affidavit that he is in charge of the property of the minor and is looking after it, or that if the minor has no property other than the Provident Fund money the minor is in his custody and care. The affidavit is to be produced in addition to the indemnity bond with suitable sureties (SY. 167.)

(G. I. M.F. No. F. 25(2)-EV(B)/65, dated 14th May, 1965—received with C.A.G.'s Endorsement No. 993-TA.-II/74-64, dated 31st May 1965).

444. Under the Hindu Law, a step-mother is not the natural guardian of her minor step-son and in this case an order of the Court would be necessary.

(G.I. F. D. S.D. No. D.1210/625, dated 14th May, 1931).

445. As a Hindu widow governed by the Marumakathayam law of Inheritance is, under Section 15 of the Madras Act No. XXII of 1933, deemed the guardian of the person and property of her minor children, no order of court would be necessary to enable her to receive her deceased husband's Provident Fund money on their behalf.

446. The procedure laid down for the disposal of policies may be followed in respect of disposal of Provident Fund moneys of subscribers whose whereabouts are not known.

In such cases :

- (i) the authority competent to forward the final withdrawal application shall indicate the date from which

the period of seven years is to count, and this date would be accepted by Audit for the purpose of finalising the case.

- (ii) the subscriber is to be treated as deceased at the end of the said period of seven years and interest is allowed under rule 13 (4) of G. P. F. (A. P.) rules or other corresponding rules for a period of six months from the date on which the subscriber is so presumed to be dead.
- (iii) in case the date of superannuation intervenes the date of report and the date of completion of seven years the account should be closed on the date of superannuation by allowing interest for six months from this date but payment to the nominees should be made only on the expiry of seven years from the date of report of missing.

(G.O. dated 23rd June, 1964,

Funds-I GI/6-2/61-64/130, dated 4th August, 1964-and Government Lr. No. 59115-A 1280-Pen.III/64-1, dated 18th September, 1964).

ANNEXURE I.

(Referred to in para 413.).

REPORT ON THE OUTSTANDING CASES OF FINAL PAYMENTS OF PROVIDENT FUND BALANCES FOR THE QUARTER ENDING..

	Central	State	Total
1. No. of cases outstanding at the close of previous quarter (Opening Balance).			
(a) in which residual balance has yet to be authorised.
(b) in which authority has not been issued even for part.
Total :
2. No. of cases received during the quarter :
Total, 1 and 2:
3. (a) No. of cases in which final payment has been authorised during the quarter
(b) No. of cases in which authority has been issued for part only
Total, 3 (a) and (b)..
4. No. of cases outstanding at the close of the quarter (closing balance).—			
(a) in which residual payment is due
(b) in which authority has not been issued even for part.
Total
5. Analysis of 4 (a)
(i) No. of cases not more than three months old from the date of issue of authority for final payment of available balance.			
(ii) More than 3 months old from the date of issue but less than 6 months authority for final payment of available balance.			
(iii) More than 6 months old from the date of issue of authority for final payment of available balance (Year-wise analysis given in Annexure 'C').
Total :

Statement showing the principal causes of delay and number of cases affected by such causes and special measures taken to expedite disposal in respect of cases falling under 5 (iii) above is appended as Annexure (A).

Certified that in all other cases action to expedite payment has been taken at appropriate levels.

6. Analysis of 4 (b) with reference to date of receipt of applications.

(i) No. of cases not more than 3 months old.

(ii) No. of cases not more than 6 months old.

(iii) No. of cases over 6 months old year-wise analysis given in Annexure 'D'.

Statement showing the principal causes of delay and the number of cases affected by such causes and special measures taken to expedite disposal in respect of the above cases is appended to as Annexure. 'B'.

7. General Remarks :

*Assistant Accountant General
Accounts Officer.*

ANNEXURE A.

Principal causes of delay and special measures taken to expedite disposal in respect of cases falling under Column 5 (iii).

	NUMBER OF CASES.					Special measures
	Central	State.	Total.			taken to expedite disposal of out-standing cases
(a) Subscriber is dead and valid claims from the nominee or nominees or legal documents from heirs wanting.
(b) Certificate regarding drawal of advances and part final withdrawals, etc., from Provident Fund during the preceding 12 months wanting.
(c) Other defects in the application.
(d) Missing credits and debits.						
(e) Transfer of balance awaited from the other Accounts Officers.
(f) Other causes
Total :

ANNEXURE B.

Principal causes of delay and special measures taken to expedite disposal in respect of cases falling under Column 6.

	NUMBER OF CASES.			Special measures taken to expedite disposal of outstanding cases.
	Central	State	Total	
(a) Subscriber is dead and valid claims from the nominees or legal documents from heirs wanting.
(b) Certificates regarding drawal of advances and partial withdrawals, etc., from Provident Funds. during the preceding 12 months are wanting.
(c) Other defects in the application.
(d) Missing credits and debits
(e) Transfer of balances awaited from other Accounts Officers.
(f) Other causes
Total :

ANNEXURE C.

Year-wise analysis of cases falling under Column 5 (iii).

	NUMBER OF CASES.			*Remarks.
	Central	State.	Total.	
Cases over 1 year old
Cases over 2 years old
Cases over 3 years old
Cases over 5 years old
Cases over 10 years old
Total :

*Please give reasons here.

ANNEXURE D.

Year-wise analysis of a cases falling under Column 6 (iii).

	NUMBER OF CASES.			Remarks.*
	Central.	State.	Total.	
Cases over 1 year old
Cases over 2 years old
Cases over 3 years old
Cases over 5 years old
Cases over 10 years old
Total :

*Please give reasons here.

CHAPTER XI.

MISCELLANEOUS

447. *Transfer of Accounts.*—(1) Transfer of accounts may be in the following cases :—

- (i) From one Government Department to another Government Department within the circle of account.
- (ii) From one Government Department to another Government Department (Central or State) outside the circle.
- (iii) From a Government Department to a body corporate owned or controlled by Government and *vice versa*.

When an Officer is transferred to another Government, it should first be ascertained from the proper authority whether he is permanently transferred to that Government and if so, his account should be transferred to that Government. In the case of transfer of a subscriber from one account circle to another under the Union Government, the provident fund account should be transferred, if the transfer, whether permanent or temporary, is for a period exceeding one year.

In the case of transfer of a Government servant from Central (Civil) to Defence, Posts and Telegraphs or Railways, and *vice versa* the interest on the provident fund account of such a subscriber for the period subsequent to his transfer to the new department should be adjusted by the Accounts Officer who maintains the account of the subscriber till his account is transferred to the Accounts Officer of the department to which the Government servant is transferred. In case the subscriber is confirmed in the new department with retrospective effect, the provident fund account of the subscriber should continue to be maintained by the Accounts Officer of the department from which the Government servant is transferred (the interest charges should also be recorded in his books) till the same is actually transferred to the Accounts Officer of the department in which the Government servant is permanently absorbed.

(C. and Ar. G's Lr. No. 1363-Admn.III/581-Admn.-II/58, dated 12th July, 1960-Fds. Genl. Case, 9-11/60-61).

(C.A.G's Letter No. 1339-TA-II/25-70, dated 24th August, 1971-Fds-I/Genl-II, dated 4th September, 1971).

448. In respect of provident funds governed by Central Rules, no interest for the portion of the year within which the transfer is made should be allowed. In the case of provident funds governed by State Rules, interest must be allowed upto end of the month preceding the month in which the transfer is made.

449. An encasement showing the reason for the transfer, the amount transferred, the number and date of the transfer entry, etc., should be made in the remarks column of the ledger card under the initials of the Branch Officer. The amount transferred should be posted as a *minus* figure in the "subscription" column.

Note 1.—In order to prevent frequent transfer and re-transfer of accounts of Officers whose services are placed at the disposal of the Government of India for short periods, such as Officers placed on special duty in connection with committees, commissions, etc., their accounts should continue to be maintained by the Audit Officer of the State, to which they permanently belong.

Note 2.—In cases of the above class *i.e.*, of transfer of a purely temporary character, arrangements should be made for the adjustment of recoveries, etc., through the Exchange Accounts.

450. (i) Along with the advice of transfer in G.P.F. Form No. 18, the following documents should be sent to the Accounts Officer concerned by registered post acknowledgment due.

- (1) A copy of the subscriber's ledger account for the year ;
- (2) his nomination in original ; and
- (3) a statement showing,
 - (a) details of the temporary advance, if any, with outstanding balance, the number of instalments, etc.
 - (b) details of the withdrawals for payment of life insurance premia.

These particulars should be called for in the case of transfer from other Audit Officers, if not furnished by them.

Note 1.—The accounts of the members of this office establishment are maintained in this Office. The provident fund balances of the members promoted as Accounts Officers should be transferred to A.G.C.R.

Note 2.—The insurance policy or policies, if any, should be reassigned and returned to the subscriber under intimation to the Accounts Officer to enable the former to execute a fresh assignment in favour of the Governor of the State to which he is transferred or to the President of India, as the case may be.

(ii) In the case of a transfer of a subscriber from one account circle to another under the Central Government (whether the transfer is permanent or temporary) for a period exceeding one year, the policy or policies should be forwarded along with the other documents to the Accounts Officer of the other circle.

451. Serving Central Government employees who are recruited by the Union Public Service Commission for service under the administrative control of the Ministry of Railways (Railway Board) are appointed in a temporary capacity in the first instance and their confirmation is ordered on the satisfactory completion of the period of probation. Until they are confirmed they are treated as if on deputation and their liens are retained by their parent offices. Those persons who are not taken on deputation terms and who are ultimately to get absorbed in Railway Services, may be permitted to subscribe to the State Railway Provident Fund from the date of joining Railway Service and the amount standing to their credit in the General Provident Fund transferred to their new State Railway Provident Fund account.

(G.I., M.F. Department of Exp. O.M.No. F. 27 (17)-EV(B)/65, dated 5th January, 1966).

452. In the case of provident fund accounts receivable from other Accountants General but not received in time, a new ledger account from the date of transfer should be opened to keep the postings of the credits/debits in order, so that there may be no accumulation of arrears to over take later, on receipt of the ledger accounts. A fresh account number should be assigned to those new cards and the remarks "Supplemental to be attached to original account awaited from A.G." should be written on the top of such newly opened ledger accounts/cards. The receipt of the ledger account for the previous years from other Accountants General is to be watched carefully.

The month from which the credits have to be accounted for in the new circle should be made clear to the Accountant

General who was originally maintaining the accounts of the subscriber.

(C.A.G's Lr. No. 910-Admn.-III/KW. 361. Admn. II/58, dated 29th April 1960).

The Government servant himself if he is a Gazetted Officer and the head of office in the case of a non-Gazetted Officer should inform the old Audit Officer as well as the new Audit Officer concerned after his transfer giving the following information.

- (i) Provident Fund Account No. of the previous office.
- (ii) Whether the transfer is on a permanent basis or for a period exceeding one year.
- (iii) In the case of temporary transfer where the period of transfer is not known at the time of transfer, the information should be sent to the Audit Officer as soon as it is known that the transfer is likely to be for more than a year.
- (iv) For the sake of facility, a statement showing the fund deductions, treasury voucher numbers, etc. since the date of transfer may also be furnished to the new Audit Officer.

[G.O.I. O.M. No. F. 52 (V)-EV/60, dated 3rd June, 1960, received with C.A.G's letter No. 1143-Admn. /KW-361-Admn.-II-58, dated 4th July, 1960].

In order to avoid maintenance of more than two account numbers simultaneously in respect of a subscriber whose balance is agreed to be transferred to the other Accounts Officer, the transfer of the provident fund account of such subscriber may be effected as early as possible and as a general rule, within two months after acceptance of the transfer thereof by the new Accounts Officer. The accounts to be transferred should be completed in all respects as far as possible upto the month preceding that from which the credits are to be accounted for in the new circle. Where, however, delays are apprehended in the completion of such accounts they may be transferred within the period stipulated above after indicating the full particulars regarding missing credits/debits therein.

(C.A.G's Lr. No. 293-T.A. II/37-66, dated 5th February, 1966).

453. *Action to be taken for obtaining information.*—The information regarding the nature and duration of transfer of a subscriber from one circle of account to another should be obtained as soon as the credit in the concerned accounts start appearing through the Exchange Account with a view to ensuring speedy action.

The Accounts Officer of the circle to which the officer is transferred should also initiate action for obtaining the requisite information.

(C.A.G's letter, No. 729-T. Admn.-II/142-68, dated 28th March, 1968).

454. *Interest on balances transferred to the Provident Fund under corporate bodies.*—Interest in the type of cases mentioned in Explanation-III of Rule 31 of G.P.F. (C.S.) Rules 1960 should be allowed in accordance with the provisions of Rule 11 (4), as if the Government servant concerned quitted service. Transfer of provident fund balances in such cases should be effected as early as possible within a period of six months of the transfer of the person concerned.

(G.I., M. F. O.M. No. F. 8 (12)-EV/B/63-1., dated 19th September, 1963)

455. *Procedure to check the transfer of accounts.*—The procedure detailed in para 383 *supra* for calculation of final payment cases upto the previous year applies in cases of Transfer accounts. Regarding calculation of interest instructions contained in para 266 *supra* should be followed. The advice of transfer of account should be sent in form D-4 given in Appendix XII D

(C.A.G's Lr. No. 125. T.A. II/159-67, dated 16th January, 1968).

456. *Period of preservation of ledger cards and files in the case of transfer of government servant from one audit circle to another or from one Government to another :—*

(i) The transfer of provident fund accounts from one audit circle to another should be considered as closure of the provident fund accounts so far as the "Transfer" office is concerned.

(ii) Primarily, the "Old Accounts Officer" should be responsible for settlement of the missing credits and debits in the account of the subscriber upto the month of transfer.

The "New Accounts Officer", to whom the account is transferred, should also render such assistance as may be necessary by getting collateral evidence, etc., from the subscriber for adjustment of the missing credits.

(iii) The Old Accounts Officer retains the original ledger card in his office for a period of three years after settlement of all the missing credits and debits (upto the month of transfer) in the transferred provident fund account.

(C.A.G. Lr. No. 868-T.A.II/7-66, dated 11th April, 1967-Fds-I/Genl/67-68/10, dated 10th May, 1967).

457. The settlement of provident fund credits/debits appearing in one account circle adjustable in the books of other are effected by means of bank drafts instead of through the medium of Exchange Accounts, *vide* para 45 of the Manual of Account Current Department in respect of the following provident fund accounts.

- (a) Indian Income Tax Service Class-I.
- (b) Central Excise and Customs Service Class-I.
- (c) Central Revenues Chemical Service, Class-I.
- (d) Chief Accounts Officers and Assistant Chief Accounts Officers, Class-II Service (under the control of Central Board of Revenues.)

which are centralised in the books of the Accountant General, Central, Bombay. The application of this method would, however, be restricted to only those cases where the pay and allowances of these officers are adjustable in the circle of payment but the provident fund transactions are to be passed on to the Accountant General Central, Bombay. In cases where the pay and allowances also are debitable to Accountant General, Central, Bombay, the net amount of the bill is debited in the Exchange Account in the usual manner.

In respect of transfer of balance to body corporate, etc., for the balance (net) of the provident fund account a demand draft is obtained and sent to the concerned corporate body, etc.

458. *Liability of the Central Government for the balance in the Provident Fund Account of an officer of a State Government holding a tenure post under the Central Government.—In regard*

to tenure appointments in general, the position is that an officer of the State Government holding such an appointment under Central Government even in a substantive capacity, ordinarily retains his lien in the cadre of the State to which he belonged. Consequently, the liability for the balance in the provident fund account attributable to an officer during the period he holds a tenure post under the Central Government, continues to be that of the State Government and his provident fund account should accordingly continue to be maintained by the State Accountant General concerned.

459. *Transfer Entries*.—Transfer entries affecting only provident funds are booked in provident fund group itself. Those affecting departmental adjusting accounts are booked in the concerned compilation sections. The transfer entries should be carefully examined and accepted after a reference to the difference, if any, outstanding in the explanation sheet. A note of the proposed adjustment should be made in the explanation sheet against the item concerned and its final adjustment watched. The auditor who accepts the credit/debit should also make an entry in the remarks column of the ledger card and watch his final adjustment.

460. *Review of Balances*.—A statement showing the balances as per broadsheet and the ledger under each ledger head should be furnished to the Book Department for incorporation of review of balances as soon as the March Final accounts are closed and not later than 30th June of each year. Year-wise analysis of the difference should be furnished in this statement mentioning therein the action taken to adjust the differences. A certificate to the effect that the accounts of all subscribers have been sent should also be furnished. Corrections necessitated by Supplemental or Journal Entries should also be furnished to the Book Department as soon as the Supplementary accounts and Journal Entries are closed.

With reference to paragraph 485 of the M.S.O. (Tech) Vol. I, reports on the progress made in the clearance of balances (Central and State) are to be sent to Comptroller and Auditor General by the 15th of October with follow-up reports in 1st week of February and June. In order to enable the Book Section to send these reports to Comptroller and Auditor

General in time, the Funds Section should furnish the data required for the preparation of these reports by the dates fixed by Book Section.

461. *Budget Estimates.*—The Funds-I Section should furnish figures for the Budget and Revised Estimates to Book Section separately for the receipts and charges relating to—

- (1) State Provident Funds (Andhra Pradesh).
- (2) Union Provident Funds.
- (3) Unclaimed Deposits (Provident Fund.)
- (4) 16-Interest on Debt and Other Obligations-interest on Provident Fund ; and
- (5) Suspense Accounts-Provident Fund Suspense.

The amount of contribution debitable to “65-Pensions and other—Retirement benefits—Union and State” should also be estimated and intimated to Book Section.

The estimates for the receipts and charges under provident fund are based on the trend of the actuals for the four months of the current year, multiplied by three-(A).

The trend of the actuals for the four months of the current year and the last eight months of the previous year should also be arrived at-(B).

(A) and (B) should be compared.

The estimates for unclaimed deposits are based on the actuals for the first four months and anticipated deposits for the remaining eight months of the year.

In framing the Revised Estimates for the current year for interest in respect of provident funds, the actual interest charges for the previous year are obtained from the transfer entry proposed for that year. What would have been the interest charges, if the rate of interest is at the current rate, *i.e.*, the rate of the year for which the Revised Estimates for current year are to be prepared, is worked out. To this figure the increase in interest of the previous year as compared with the year previous to that, and also the interest on increase in interest thereon is added to arrive at the Revised Estimates for

the current year. For the framing of the Budget Estimates for the ensuing year, the figures for the Revised Estimates for the current year *plus* the increase on the interest as compared with the previous year *plus* the increase on interest thereon should be taken to arrive at the Budget Estimates of ensuing year. Similar calculations are to be made when there is a decrease in the rate of interest.

462. *Register of Valuables (a).*—As soon as the valuables (*i.e.*, cheques, drafts, etc.) are received in respect of provident fund credits, matured policy amounts, etc., they should be registered in a Register of Valuables (S.Y. 249) and necessary acknowledgment sent to the party while challans in duplicate indicating the correct head of account Sub-Account No., details of credits, etc., should be prepared and sent to the Bank in a Transit Register with the enclosed valuables. Acknowledgments should invariably be obtained in all cases of delivery of valuables. The valuables should contain proper endorsement.

On receipt of challans from the Bank, necessary entry should be made in the Register of Valuables and initials of Branch Officer obtained. The enclosed schedules or details should be sent to the concerned sections with proper acknowledgment

(b) *Requisition.*—Whenever the need for requisitioning a bank draft arises, the section desiring the bank draft should fill in a prescribed requisition form with all the details as to amount, the bank/place, etc., to enable the Bank to issue a draft correctly. On receipt of the bank draft necessary entry should be made in the ledger card. The drafts should invariably be sent by registered post acknowledgement due.

463. *Staff Requirements.*—(i) The requirements of staff should be based on the standards prescribed by Comptroller and Auditor General from time to time.

(C.A.G's. No. 982- T.A. II/151- 67, dated 20th April, 1967.)

(ii) At the time of sending staff proposals for inclusion in the Revised Estimates of the current year and the Budget Estimates of the ensuing year, the requirements should be worked out by taking the number of live accounts as on 31st March of each year *plus* the net anticipated increase (after deducting the

anticipated final closure cases during the year). The anticipated increase in the number of live accounts should be worked on the basis of the actual average increase for the past two years.

While approaching Comptroller and Auditor General for sanction to the creation of the additional posts, the requirements should be worked out on the basis of the actual number of live accounts on the date on which the proposal is made.

(C.A.G's Lr. No. 427-BRS/196-66, dated 21st March, 1967-File 1-71/68-69).

Following categories of Provident Fund accounts should also be treated as "Live Accounts" :—

- (1) Accounts where no transactions appeared after the due date of membership of the subscribers concerned.
- (2) Accounts with balance but no transaction appeared for the past few years and the balance of which cannot be transferred to "Deposits".
- (3) Accounts indicating *minus* balance due to overdrawals, wrong postings, etc.
- (4) Accounts in respect of which residuary amounts are to be authorised/transferred.

(C.A.G's Lr. No. 1795-T.A.-II, 305-69, dated 28th September, 1970-13th October, 1970-File 1-71/70-71 Vol.-III Funds-I).

(iii) Each Section should furnish to Funds-I the total number of live cards, Sub-Account-wise, Department-wise, probable increase, etc. Funds-I Section consolidates the requirements keeping in view Comptroller and Auditor-General's instructions on the subject and sends it to E.B-I.

Note.—The proposals for the additional staff, if any, should be supported by detailed justification.

(C.A.G's Lr. No. 2424-BRS/29-69-III, dated 1st July, 1969-File Funds-I/Genl/1-71/68-69.).

(iv) The proposals for casual temporary posts should not be mixed up with the proposals for regular staff but should be indicated in a separate statement and supported by full justification.

Note.—To ensure expeditious despatch of Annual Account Statements according to prescribed time schedule and to see that as many credits as can possibly be located are posted in the accounts of the subscribers before the despatch of statements, a seasonal post of one U.D.C. is allowed for each Provident Fund Section for two months from the middle of May to middle of July.

(C.A.G's Lr. No. 342-T.A.II/283-64, dated 8th March 1965.)

(v) An indication whether the calculation of interest on provident fund accounts (seasonal work) is proposed to be done on task-work basis of the existing staff or by employing temporary staff should also be given in the Budget proposals.

464. *Salient features of Pass Books System.*—Government of Andhra Pradesh introduced the system of maintenance of G.P.F. Pass Books by all the subscribers in the State excepting those of Panchayati Raj institutions with effect from 1st April, 1971 (i.e., pay for March, 1971 payable on 1st April, 1971). The opening balances on 1st April, 1971 are to be furnished by this office. The pass books should be kept by the subscribers themselves, the entries being made by the Drawing Officers with attestation in the case of non-Gazetted employees and in the case of Gazetted officers, the entries are made by Gazetted Officers themselves. On receipt of annual account statement (Account slips) the non-Gazetted and Gazetted subscribers should bring the discrepancies, if any, to the notice of the Drawing Officers and Accountant General, respectively.

The pass book shall only be a parallel set of accounts available for expeditious settlement of the claims of subscribers for reconciliation of difference, if any, and for location of missing credits in the accounts furnished by this office. In case of any dispute regarding the balances in the account, the balances as per the figures in this office only are considered as authentic.

Note.—Pass books are supplied by Director of Printing and Stationery on payment of Re.1.

(C.A.G's Lr. No. 342/T.A.II/283-64, dated 8th March, 1965-G.O. Ms. No. 500 (Finance Pension-I Department), dated 10th December, 1970-Funds-I O.O. No. 42, dated 9/29, October, 1971, File 1-89/67-71).

465. *Filing of Schedules and Vouchers.*—The fund schedules and vouchers should be filed by auditors of Fund Sections in the manner shown below.

Schedules.—After completion of the audit and review, the schedules should be handed over to the Lower Division Clerks who should arrange them month-wise and have them stitched in bundles according to the Departments. In the case of big departments like Police, the month-wise bundles for each district should be stitched. They should then be handed over to the Funds Librarian duly labelled. All subsequent references to the schedules should be made at the library and they should not be taken out of the library. On any account when they are required for attestation of the credits while authorising final withdrawals the auditor should go to the library, collect the relevant schedules and keep the records ready in the library where the Superintendent concerned should attest the postings.

Vouchers.—Immediately after all the vouchers are audited and reviewed by the Auditor/Superintendent or the Branch Officer, as the case may be, the vouchers relating to non-refundable and final withdrawals should be separated from other vouchers and the filing should be done as indicated below.

(i) *Non-refundable and Final withdrawal vouchers*.—When putting up the vouchers for review, the vouchers should be pasted on the ledger cards concerned.

(ii) *Other payment vouchers.*—These should be arranged and stitched in bundles by the Lower Division Clerks as in the case of schedules. They should then be handed over to the librarian duly labelled, along with the relevant schedules of the month concerned.

466. *Correspondence File.*—Correspondence of the Section should be filed with file numbers assigned according to the subject matter of the correspondence as shown below;

<i>File No.</i>	<i>Subject</i>
FUNDS .. 1	General Procedure and Rules.
FUNDS .. 2	Eligibility and admission of members to the Fund.
FUNDS .. 3	Temporary advances

FUNDS	.. 4	Final payment made to minors whether in accordance with declaration or not and final payment made to other than minors not in accordance with nominations.
FUNDS	.. 5	Final payment made to other than minors in accordance with the nominations and final payment made to subscribers themselves.
FUNDS	.. 6	Payment of insurance premia and subscriptions to family pension funds.
FUNDS	.. 7	Annual account of subscribers and references thereon.
FUNDS	.. 8	Forms
FUNDS	.. 9	Miscellaneous and Other Provident Funds
FUNDS	.. 10	I. C. S. P. F. and I. C. S. (N. E. M).
FUNDS	.. 11	C. P. F. (India) C. P. F. (A.P.), etc.

All correspondence relating to final payment of each subscriber should be cased together and given a number under file No. Funds-4 and Funds-5, as the case may be.

In cases where the final payment relating to a subscriber falls partly under File No. Funds-4 and partly file No. Funds-5. *e. g.*, payment made partly to a major nominee and partly on behalf of a minor nominee, the correspondence should be included in File No. 4 and preserved for 25 years.

The correspondence relating to I.C.S. Officers and subscribers to other provident funds, though filed under file Nos. 10 and 11, respectively, should, at the time of final payment, be reclassified under File 4 or 5 above according to the nature of the final payment.

467. *Preservation of Records.*—The periods of preservation of records are specified in M.S.O. (Tech.) and the Manual of General Procedure.

468. *Weeding of closed ledger cards, nominations, etc.*—The following procedure has been laid down by the Comptroller

and Auditor General for weeding of closed ledger cards, nominations, etc., relating to final payments of General Provident Fund.

(1) The entries showing the periods of retention with the requisite details should be made at the top of the cards at the time of issue of letters of authority for final payments and should be initialled by the Branch Officer.

(2) In the case of subscribers who receive the payments themselves, both the vouchers and nominations should be pasted on the cards.

(3) In the case of deceased subscribers, only the vouchers should be pasted on the cards.

(4) The ledger cards with the vouchers and nominations thus pasted thereon should be kept arranged by Departments in separate pads in a separate almirah under lock and key in the personal custody of the Branch Officer. A register in the following form should be maintained in which the names and account numbers of the subscribers relating to the closed accounts which are deposited monthly in the almirah should be entered and register closed on 15th of every month, and kept under safe custody.

Sl. No.	Month of payment	Account No.	Name	Initials of Branch Officer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

These cards are taken on requisition at the time of compilation of annual balance sheets and restored in the almirah as soon as the compilation is over. When the cards are required for proving the yearly debits and credits and the opening and closing balances of the annual balance sheets, they should be consulted in the room of the Branch Officer.

(5) After the opening and closing balances of the annual balance sheets for the year are finally proved, the cards of each department are sorted out according to the period of retention, viz., 3 and 25 years and arranged in serial order of account numbers and tied together with tape and board covers on either sides. A list showing the names and account numbers of the subscribers relating to the closed accounts is pasted on the inner side of the cover board and the slip showing the year of account and the period of retention pasted on the outer side of the cover board. The list should be compared with the annual balance sheet in order to see that cards of all the ledger accounts whose balances are "Nil" during the year are included in the list.

(6) A register should be maintained in which the names and account numbers of deceased subscribers should be entered over the initials of the Branch Officer, at the time when extracts are taken from the nominations when the cases are first started. The register of such cases maintained in the following form should be kept in the almirah containing the nominations.

Sl. No.	Name	G.P.F. Account No.	Date on which extract is taken	Initials of	
				Auditor	Branch Officer
(1)	(2)	(3)	(4)	(5)	(6)

When the cards of closed accounts are arranged as in sub-para (5) above the nominations of the deceased subscribers, whose accounts are closed, are separated from the main files of nomination with reference to the above register and the lists mentioned in (5) above, and kept with a covering list in a separate case cover with the year of accounts and the period of retention prominently marked on the case cover over the initials of the Branch Officer.

(Auditor General's No. 826-Admn./546-48, dated 27th April, 1949).

(7) The work should be completed by the 15th of September.

(8) All the files and cases in the Branch Officer's custody should be reviewed annually on the 1st October and records due for destruction taken and listed and sent to the Manager for destruction. All the relevant ledger cards of the concerned subscribers should also be destroyed simultaneously.

469. *Library*.—The Librarian (L.D.C.) attached to Funds-I Section is responsible for the custody of the following records.

- (1) Old Ledger and Blank Ledger Cards.
- (2) Schedules and vouchers after Audit/Review is completed till they are sent to old records.
- (3) Broadsheets.
- (4) Master Cards (Old).
- (5) Balance Compilation (Old).

470. *Duties of the Librarian with regard to Library Records*.—The more important duties of the Librarian are among others—

- (i) to keep the records properly and neatly arranged so that they are easily accessible and to preserve them properly ;
- (ii) to keep the hall properly ventilated, clean and free from dust ;
- (iii) to take adequate precautions against the records being damaged in any way ;
- (iv) to ensure that no records are kept on the floor except as a temporary measure and when no other course is possible ;
- (v) to supply records promptly to other Funds Sections on requisition ;
- (vi) to call for the records due but not delivered to the library ;
- (vii) to call for the records sent on requisition that are not returned within a week ;
- (viii) to submit returns in respect of the work entrusted to him on the due dates through Superintendent, Funds-I; and

- (ix) to prepare a list of records to be destroyed and to hand them over to the Old Record Section after obtaining the orders of the Accountant General for destruction.

471. *Sending records to Library.*—After new cards are opened at the commencement of the four/two years' period, the previous cards should be reviewed and those with "Nil" balances and on which authorisations for final payments are issued should be weeded out. Remaining cards should be handed over to the Librarian who would check them with the Balance Compilation/Broadsheet and acknowledge thereon in token of receipt. He should then file each along with the previous set of cards by using staplers and keep them in the same order as before.

472. *Old Ledger Cards.*—The ledger cards should be arranged serially (all the cards relating to one account being filed in one bunch) by departments. The cards should be kept in convenient bundles of 200–300 tied with tape between two card-board or plywood pads equal to the size of the cards so that the edges of cards may not be frayed. The first number and the last number of the account should be noted on each bundle and also in the rack against the bundle.

Schedules and vouchers.—They should be arranged department-wise and month-wise.

Broadsheet.—These should be arranged in the rack fund-wise and year-wise.

Master cards and Balance compilation/Explanation sheets.—These should be arranged department-wise.

473. The following Acts, etc., are incorporated in the appendices noted against them.

- (1) The Provident Fund Act, 1925.—Appendix VIII.
- (2) The Married Women's Property Act, 1874—Appendix IX.
- (3) Extract of the Indian Majority Act, 1875—Appendix X.
- (4) Instructions regarding preparation of Schedules of Deductions of Provident Fund, etc.,—Appendix XI.

APPENDICES.

APPENDIX

- I. Standard Rates of work pertaining to the Provident Fund Sections.
- II. Distribution of Work among Funds Sections.
- III. Calendar of Returns for the Provident Fund Sections.
- IV. Standards prescribed by C. A.G. for computing arrears.
- V. Section—"A"—Rates of Interest on balances in G.P. Fund and other Provident Funds from time to time.
Section—"B"—Method of Calculating Interest on P.F. Money.
Section—"C"—Method of calculation of interest when slab rates of interest are prescribed.
Section—"D" Method of calculation of residual balance.
- VI. Form of Application for Temporary Advances from General Provident Fund and sanction thereof.
- VII. Proforma for orders sanctioning Special Advances (Non-Refundable) from Provident Funds and Rules thereto.
- VIII. Provident Fund Act, 1925,
- IX. The Married Woman's Property Act, 1874.
- X. Extract of The Indian Majority Act, 1875.
- XI. Miscellaneous.
- XII. List of forms.
 - A. Form of Application of Final payment of balances in the P.F. account, to Gazetted subscribers (Central/State).
 - B. Forms of Application of Final payment of balances in the P.F. account, to Non-Gazetted subscribers and Nominees (Central/State).
 - C. Form of Application of Final payment of balances in the P.F. account, (A.I.S. P.F., etc).
 - D. List of Forms and subsidiary registers in section.

APPENDIX-I.

STANDARD RATES OF WORK PERTAINING TO THE
PROVIDENT FUND SECTIONS.

(Referred to in Paragraph 1).

General Provident Fund (Hand-Posting System).

(a) S.A.S. Accountants :—

The strength of Provident Fund Sections for purposes of supervision is fixed as one S.A.S. Accountant for every 9 U.D.Cs.

(C.A.G's Lr. No. 995-Tech. Admn.I/360-63, dated 21st/22nd April, 1964-File No. EB.I/3-43/61-64, Vol. I).

(b) Upper Division Clerks.

Outturn per month at 150 hours.

One U.D.C. for 1000 P.F. Accounts *plus* one Examiner for every 5 (five) U.D.Cs.

OR

One U.D.C. for 830 accounts (all inclusive), without Examiner.

Note.—Weightage of 1/4th on the rates adopted for General Provident Fund Accounts is allowed, only for the Contributory Provident Fund Accounts maintained under the Manual System of Postings.

(C.A.G's Lr. No. 3213-Admn. I/139-62, dated 10th December, 1962 read with Lr. No. 3026-Admn.I/739-62, dated 7th December, 1963-C.A.G's No. 1739/Admn. I/360-63, dated 24th July, 1963-File No. 3-43/61-64, Vol.-I).

(c) Concurrent Settlement Work :—

For concurrent settlement of mistakes, staff shall be allowed at the rate of one U.D.C. for every 25,000 accounts or part thereof subject to a maximum of 4 (four) U.D.Cs. for an office.

(C.A.G's Lr. No. 1489-T.A.III/363-65, dated 9th August, 1965.)

(d) Library Work :—

In the offices where Machine Posting system is in vogue one L.D.C. for offices with 50,000 accounts and above but below 1,25,000 accounts and two L.D.Cs. for offices with accounts, 1,25,000 or more but below 2,00,000 accounts and three L.D.Cs. for offices with 2,00,000 accounts or more is allowed for check and custody of nominations, insurance policies, etc. As this office is permitted to have the accounts maintained under loose-leaf-ledger system, the standards applicable to Machine Posting System are applied in this office.

APPENDIX 1—(Concl'd.)

(e) Diarising work at one L.D.C. for each section.

(C.A.G.'s Lr. No. 982-T.A.II/151-67, dated 20th April, 1967).

(f) Interest Calculation :

The rate of calculation of interest should be 125 accounts per L.D.C./U.D.C. per day in the case of recruitment of special staff for this purpose.

Note.—The requirements of staff in respect of Class IV category, special items of work like opening of new cards, etc., are also included separately in the proposals as and when the actual contingency occurs.

APPENDIX-II.

(Referred to in Paragraph 1).

DISTRIBUTION OF WORK AMONG FUNDS SECTIONS.

- FUNDS I** (1) All General Work relating to Provident Funds including the Preparation of Budget Estimates and submission of proposals for Staff, Review of Green Books, Revision of Manual, Insurance Policy Work, Report on I.C.P.F. Accounts, I.T.A. Reports, Review of Six-Monthly Registers, etc.
- (2) I.A.S., I.P.S., and I.C.S., P. F. Accounts.
- (3) General Consolidation of Broadsheets (Central and State).
- (4) Work relating to Valuables, T.E. Booking and Provident Fund Suspense.
- FUNDS II** G. P. F. Accounts of—
- Police*.—Headquarters, Commissioner of Police, S.A.R., C.P.L., S.I.U.C.I.D., Anti-Corruption Bureau, Guntur, Nellore and Ongole Districts.
- FUNDS III** G. P. F. Accounts of—
- Police*.—Cuddapah, Visakhapatnam and Srikakulam Districts and
- C. P. F. (Andhra area) Accounts.
- FUNDS IV** G. P. F. Accounts of—
- Police*.—East Godavari District, Krishna, Kurnool and Medak Districts and
- 3rd and 5th Battalion of A. P. S. P.
- FUNDS V** G. P. F. Accounts of—
- Public Health Department.
- FUNDS VI** G.P.F. Accounts of—
- General Administration*.—Ananthapur, Adilabad, Chittoor, Cuddapah, Nalgonda, Nizamabad, Warangal Districts and S.A. 42. Medak, Kurnool, Khammam, Hyderabad, Mahaboobnagar, Karimnagar.
- FUNDS VII** G. P. F. Accounts of—
- General Administration*.—Headquarters, East and West Godavari, Visakhapatnam and Srikakulam Districts.

APPENDIX II—(Contd.)

- FUNDS VIII** G. P. F. Accounts of—
Public Works Department.—Nizamabad, Warangal, Kurnool, Karimnagar, Medak, Ananthapur, Nellore, East Godavari District, Tungabhadra Project, Visakhapatnam, Cuddapah, Krishna, Hyderabad, Khammam, Chittoor, West Godavari District, Srikakulam and Srisailem Project.
- FUNDS IX** G. P. F. Accounts of—
Education Department.—Adilabad, Khammam, Cuddapah, Nellore, Kurnool, Chittoor, Karimnagar, Srikakulam, Guntur, Ongole, Nalgonda, Krishna, Visakhapatnam, Anantapur, and West Godavari Districts.
- FUNDS X** G. P. F. Accounts of—
 Miscellaneous Departments.
- FUNDS XI** G. P. F. Accounts of—
Agriculture Department and Concurrent Settlement Units.
- FUNDS XII** G. P. F. Accounts of—
Medical.—Headquarters. All Telangana Districts, Cuddapah, West Godavari District, Nellore, Ongole, Krishna and Guntur Districts.
- FUNDS XIII** G. P. F. Accounts of—
Education.—Headquarters, Hyderabad and Medak Districts only.
- FUNDS XIV** G. P. F. Accounts of—
 P. W. D. other than those dealt in Funds VIII. Headquarters, Nagarjunasagar, Guntur, Mahaboobnagar, Nalgonda, Ongole and Adilabad Districts including those of Divisional Accountants.
- FUNDS XV** G. P. F. Accounts of—
 All Central Departments (Except Audit and Central Reserve Police) and C. P. F. (India), D.S.P.F
- FUNDS XVI** G. P. F. Accounts of—
Police.—Offices of I. G. of Police, Deputy Commissioner of Police, Police Transport Office, C. B. C. I. D., D. S. P., Police Recruit School, Warangal District, I and IV Battalion of A. P. S. P. and Work-charged Contributor's Provident Fund

APPENDIX II—(Concl'd.)

FUNDS XVII G. P. F. Accounts of—

Police.—Chittoor, Anantapur, West Godavari, Khammam and 2nd Battalion of A. P. S. P., Kurnool District and Central Reserve Police.

FUNDS XVIII G. P. F. Accounts of—

Excise (State), (Nizamabad) Police, Co-operation.

FUNDS XIX G. P. F. Accounts of—

Land Revenues, Minor Ports (Marine), G. A. Guntur, Nellore, Ongole and Krishna Districts, S. A. 15, 30, 39, 40 and 41 Banganapalli.

FUNDS XX G. P. F. Accounts of—

Electricity and Scientific Departments.

FUNDS XXI G. P. F. Accounts of—

Forest and Veterinary Departments.

FUNDS XXII G. P. F. Accounts of—

Police.—Nalgonda, Mahaboobnagar, Karimnagar Districts Stationery and Printing, Commercial Taxes.

FUNDS XXIII G. P. F. Accounts of—

Education.—Warangal, Mahaboobnagar, East Godavari and Nizamabad Districts.

FUNDS XXIV

Compulsory Savings Scheme and G.P.F. Accounts of—Judiciary, Medical Department (Kurnool, Anantapur, Srikulam and Vizag, E. Godavari and Chittoor Districts).

FUNDS XXV G.P. F. Accounts of—

Indian Audit and Accounts Department, Registration, Industries, Police—Adilabad Districts.

Peri-Patetic Party Co-ordination Party.—Clearance of un-posted items, etc.

APPENDIX III

(Vide Paragraph 11)

CALENDAR OF RETURNS FOR THE PROVIDENT FUND SECTIONS

Sl. No.	Name of Return	To whom due	When due	Authority
(1)	(2)	(3)	(4)	(5)

SECTION I—RETURNS DUE TO OUTSIDE AUTHORITIES.

(a) Annual.

1.	Issue of Annual Account Slips	.. Subscribers	31st August	Para 127 of the Manual. (C.A.G's Lr. No. 54, Tech. Admn. II/314-65, dated 7th January, 1966.)
2.	Completion Report regarding despatch of Annual Accounts.	C. A. G.	30th September	Para 141 (i) of the Manual. (C.A.G's Lr. No.54, Tech. Admn. II/314-65, dated 7th January, 1966.)
3.	List of cases where the drawal of advances for financing Insurance Policies is irregular.	Concerned unit office of the L. I. C.	31st October	Para 180 of the Manual. (C.A.G's. Circular No. 1162/T. Admn. -II 320-69, dated 27th June, 1970— Fds-I, O. O. No. 169, dated 27th July, 1970.)
4.	Budget estimates for P. F. and 16. Interest (in Funds-I only).	Book II Sn.	1st November for Union & 3rd November for State.	Para 461 of the Manual. (A.G., A. P., O. O. No. Nil, dated 26th October, 1960.)

APPENDIX III—(Contd.)

(1)	(2)	(3)	(4)	(5)
(b) Half-yearly.				
1. Report regarding P. F. Suspense items outstanding (for half-years ending 30th March & 30th September). (in Funds I only).	C. A. G.	10th of May and November.	Para 120 (e) of the Manual. (C.A.G's Lr. No. 228, Admn. II/236 AI/159, dated 7th December, 1959.)	
(c) Quarterly.				
1. Statement of cases of Final Withdrawal and Residual Balance pending. (A certificate to the effect that such a report as at item No. 7 has been sent to M. O. F./State Govt. has to be enclosed).	C. A. G.	15th May, 15th August, 15th November, 15th February.	Para 413 of the Manual. (O.O. Fds. I/Genl./1-57/56-58/306, dated 12-10-57, and 1-57-58/387, dated 61-1-60, and C.A.G's Lr. No. 404/T.A. II/568-65, dated 26-2-1966.)	
2. Statement of P. F. authorisation issued (Details of payment to be called for in cases where details are not available.)	D. T. Os.	1st April, 1st July, 1st October, 1st January.	H. A. 14/75/56-57/201, dated 12-12-1956.	
3. Transfer of P. F. Accounts and Life Insurance Policies to and from Pakistan (Nil reports need not be sent). (In Funds. I only).	C. A. G.	15th of April July, October & January.	C.A.G's Lr. No. 61, Rev., K.W. 2-55, dated 23-3-1955 and 200/port 1460, dated 27-4-1960, vide also Para 199 of the Manual of Account Current Department.	
4. Report to State Government regarding cases of over six months delay in Final Withdrawal and over one year's delay in settlement of Residual Balance with full particulars indicating the latest action taken.	State Govt.	15th of May, August, November & February.	Paras 413, and 414 (ii) of the Manual. (Addl. A. G.'s. Orders dated 17-10-1958 in Fds-I Case 1-57/57-59).	

the latest action taken.

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|---|---------------------------------|--|--|
| 5. Statement of Incomplete Provident Fund Accounts, Missing Credits/Debits and Unposted Credits/Debits (Two parts). | C. A. G. | | Para 116 of the Manual.
C.A.G's. Lr. No. 2406/Admn. II /2-32-67, dated 21-9-1967. |
| (a) Report covering Accounts up to March including March Final and Supplemental (Annual Report). | | 30th September | |
| (b) Report covering the accounts up to June of the Current Year. | | 31st December | |
| (c) Report covering the accounts up to September of the Current year. | | 31st March | |
| 6. Material for monthly D. O. to C.A.G. indicating the position of Missing Credit/Debit, Unposted items and total number of Accounts. | C. A. G. through P. A. to A. G. | 10th of March, June, October & December. | C A.G's. D. O. No. 2893/Tech. Admn.II/ 232-67, dated 14-11-1967. (Para 8 (vii) of the Manual.) |
| 7. Report of Final Withdrawal cases indicating the defects noted in the applications and particular rules and instructions not complied with by the department. | Min./Dept. of Finance | 5th April, July, October & January. | Para 414 (ii) of the Manual.
C.A.G's. Lr. No. 404-T. A. II/568-65, dated 21-2-1966. |
| SECTION—II—RETURNS DUE TO BRANCH OFFICERS OR OTHER SECTIONS WITHIN THE OFFICE. | | | |
| (a) Annual. | | | |
| 1. List of Publications (not included in the General Catalogue of Govt. of India Publications). | C. D. S. | 25th February | A. O.'s. Orders dated 16-4-1957. |
| 2. Extract from the Register of Good and Bad Work done by the staff duly certified by D. A. G. (Funds.). | Sr. D.A.G. (Admn.) | 31st March | Admn/Confdt/SC-B/70-71/12, dated 5-2-1971* |

APPENDIX III—(Contd.)

(1)	(2)	(3)	(4)	(5)
<i>(a) Annual—(Contd.)</i>				
3.	Handing over of confidential papers, if any, for destruction.	Manager	15th April	O. O. dated 9-6-1943.
4.	List of Treasury irregularities	T. M.	1st Batch- 25th April, 2nd Batch- 5th May.	T. A. D. Manual.
5.	Material for Annual Report on the working of Treasuries.	T. M.	1st May	T. A. D. Manual.
6.	Register for watching adjustment of excess or less interest.	B. O.	1st June	
7.	Review of Annual Accounts by Superintendent.	B. O.	5th July	Para 136 (b) of the Manual.
8.	Check of rate of subscription in P. F. Schedule for April and issue of objections (in respect of subscribers other than G. P. F.—State).	B. O.	10th July	
9.	Furnishing of statistics regarding number of accounts, final payments, L. I. P. financed from P. F., etc.	T. M.	18th July	O. O. T. M./VIII/21-8/66-67/50, dated 17-7-1966.
10.	Material for draft para for inclusion in the State Audit Report regarding delays in settlement of P. F. claims.	Report Sn. (Fds-I Calendar only.) (From other Sections to Fds. I)	31st July	O. O. No. Report, VIII/3/71-72/49, dated 1-5 1971.

11.	Statement of despatch of Annual Accounts.	B. O.	Every Monday & Thursday after 15th August.	Para 142 (ii) of the Manual. Branch Officer's Orders dated 4-5-1944.
12.	Noting in Ledger Cards (Stock Numbers, etc.) and carrying forward entries to new ledger cards, wherever necessary.	B. O.	1st August	Para 146 of the Manual.
13.	Annual verification of stock of authorisation forms as per stock register of authorisations.	B. O.	1st August	Para 406 of the Manual.
14.	Indent for the supply of Forms & Registers required for next year.	Forms Sn.	1st August	As informed by C.D.S.
15.	Completion of General and Alphabetical Index, wherever necessary.	B. O.	1st August	A. A. O's. Orders dated 31-3-1952.
16.	Statement of items written back from Part V Misc. Govt. A/c. (Consequent on the tracing of credits subsequently). (Nil statement to be sent if there are no items.)	Fds. I (From all Funds Sns.)	14th August	Fds. IV/BS/286/, dated 25-2-1969.
17.	Triennial review of ledger cards. (To be conducted by I. T. A. Sn. as per C.A.G's D.O. Lr. dated 12-8-1964 to be marked as soon as Account slips are despatched).	B. O.	September	Para 432 of M.S.O. (Tech.), Vol I.
18.	Delivery of records to Old Records Section.	Old Records (C.D.S.)	15th September	O. O. No. 626 of September, 1960.
19.	Indent for letter forms (D. O., etc.)	Forms Sn.	2nd Week of September	A.A.O. (Admn.) Orders on C.A.G's Lr. No. 1332/NGE. I/ 86-66, dated 10-6-1966.

APPENDIX III—(Contd.)

1684—18*

(1)	(2)	(3)	(4)	(5)
20.	Material for C.A.G's. Report (Central Govt.—(Civil).	A. A. D. I.	30th September	A.A.D.I./O. O. No. I, dated 8-7-1970.
21.	Verification of nomination	B. O./D.A.G.	October	C.A.G's. Lr. No. 1809/Admn./11-9-58, dated 14-8-1958.
22.	Adjustment of Bonuses	B. O.	March Final Accounts.	
23.	Adjustment of unclaimed and lapsed deposits.	B. O.	Do.	Para 417 of the Manual.
24.	Verification of policies by Branch Officer	A. G.	After one year from last verification or change of B. O., as the case may be.	Para 401 of M. S. O. (Tech.), Vol. I.
<i>(b) Half-yearly</i>				
1.	Disposal of obsolete forms—Return of obsolete forms due from all Funds Sns. to Controlling Section (Funds-I).	Fds. I from all Fds. Sns.	10th September 10th March	Corresp. C. 19-2/6/9706, dated 4-9-1969.
2.	P. F. Suspense items to be written off to Part V Misc. (Fds. I only).	I. T. A.	15th April 15th October	D.A.G's Orders, dated 25-5-1968. [Para 120 (f) of the Manual].
3.	Return of Half-Yearly income of employees whose income exceeds Rs. 600.	E. B.	15th April 15th October	E. B. Cir. No. EB/UDC/1/305, dated 9-1-1959.

274

4. Register of Relaxation of Rules/Orders in favour of individuals.	I. T. A.	15th April 15th October	O. O. H. A./14/62-63/21-33, dated 5-6-1966.
5. Report of progress made in teaching Hindi to Central Government employees.	E. B.	1st June, 1st December.	EB/Genl./8/52/M. F. 217, dated 18-12-1958.
6. Return regarding obsolete forms due from controlling section to Correspondence/Forms Sections (Fds. I Only).	Correspondence (Forms) Section	10th June 10th December	Do.
7. Prompt settlement of Audit Objections (c) Quarterly.	T. M.	20th June 20th December	
1. Issue of Local Bulletin	T. M. I.	5th January, 5th April, 5th July & 5th October	T.M. I/Rev. I/11-40/ 69-70, dated 25-4-1969 O. O. No. 47.
2. Arrear Report and state of work due to C. A. G.	T. M.	3rd of January, April, July & October	T. M. I./30/55-56/124, dated 9-7-1955.
3. Register of Relaxation of Rules and Orders.	D. A. G.	5th of January, April, July & October.	H. A./12-1-1/61-62/16-33, dated 15-6-1965.
4. P. F. Suspense Broadsheet	A. G.	15th January April, July & October.	O. O. Fds. I/Genl./ 124, dated 5-5-1967. [Para 122 (ii) of the Manual].
5. Report showing the outstanding balances under Suspense and Remittance heads and difference between Ledger and Broadsheet balances under Debt, Deposit and Remittance heads.	Book Sn.	15th of January, May and September.	Book I/Genl. II/5-8/68-69/T.R. 33, dated 15-11-1969. [Paras 35 and 40 of the Manual of Book Department.]

APPENDIX III—(Contd.)

(1)	(2)	(3)	(4)	(5)
6. Register regarding wanting schedules & vouchers due from Compilation and other accounting Sections.	B. O.	15th of January, July & October	FCP/O. O. 1, 1-1-1971.	
7. Quarterly Certificate of the existence of Secret Memorandum of Instructions	Corresp. Section.	15th of January April, July & October.	O. O. A. G. 3-5/52-53, dated 14th August, 1953, quoted in O. O., dated 8th August, 1955.	
8. Issue of Correction slips to Manuals (Fds. I only).	Corresp. Sn.	Do.	Para 13 (ii) of the Manual.	
9. Review of Residual Balance Cases pending over one year (To be marked by A. G.)	A. G.	15 th February, May, August & November	A. G.'s. Orders dated 30th January, 1964 File No. 1-3/64-65.	
10. Register of Missing Credits/Debits	B. O.	April-June-30th November July-September 28th Ferbruary, Oct.-December, 31stMay Jan-March, 15th Sept. (March -Suppl.)	Para 114 of the Manual, C.A.G's. Lr. No. 2406/Admn. 11/232-67, dated 21st September, 1967.	

(d) *Monthly*

1. Transfer Entry No. Book	B. O.	1st	
2. Calendar of Returns	D. A. G.	3rd	
3. Superintendent's note book	B. O.	3rd	
4. Monthly Report	B. O.	3rd	
5. Report regarding sanctioned strength, etc., on the 1st of the month (Fds. I only.)	E. B. I & P. A. to Addl. A. G.	3rd	E. B. I/8-193/68-69/ T. R. 422, dated 12th June, 1968.
6. Dictionary of References (Extract to be given to I. T. A.)	B. O.	5th	
7. Late Attendance closing	B. O.	5th	
8. Transit Register of Ledger Cards sent to other offices	B. O.	5th	
9. Register of Job Analysis	D. A. G.	5th	[Para 104 (vii) of the Manual].
10. Certificate of verification of furniture in Section.	C.D.S.	5th	C.D.S. O. O. dated, 1-7-1955.
11. Register of Delegation of Financial Powers.	B. O.	5th	TM-15-8/55-56/13, dated 3-9-1955.
12. Register for watching disbursement certificates for final payment of deposits of P. Fs. (except Funds-I).	B. O.	5th	Para 405 of the Manual.
13. Register showing non-receipt of Final withdrawal authorisations sent to T. Os.	B. O.	5th	A. A. O's., Orders dated 13-10-1958 in 5-45/58-59.

APPENDIX III—(Contd.)

(1)	(2)	(3)	(4)	(5)
14.	Register of closed accounts	B. O.	5th	Para 405 of the Manual.
15.	Duty List	B. O.	5th	O. O. No. EB-3-37-55-63-1470, dated 13-6-1960
16.	Indent for forms and stationery	Corresp. Sn.	5th	
17.	Register of Acceptances of Relaxation	B. O.	5th	O. O. H. A. 14-1/61-62/33, dated 15-6-1961.
18.	Register of Points for investigation by O.A.D.	B. O.	5th	O. O. No. T. M. II 14/53-56/159, dated 10-8-1955.
19.	Extracts of items from the Dictionary of References.	T. M.	8th	HA/4-26/53-54/61, dated 9-3-1954.
20.	Superintendent's review register	D. A. G.	10th	
21.	Register of Training of Probationers	B. O.	10th	O. O. Estt. 7-46, dated 14-6-1946.
22.	Register showing instances of non-compliance of P. F. Rules.	B. O.	10th	O. O. XXV, dated 6-8-1957.
23.	Register of cards issued on requisition to Library.	B. O.	10th	Section Order dated 12-2-1967.
24.	Register showing names of subscribers who have opted to retain their balances in P. F. accounts after retirement.	B. O.	10th	Fds. I/Genl./ dated, 10-5-1958.

25. Register showing important developments and events.	B. O.	10th	O. M. LIX, dated 11-1-1951.
26. Review marking register	B. O.	10th	Fds. I/Genl./561, dated 15-3-1961.
27. Closing of Interest Adjustment Register	B. O.	10th	C.A.G.'s. -Lr. No. 1449 T.A. II/374/70, dated 11-8-1970 and O. O. No. Fds. I/Genl./180, dated 26-10-1970. [Para 105 of Manual.]
28. Register to watch the receipt of premia towards Life Insurance paid from Provident Fund	B. O.	10th	O. O. Fds. I/Genl./6-4/70-71/165, dated 27-7-1970.
29. Register of Interest on Final Withdrawal cases closed during the year.	B. O.	10th	O. O. Fds. I/Genl./180, dated 26-10-1970. [Paras 266 and 393 (viii) of the Manual.]
30. Review Report on monthly arrear reports	A. G.	10th	
31. Register of Books	B. O.	15th	Manual of General Procedure.
32. Register indicating the deposit of nomination in Branch Officer's custody	B. O.	15th	O. O. dated 18-3-1946.
33. Register of Closed Cards in Branch Officer's custody (Two Registers—State & Central.)	B. O.	15th	Para 468 of the Manual.
34. Register for watching realisation of amounts due on Policies & Cheques.	B. O.	15th	[Para 462 (a) of the Manual.]
35. Register of items of expenditure for inclusion in C. A. G's report.	B. O.	15th	T.M. II/13/47-48/2025, dated 7-4-1947.

APPENDIX III—(Contd.)

(1)	(2)	(3)	(4)	(5)
36.	Register of policies of life insurance met from Provident Fund.	B. O.	15th	Appendix XII D
37.	Register of Superannuation statements (Register to call for Final Withdrawal applications.)	B. O.	15th	Fds. I/Genl./O. O., dated 6-5-1958, [Para 388 (iii) of the Manual.]
38.	Register indicating certificate of filing nominations.	B. O.	15th	Fds. I/Genl./3, dated 4-5-1957.
39.	Register for recording policies taken out of stock registers (Central and State.)	B. O.	15th	O. O. 354, dated 18-12-1957.
40.	Register for watching of adjustment of short or excess interest.	B. O.	15th	Fds. I/Genl., dated 14-5-1957.
41.	Register of items adjusted on the basis of collateral evidence every month under the orders of D.A.G. (Funds).	A. G.	15th	C.A.G.'s. Lr. No. 3603, Tech. Admn. II/364-66, dated 21-11-1966, and Fds. I/Genl./124, dated 5-1-1967.
42.	P. F. Suspense Broadsheet	.. D.A.G.	15th	O. O. Fds. I/Genl./124, dated 5-1-1967.
43.	Schedules and vouchers due from compilation and other accounting sections, List to be furnished monthly to co-ordination Section as long as it functions and later to Funds I Sn.	F.C.P. Sn.	15th	Fds. Coord. P/O. O. No. 1, dated 1-1-1971.
44.	Despatch Registers	.. B. O.	18th	O. O. T. M. 355, dated 3-2-1962.

45. Six monthly register	.. B. O.	18th	T. M.II -28/1685, dated 7-11-1956.
46. Register of objections outstanding for more than six months.	B. O./D.A.G.	20th	T. M. II-26/16-85, dated 7-11-1960.
47. Register for noting cases of Leave Preparatory to Retirement	B. O.	20th	
48. Register of unclaimed deposits of P. F. (in Fds. I only).	B. O.	20th	Paras 417 of the Manual.
49. Register of Maturity of Policies (Two Registers) for G. P. F. and for C. P. P. F.	B. O.	25th	Para 190 of the Manual.
50. Review of six monthly register (in Fds. I only).	D. A. G.	4th	H. A. Circular, dated 22-2-1958.
51. Register for noting all cases of transfers of accounts from other Audit Circles.	B. O.	25th	O. O. Fds. I/Genl./1-50, 59-61/67, dated 27-5-1960.
52. Statistics Register	.. B. O.	25th	O. O. H. A. 14-15/54-55/268, dated 15-9-1954.
53. Objection Books	.. B. O.	29th	
54. Closing of BROADSHEETS	.. B. O.	} As per the Programme fixed for the year.	[Para 104 (vii) of the Manual.
55. Completion of audit	.. B. O.		
55. List of Part Final Withdrawal and Final Withdrawal Vouchers for marking by D.A.G. (Funds) for I.T.A's. .. check.	Fds. I (for consolidation & submission to D.A.G.)	April to March 5th July to 5th June, respectively.	Fds. I/Genl. III/70-71, /P.F.W. & F. W., dated 18-1-1971.

APPENDIX III—(Contd.)

(1)	(2)	(3)	(4)	(5)
(e) Fortnightly.				
1. Register of Pending Cases	.. B. O.	3rd & 18th	..	
2. Register for Watching Clearance of Residual Balance (State & Central).	B. O./D.A.G.	3rd & 18th	..	
3. Register of Pending cases of Final Withdrawal .	B.O./DAG/A.G.	7th & 22nd on 15th & 30th	..	
4. Report regarding Pending Telegrams.	A. G.	5th & 20th	A. G.'s orders dated 17-3-1971.	
5. Register for watching certificate of utilisation of Part final withdrawal for marriage purposes (Except in Fds. I Calendar.)	B. O.	10th & 25th	Para 355 of the Manual.	
6. Outturn of Peripatetic Parties and Funds co-ordinations Section.	D.A.G./Addl. A.G.	10th & 25th		
7. Inspection report of Director of Inspection-Progress in clearance.	I. T. A.	Every fortnight	T.M./Genl./II/11-20/61-69, dated 5-2-1969.	

(f) Weekly.

1. Passport Register	.. B. O.	Every Monday	Manual of General Procedure.
2. Calendar of Returns	.. B. O.	Every Tuesday	Para 11 of the Manual.

3. Complaints Register	.. B. O.	Every Monday	C. A. G's. D. O. Lr. No. 1709/Tech. Admr., I. D. 360/67, dated 19-6-1967.
4. Statement showing the number and date and subject of the letters wrongly marked to the Section by C.D.S. II.	B. O./C.D.S. II	Every Saturday	E.B.II/Genl./Misc./61-69, dated 4-4-1968.
5. SECTION III. RETURNS DUE FROM OUTSIDE AUTHORITIES OR FROM OTHER SECTIONS OF THE OFFICE.			
(a) Annual.			
1. Report of Verification of emoluments of subscribers to C.P.F. during local audit by this office field staff.	Departmental Officers.	5th March	O. O. Fds. C. P. F. of March 1939.
2. Gross pay statements from departmental officers for the preceding year.	Departmental Officers.	15th April	Cir. Fds. III (a) C.P.F. 1/1546, dated 9-3-1957.
3. Gross pay statements in respect of subscribers to C. P. F. (India) and Work-charged Contributory Provident Fund.	Subscribers to C. P. F. (I) and Deputy Mint Master, I. G. Mint, Hyderabad.	15th April	A. A. O's. Orders, dated 19-12-1957.
4. Seasonal staff for annual work at the rate of one U. D. C. per section from middle of May for two months.	From E. B.	15th May to 15th July	C.A.G's. Lr. No. 3421/TA/II/28/3/64, dated 8-3-1965.
5. Superannuation statements	.. All sections	1st August.	Section Order Fds. I/Genl. I/1, dt. 6-5-1958.

APPENDIX III—(Concl'd.)

(1)	(2)	(3)	(4)	(5)
<i>(b) Half-yearly.</i>				
List of persons appointed on probation in I.A.S./I.P.S. Cadre.		G.A.D.	1st July 1st January.	Fds. I/Genl /218, dated 9-9-1957.
<i>(c) Quarterly.</i>				
Statement of Final Withdrawal and Residual Balance cases pending (In Funds I only).		From all Funds Sections	1st of May, August, November & February.	Para 413 of the Manual.
<i>(d) Monthly.</i>				
Statement of retired officers or those on Leave Preparatory to Retirement.		From GAD/PV. to all Funds Sections.	15th	Para 388 of the Manual.

APPENDIX IV

Standards prescribed by the Comptroller and Auditor General for Computing Arrears. (Internal and External.)

Sl.No.	Item of work	Existing standard	Revised standard	Authority.
(1)	(2)	(3)	(4)	(5)
1.	Common Registers in the Section.	5 minutes per Register.	15 minutes per Register subject to a maximum of ten hours per month per section.	C-A.G's Lr. No. 2347/Admn. I/231-62, dated 6th September, 1962.
2.	Six Monthly Registers.	1 hour per unit.	2 hours per unit.	C.A.G's Lr. No. 2452-Admn. I/329-60, dated 15th September, 1962.
Above standards which are prescribed for Treasury Audit Department are applicable to Funds Section also.				
3.	Posting of P.F.A./cs. 1000 Accounts.	10 Mandays	..	C.A.G's Lr. No. 2670/T.A.II/171-67, dated 20th October, 1967.
4.	F.W. Cases pending.	1/2 day per case.	..	Ad hoc.
5.	R.B. Cases pending.	half-an hour per case.	..	Ad hoc.
6.	I.C.P.F. Accounts items pending.	20 minutes per item.	..	C.A.G's Lr. No. 1139 T.A.II/237-64, ,dated 20th July, 1964.
7.	Other items common to Funds and T. A. D. Branch.	As laid down for T. A. D.	..	See Items 1 & 2.

[O. O. No. ITA/5-20/67-68/35, dated 3rd July, 1969-File 1-107/68-69.]

APPENDIX V

(Referred to in Paragraph 242)

SECTION-A.

Rate of Interest on balances in the General Provident Fund and other Provident funds from time to time.

Period	Rate of Interest per Annum	Authority
(1)	(2)	(3)
1st August, 1909 to 31st March, 1919	.. 4.00 per cent	.. G.I., F.D., Resolution No. 2986 P., dated 14th June, 1909 (case Fds. 1-1 of 1909-1913.)
1st April, 1919 to 31st March, 1927	.. 5.50 per cent	.. G.I., F.D., Resolution No. 272 G.L., (F.E.), dated 11th February, 1920 (case Fds. 1-2 of 1913-1921.)
1st April, 1927 to 31st March, 1930	.. 4.75 per cent	.. G.I., F.D., Resolution No. F. 70-II F.E., dated 29th September, 1926 (case Fds. I-I of 1922-1926.)
1st April, 1930 to 31st March, 1932	.. 5.00 per cent	.. G.I., F.D., Resolution No. F-37 V.R. II, dated 10th March, 1930 recorded in G.O. No. 230, Finance, dated 27th March, 1930 (case Fds., 13-2 of 1930-31) and G.I., F.D., Resolution No. F 37-V.R. II, dated 11th March, 1931, recorded in G.O. No. 250, Finance, dated 8th April, 1931 (case Fds. 9-21 of 1930-32.)
1st April, 1932 to 31st March 1933	.. 5.25 per cen.	.. G.I., F.D., Notification No. 3843-R. II, dated 12-3-1932.
1st April, 1933 to 31st March, 1934	.. 5.50 per cent	.. G.I., F.D., Notification No. 4415-R. II, dated 8th March, 1933.
1st April, 1934 to 31st March, 1935	.. 5.25 per cent	.. G.I., F.D., Resolution No. F.30 I-R. II/34, dated 15th March, 1934 (case Fds. 9-1 of 1934-35.)
1st April, 1935 to 31st March, 1936	.. 5.00 per cent	.. G.I., F.D., Notification No. F-301-R. II-35, dated 14-2-1965.

1st April, 1936 to 31st March, 1937 4.75 per cent	.. G.I., Resolution No. F-30 (I)-R. II/36, dated 13-2-1936, published on page 145 of the Government of India Gazette, dated 15-2-1936.
1st April, 1937 to 31st March, 1938 4.00 per cent	.. G. I., Resolution No. F 30 (2)-R. 11-36, dated 11th February, 1937 and G. O. No. 178, Fin. (Pen.), dated 2nd March, 1937 (Fds. 9-11 of 1936-37).
1st April, 1938 to 31st March, 1939 3.50 per cent except in the case of subscribers who are entitled under the Rules of the Funds to a higher minimum rate.	G. I., F. D., Resolution No. F. 30 (2)-R. II/37, dated 3rd March, 1938, G. O. No. 294, Fin. (Pen.), dated 21st March, 1938.
1st April, 1939 to 31st March, 1940 3.50 per cent	.. G. I., F. D., Resolution No. F. 30 (3)-R. II/38, dated 15th February, 1939 and G. O. No. 183, Fin. (Pen.), dated 20th March, 1939.
1st April, 1940 to 31st March, 1942 3.25 per cent	.. G. I., F. D., Resolution No. F. 30 (3)-R. II/39, dated 14th February, 1940 and G. O. No. 167, Fin. (Pen.), dated 12th March, 1940, G. I., F. D., Resolution No. F. 30 (2)-R. II/40, dated 17th February, 1941, G. O. No. 204, Fin. (Pen.), dated 2nd April, 1941.
1st April, 1942 to 31st March, 1946	.. 3.50 per cent	.. G. I., F. D., Resolution No. F. 30 (I)-R. II/42, dated 17th February, 1942 and G. O. No. 125, Fin. (Pen.) dated 11th.....1942; G. I., F. D., Resolution No. F. 30 (I)-R. II/43, dated 18th February, 1943 and G.O. Ms. No. 374, Fin. (Pen.), dated 10th March, 1943; G. I., F. D., Resolution No. F. 30 (I)-R. II/44, dated 28th February, 1944; G. O. Ms. No. 140, Fin. (Pen.), dated 16th March, 1944 and G. I., F. D., Resolution No. F. 30 (I)-R. II/45, dated 12th April, 1945 and G. O. No. Ms. 559, Fin., dated 11th May, 1945.

APPENDIX V—(Contd.)

(1)	(2)	(3)
1st April, 1946 to 31st March, 1947 3.25 per cent	.. G. I., F. D., Resolution No. F. 33 (2) Est. V/46, dated 23rd March, 1946 and G. O. Ms. No. 311, Fin. (Pen.) 15th April, 1946.
1st April, 1947 to 31st March, 1953 3.00 per cent	.. G. I., F. D., Resolution No. F. 33 (I) Estt. V-47, dated 25th April, 1947 and G. O. No. 329, Fin. (Pen.), dated 10th May, 1947, G. I. F. D., Resolution No. F. 34 (I) Est. V/48, dated 5th April, 1948 and G. O. Ms. No. 385, Finance, dated 19th April, 1948; G. I. F. D., Resolution No. F. 35 (I) Est. V/49, dated 28th April, 1949 and G. O. No. 455, Fin. (Pen.), dated 5th May, 1949; G. I., F. D., Resolution No. 37 (I) EV/50, dated 2nd March, 1950; G. I., M. F. Lr. F. 39 (I) EV/51 dated 28th March, 1951 and G. O. (Composite Madras) Ms. No. 386, Fin., dated 4th April, 1951, and G. I. M. F. Lr. No. F. 43 (I) EV/52, dated 8th April, 1952 and Govt. of Composite Madras G. O. No. 413, Fin. (Pen.), dated 16th April, 1952.
1st April, 1953 to 31st March, 1955..	.. 3.25 per cent	.. G. I., M. F., Resolution No. 43 (I) EV/53, dated 4th March, 1953 and G.O. Ms. No. 448, Fin. (Pen.), Dept., dated 18th March, 1953 and G. I., M. F. Resolution No. F. 23 (I) EV/54, dated 23rd March, 1954 and G. O. Ms. No. 286, Fin. (Pen.), Dept., dated 14th May, 1954.
1st April, 1955 to 31st March, 1956..	.. 3.5 per cent	.. G. I., M. F. Resolution No. F. 23 (I) EV/55, dated 10th March, 1955 and Government of Andhra G. O. Ms. No. 223, Finance, dated 29th March, 1955.

1st April, 1956 to March, 1958	..	3.75 per cent	..	(i) G. I., M. F. Resolution No. F. 25 (I) EV/56, dated 29th March, 1956 and Government of Andhra G. O. Ms. No. 312, Fin., dated 26th April, 1956.
				(ii) G. I., M. F. Resolution No. F. 25 (I)-EV/57, dated 28th March, 1957 and Govt. of Andhra Pradesh G.O. Ms. No. 1197, Fin., dated 30th October, 1957.
1st April, 1958 to March, 1959	..	3.75 per cent	..	(i) G. I., M. F. Resolution No. F. 25 (I) EV/58, dated 21st March, 1958.
				(ii) Govt. of Andhra Pradesh, G. O. Ms. No. 532 Fin. (Pen.-I) Dept., dated 20th May, 1958.
1st April, 1959 to 31st March, 1960..	..	3.75 per cent	..	(i) G. I., M. F. Resolution No. F. 37 (I) EV/59, dated 6th April, 1959.
				(ii) Govt. of Andhra Pradesh, G. O. Ms. No. 1005 Finance (Pen.-I), dated 2nd June, 1959.
1st April, 1960 to 31st March, 1961..	..	3.75 per cent	..	
1st April, 1961 to 31st March, 1962..	..	3.75 per cent	..	
1st April, 1962 to 31st March, 1964..	..	4 per cent	..	
1st April, 1964 to 31st March, 1965..	..	4 per cent	..	G. I., M. F., Res., No. F. 24 (I)-EV (B)/64, dated 18th April, 1964 and G. O. Ms. No. 158, Fin. (Pen.-I) Deptt., dated 29th April, 1964.
1st April, 1965 to 31st March, 1966..	..	4.25 per cent	..	G. I., M. F. Res. No. F. 24 (I)-EV (B)/65, dated 11th May, 1965 and G. O. Ms. No. 275, Fin. (Pen.-I) Deptt., dated 13th October, 1965.
1st April, 1966 to 31st March, 1967..	..	4.60 per cent	..	G.I., M. F., Res. No. F. 34 (4)-EV/66, dated 23rd July, 1966 and G. O. Ms. No. 216, Fin. (Pen.-I) Deptt., dated 31st October, 1966.

APPENDIX V—(Concl'd.)

1684—19*

(1)	(2)	(3)
1st April, 1967 to 31st March, 1968 4.80 per cent	.. G. I., M. F. Res. No. F. 34 (1)-EV 67, dated 9th February, 1967 and G.O. Ms. No. 117, Fin., (Pen.-I), Deptt., dated 15th June, 1967.
1st April, 1968 to 31st March, 1969 5.10 per cent & 4.80 per cent	.. for the first Rs. 10,000 for any sums in excess of Rs. 10,000—G. I., M. F. Res. No. F. 34 (1)-EV 68, dated 26th April, 1968 and G. O. Ms. No. 187, Fin. (Pen.-I) Deptt., dated 1st August, 1968.
1st April, 1969 to 31st March, 1970 5.25 per cent & 4.80 per cent	.. for the first Rs. 10,000 for sums in excess of Rs. 10,000—G. I., M. F. Res. No. F. 34 (1)-EV/69, dated 19th May, 1969 and G.O. Ms. No. 222, Finance (Pen.-I) Deptt., dated 4th August, 1969.
1st April, 1970 to 31st March, 1971 5.50 per cent & 4.80 per cent	.. for the first Rs. 10,000 for sums in excess of Rs. 10,000—G. I., M. F. Res. No. F. 34 (1)-EV/70, dated 18th April, 1970 and G.O. Ms. No. 223, Fin. (Pen.-I) Deptt., dated 24th July, 1970.
1st April, 1971 to 31st March, 1972 5.70 per cent & 5.00 per cent	.. for the first Rs. 10,000 for sums in excess of Rs. 10,000—G. I., M. F. Res. F. 34 (1)/EV/71, dated 28th May, 1971—G. O. Ms. No. 210, Fin. (Pen.-I) Deptt., dated 28th June, 1971.

APPENDIX-V

SECTION B

Method of Calculating Interest on P. F. Money

Year 1958-59

Rate of Interest: 3.75%

G. P. F./R. B.

Month	Opening balance	Subscrip- tions	Refund of with- drawals	With- drawals	Closing Balance
(1)	(2)	(3)	(4)	(5)	(6)
April	35	35
May	35	35	70
June	70	35	..	360	—255
July	—255	35	30	..	—190
August	—190	35	30	..	—125
September	—125	35	30	..	—60
October	—60	35	30	..	5
November	5	35	30	..	70
December	70	35	30	..	135
January	135	35	30	..	200
February	200	35	30	..	265
March	265	35	30	..	330*
	..	420	270	360	—630 +1,110

$$690-360 = 330^*$$

Net total of Col. (6).....(1110 -630)=480

Actual amount to be taken into account for interest
purposes 480/12 = Rs. 40

Opening Balance for 1958-59 (*i. e.*, C. B. of 1957-58) .. 6,321.00

Average for the year to be taken into account for
interest 40.00

6,361.00

Interest on Rs. 6,361.00 for 1958-59 at 3.75% p. a. .. $6,361 \times 3.75$

100
= Rs. 238.54 or 239

Therefore, Interest for the year 1958-59 . Rs. 239

APPENDIX V, SECTION-B—(Contd.)

Important:

Note.— 1 Interest should be rounded to whole Rupees, 50 P. and more counting as the next higher Rupee.

Note.— 2 The debits relating to previous months, but actually included in the accounts only subsequently, should be taken to the concerned months for purposes of interest calculation. Regarding credits *vide* note (3) under para 248 and para 250.

Note.— 3 In final withdrawal cases or in cases of transfer of ledger account balances to other Accounts Offices, etc., where interest for part of a year is to be adjusted, the opening balance for the year also, should be reduced proportionately *i. e.*, if interest is to be allowed for only 7 months, the actual opening balance should be reduced to 7/12th fraction to work out the balance for which interest is actually to be calculated (*vide* illustration below B.).

B. Assuming that the subscriber died, say, on 1st October 1958 and the F. W. case was finalised early in November, 1958 and assuming also that the deductions upto October 1958 were the same as indicated in the previous table, interest is to be calculated as follows:—

Year: 1958-59 Rate of Interest: 3.75% G. P. F./R. B.

Subscriber died on 1-10-1958 Last Fund deduction in October 1958
Case finalised in first week of November 1958.

Month		O. B.	Subscription	Refund of withdrawals	With- drawals	Closing Balance
(1)		(2)	(3)	(4)	(5)	(6)
April, 1958	35	35
May, 1958	..	35	35	70
June, 1958	..	70	35	..	360	--255
July, 1958	..	—255	35	30	..	--190
August, 1958	..	—190	35	30	..	—125
September, 1958	..	—125	35	30	..	—60
October, 1958	..	—60	35 (L. F. D.)	30	..	5
Total	245	120	360	110—630

APPENDIX—V SECTION—B—(Concl'd.)

Actual amount to be taken into account, for interest calculation	(—)520/12 = (—) 43.33
Actual Opening balance for 58-59	6,321.00
Proportionate O.B. on account of the closure of the account in November allowing interest to end of October'58 (<i>i.e.</i> , 7 months or 7/12.).	6321x7/12 =	3,687.25
Average of net credits during the year to be taken into account for purposes of interest	(—) 43.33
Net balance on which interest for 58-59 is allowed	3,643.92
Interest for 1958-59 (7 months) $3643.92 \times 3.75/100 = 137.$		
Opening Balance for 1958-59	6,321.00
Credits 4/58 to 10/58	365.00
Interest upto 10/58	137.00
	Total	6,823.00
Withdrawals	360.00
Balance to be authorised)	6,463.00

SECTION—C.

(i) *Method of Calculation of interest in respect of all P. F. Deposits other than contributory P. F. when the account is closed at the end of the year and when slab rates of interest are prescribed :—*

Ex. : Balance as on 1-4-1968—Rs. 9,500.

Month			Subscrip- tion.	Refunds	With- drawals	Balance at the end of each month
1			2	3	4	5
4/68	100	9,600
5/68	100	9,700
6/68	100	9,800
7/68	100	9,900
8/68	100	10,000
9/68	100	10,100
10/68	100	10,200
11/68	100	..	1,200	7,100
12/68	100	9,200
1/69	100	50	..	9,350
2/69	100	50	..	9,500
3/69	100	50	..	9,650
						1,16,100

Average monthly balance : $\frac{1,16,100}{12} = \text{Rs. } 9,675.$

Rate of interest to be applied 5.10% on 9,675.

Note.—If the average monthly balance works out to more than Rs. 10,000 say Rs. 12,000 interest will be calculated as follows :—

I. On Rs. 10,000/- — at 5.10 percent.

II. On the balance viz., Rs. 2,000/- — at 4.80 per cent.

(G.I., Memo No. 34 (2)-EV/68, dated 18th September, 1968)

(G.O. Ms. No. 268, Govt. of A.P., dated 6th November, 1968.)

(ii) *Method of calculation of interest in respect of all P. F. Deposits other than Contributory P. F. when the account is closed during the year, and when slab rates of interest are prescribed.*

APPENDIX—V SECTION—C (Contd.)

Specimen Example :—

Opening Balance (Closing Balance of 31-3-1968). = Rs. 42,053.

				Deposits	Withdrawals	Progressive Balance.
				Rs.	Rs.	Rs.
4/68	400	..	42,453
5/68	400	18,000	24,853
6/68	400	20,000	5,253
7/68	5,253
8/68	5,253
				1,200	38,000	83,065

Progressive total as above Rs. 83,065.

Monthly average upto 8/68 (5 months) Rs. $83,065/5 = 16,613$.

Therefore, interest on first Rs. 10,000 (out of average of 16,613) is :

$$* \text{ Rs. } \frac{10,000 \times 5}{12} \times \frac{51}{10} \times \frac{1}{100} = \text{Rs. } 212.50.$$

and the remaining amount of interest is :—

$$** \text{ Rs. } 6,613 \times \frac{5}{12} \times \frac{24}{3} \times \frac{1}{100} = \text{Rs. } 132.26$$

$$\text{Rs. } 212.50 + \text{Rs. } 132.26 = \text{Rs. } 344.76$$

Interest, Rs. 345.00

*5.10%

**@ 4.80% (on amount in excess of Rs. 10,000).

(G.I., M. F. No. 34 (2)-Ev/68, Dated 27th August, 1969 : GO. Ms. No. 284, Govt. of A.P., Dated 24th September, 1969.)

(iii) *Method of Calculation of interest in the case of Contributory Provident Fund when slab rates of interest are prescribed and when the account is closed at the end of the year,*

The balance in a subscriber's C.P.F. Account at the beginning of a financial year will consist of the subscriber's own subscription including interest thereon plus Government contribution including interest thereon plus Government contribution including interest thereon upto the end of the preceding financial year. If A & B represent, these amounts, respectively, then the balance

APPENDIX—V SECTION—C (Concl'd.)

at the commencement of the financial year in question will be Rs. $A + B$. During the financial year, the subscriber will make his own subscription, whereas Government's contribution will be credited only at the end of the financial year. In case, Rs. C and Rs. D be the subscription during the financial year & the Government's contribution at the end of the financial year respectively interest on Rs. $A + B + C$ will have to be calculated in accordance with O. M. No. 34 (2)—EV/68, dated 18-9-1968 *vide* example (i) in this section. Similarly, interest on Rs. $A + C$ should be calculated following the same method to determine the interest on the subscription portion. The interest on Government contribution will be interest on Rs. $A + B + C$ minus interest $A + C$.

(G.I., M. F. O.M. No. F. 34 (1)—EV/68, dated 31st January, 1969 and GO. Ms. No. 145, Govt. of A.P dated 14th May, 1969.).

(iv) *Method of calculation of interest in the case of contributory Provident Fund when slab rates of interest are prescribed and when the account is closed during the year.*

The instructions contained in the Ministry's Office Memorandum No. F 34 (1)—EV/68, Dated 31-1-1969 (referred to in Section C (II) of this Appendix apply *mutatis mutandis* for the calculation of interest of the part of a year.

(G.O. I., M.F. No. 34 (2)—EV/68, dated 27th August, 1969 and G.O Ms. No. 284, Finance (Pension-I) Department, Dated 24th September, 1969.)

APPENDIX—V—SECTION ‘ D ’.

Method of Calculation of the Residual Balance.

*Example :—*An Officer retired on 2nd May, 1971. His last fund deduction was Rs. 500 from the pay for April paid in May. Final withdrawal of the opening balance for 1971-72 of Rs. 40,000 together with interest of Rs. 345 for two months (at the rate of 5.7 % p.a. on the first Rs. 10,000 and at the rate of 5 % on the balance) was initially released in the first week of June, 1971. The balance is to be released now (say in first week of October, 1971). It constitutes the credits of Rs. 500 each for April and May, together with interest upto September, 1971 (falling within the period of six months following the month in which the provident fund balances became payable *i.e.*, May, 1971.) It is worked out as under.

Month of Subscription				Amount of Withdrawal Subscription.		Progressive Balance.
1				2	3	4
April'71	500	..	500
May'71	500	..	1,000
June'71	1,000
July'71	1,000
August'71	1,000
September'71		1,000
					Rs.	5,500

Average monthly balance, on which interest is to be calculated

Rs. 5,500/6

APPENDIX V, SECTION-B—(Contd.)

$$\text{Interest} = \frac{5500}{6} \times \frac{6}{12} \times \frac{5}{100} (*)$$

(*) The lower rate of 5% is adopted, as the subscriber had already been allowed interest at higher rate of 5.7% to the the full extent of Rs. 10,000 at the time of the initial payment of the Provident Fund balances.

$$= \frac{55 \times 5}{12}$$

$$= \frac{275}{12} = 22.91$$

= Rs. 23 (as rounded off to the nearest rupee).

Residual Balance
Payable = Rs. 500 + Rs. 500 +
+ Rs. 23 = Rs. 1,023.

APPENDIX VI

[Referred to in Paragraph 149 b]

Form of Application for a temporary advance from Provident Fund
and sanction thereof.

1. Name of the Subscriber.
2. Designation
3. Pay.
4. Name of the Provident Fund
and Account No.
5. Balance at credit of the subscriber
on the date of application.
6. Amount of advance required.
7. Purpose for which advance is re-
quired.
8. Number (and amount) of monthly
instalments in which the advance
is proposed to be repaid.
9. Amount of advance or advances
last taken, if any. State particulars
of the advances, date on which
taken, instalments of repayment
and balance outstanding or
date of repayment..

	Amount	Date	Date of repayment in full	Balance out- standing	Instal- ments	Purposes
I
II
III

10. Full particulars of the pecuniary
circumstances of subscriber, just-
ifying the application for the tem-
porary withdrawals.

Signature of the Applicant.

Designation :

Date :

APPENDIX VI—(Concl'd.)

The above particulars have been verified to be correct.

Signature : $\frac{x}{2}$

Designation^y:

Date :

No.....

Dated.....

Sanction of the.....is hereby accorded/conveyed for the grant of an advance of Rs.....(in words).....to be recovered in.....monthly instalments of Rs.....each with one/two additional instalments representing interest at the usual rate/as a special case in relaxation of Rule.....

Signature & Designation of the
sanctioning authority.

Copy forwarded to :—

1. Accounts Officer, 2. Subscriber, 3. Head of Office.

APPENDIX VII

SECTION-A.

(Referred to in Paragraph 354)

Sub:—General Provident Fund—Part Final Withdrawal

Sri/Smt./Kum.....Designation.

Ref :—

A non-refundable part-final withdrawal from the Provident Fund for meeting expenditure on marriage/higher education/house building purposes as particularised below has been sanctioned under rules regulating the fund, by the undersigned.

1. Subscriber's name.
2. Subscriber's Designation.
3. (a) Subscriber's date of birth.
(b) Subscriber's date of entry into Government service.
4. Subscriber's probable date of retirement.
5. Subscriber's pay (as defined in F.Rs., details of special pay, personal pay, etc., to be given separately.)
6. Name of the Provident Fund to which the subscriber is subscribing :
7. Account No. allotted by the Accountant General, Andhra Pradesh (together with departmental suffix) :
8. Balance at credit of the subscriber on the date of sanctioning the withdrawal verified from the Account slip last rendered by the Accounts Officer and subsequent deposits and withdrawals (Full particulars to be given).
9. Object of withdrawal :
10. (a) Amount of withdrawal sanctioned (in words as well as in figures.)

APPENDIX VII, SECTION-A—(Contd.)

-
- (b) If the amount of withdrawal sanctioned exceeds the limits of six/three month's pay for the marriage of daughters/son, the reason thereof may be stated.
11. G.O. or relevant rule under which advance is sanctioned.
 12. Whether all the conditions prescribed by Government for the sanction of such withdrawals have been satisfied by the subscriber.
 13. Place at which the payment is required (Name of Treasury/Sub-Treasury Offices to be given.)
 14. If the present sanction is for marriage/higher education purposes the following particulars should be given :
 - (a) For whose marriage/higher education :
 - (b) Whether a part-final withdrawal or a temporary advance has been drawn earlier for the same purpose (if so full details thereof Number and date of sanction, Voucher Number, date of drawal of the amount to be given).
 - (c) Whether any temporary advance sanctioned for the same purpose earlier has been converted into part-final withdrawal.
 - (d) Whether sanction is for the same daughter/son of the subscriber.
 15. In case of withdrawal for higher education purposes :—
 - (a) Name of the course of study:
 - (b) Duration of course :
 - (c) Whether it is beyond the high school stage.
 - (d) Whether it is specialised for technical course.

APPENDIX VII, SECTION-A—(Contd.)

- (e) Whether the education is in India or outside India .
 - (f) Particulars of previous withdrawals, if any, viz., the amount and the actual date of withdrawal to be specified.
 - (g) Whether the person in respect of whom the withdrawal is sanctioned is dependent child of the subscriber.
16. In case of withdrawal for house Building purpose :
- (a) Whether the house is proposed to be constructed at the place of the subscriber's duty or intended place or residence after retirement.
 - (b) Whether the subscriber already owns a house at the place referred in (a) above.
 - (c) The number of instalments in which the amount sanctioned is payable.
 - (d) Whether advance for house building purposes was sanctioned to the subscriber from any other Government source (if so full details of the amount, source, etc., thereof to be given).
 - (e) Whether any part-final withdrawal had been sanctioned earlier for house building purposes (if so full particulars to be given).
17. Whether all the conditions prescribed by Government for sanction of such withdrawals have been satisfied by the subscriber.
18. Designation of the authority competent to sanction advance to the subscriber from his P. F. Account for special reasons.

Signature :

Designation

APPENDIX VII

SECTION - A (1)

Final withdrawal of provident fund money for house-building purposes

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 50 (12)-EV/52, dated the 20th May, 1952, as amended from time to time, permitting the grant of advances from provident funds for house-building purposes to certain Central Government servants. It has been represented that the repayment of the advance causes considerable hardship to the persons concerned at a stage of their career when their commitments are at their heaviest. Moreover, the amounts at their credit in the Provident Funds would become payable to them in any case within the next few years. These requests have been carefully considered and the President is pleased to direct that final withdrawals from the provident funds may be permitted to Central Government servants for house-building purposes on the following terms and conditions, namely :—

- (a) withdrawals may be permitted either for the purpose of building or acquiring a suitable house including the cost of site or for repayment of any outstanding amounts on account of loans expressly taken for the purpose aforesaid before the date of receipt of the application for withdrawal ;
- (b) the concession will be admissible to Central Government servants who are subscribers to any Government Provident Fund at any time not earlier than ten years before attaining the age of superannation, or, on their completion of 20 years' total service (including broken periods of service, if any, whichever is earlier ;
- (c) withdrawal from the provident fund shall not exceed (1) one half of the amount standing to the credit of the Government servant in case of a non-contributory provident fund or the amount actually subscribed by him along with interest thereon standing to his credit in the case of a contributory provident fund, as the case may be, or (2) the actual cost of the house including the cost of the site, or repayment of the loan in that behalf, whichever, is less. If, as mentioned above, the amount withdrawn exceeds the actual expenditure or repayment as aforesaid, the excess shall be refunded to the Government forthwith in one lumpsum together with interest thereon at the rate provided in Rule 11 of General Provident Fund (Central Services) Rules or the corresponding rule of other Provident Funds from the month of such withdrawal by the Government servant for being credited to his account in the relevant provident fund. The actual expenditure incurred in connection with sale or transfer deeds may be reckoned as part of the cost of the house ;
- (d) the house proposed to be acquired or redeemed by the Government servant with the help of the amount withdrawn as aforesaid shall be situated at the place of his duty or his intended place of residence after retirement ;

APPENDIX VII, SECTION-A(1)—(Contd.)

- (e) withdrawals will be permitted for the building, acquisition or redemption of one house only; and further in those cases only where the Government servant does not already own a house at the place referred to above ;
- (f) the construction of the house should be commenced within six months of withdrawal of money and should be completed within a period of one year from the date of commencement of construction. If, however, the house is to be purchased or redeemed or a private loan previously raised for the purpose has to be repaid, this should be done within three months of the withdrawal ;
- (g) in the case of construction of a house, the withdrawal will be permitted only in equal instalments (not less than two and not more than four in number), the instalments after the first being authorised by the administrative authority after verification regarding progress of construction of the house ;

Note.—While authorising the disbursement of the second and subsequent instalments as prescribed in the above sub-para the administrative authority will attach a certificate to the effect that the required formalities in regard to the construction of the house, in pursuance of which the instalment has become due, have been complied with.

- (h) the Government servant shall submit an annual declaration in such form as may from time to time be required by Government on or before the 31st December in each year and satisfy the sanctioning authority, if called upon to do so, by the production of tax receipts, title deeds, etc., that the house remains in his sole ownership and that while he is still in service has not parted with the possession thereof by way of transfer, sale, mortgage, gift, exchange, lease for a term exceeding three years or otherwise however without the previous permission of the sanctioning authority in writing. The amount withdrawn shall be repayable forthwith in one instalment together with interest thereon at the rate provided in Rule 11 of the General Provident Fund (Central Services) Rules or the corresponding rule of other Provident Funds, from the month of such withdrawal by the Government servant if the house is sold or encumbered at any time before retirement without such permission ;
- (i) where a Government servant subscribes to more than one Provident Fund, withdrawal in terms of these orders will be permitted only in respect of one of these Funds which may be selected for this purpose by the subscriber the amount of withdrawal being regulated with reference to the total sum at the credit of the Government servant in all the Provident Funds to which he is subscribing.

2. Before sanctioning the withdrawal the administrative authorities should satisfy themselves that—

- (a) the amount is actually required for the purpose of building, acquiring or redeeming a house as mentioned above ;

APPENDIX VII, SECTION-A(1)—(Contd.)

- (b) the Government servant possesses or intends to acquire forthwith the right to build on the site on which the house is proposed to be built ;
- (c) the amount withdrawn together with such other private savings, if any, as the Government servant may have, would be sufficient to build, acquire or redeem the house of the type proposed ;
- (d) the applicant has an approved plan and permits, where necessary from the local authorities for the purchase of building material to the extent required and at controlled rates ;
- (e) in the case of withdrawal for the purchase of a ready-built house, the applicant secures an undisputed title to the house and the land on which the house is built within a period of 3 months from the date of drawal of the amount before the purchase price is paid. This condition does not preclude withdrawals for the purpose of building houses on plots of land taken on lease from Government in New Delhi, even though in such cases the Government servant concerned becomes entitled to a perpetual lease only on the production of a certificate from the Chief Commissioner that the building on the plot leased has been built in accordance with the agreed conditions ;
- (f) before withdrawals are permitted for the repayment of loans taken from private parties expressly for the purpose of acquiring a house, or for redeeming the house, the applicant has acquired or will acquire an unencumbered title to the house thus acquired ;
- (g) the applicant has signed an undertaking as in the form annexed to his office Memorandum or where this form is not suitable, e.g., in cases of redemption of mortgaged premises belonging to the Government servant, in the form as may be approved by the Government indicating the main terms and conditions of the withdrawals sanctioned in this Office Memorandum.

3. For the purposes referred to in clauses (e) and (f) of paragraph 2 above, the Government servant should produce necessary deeds and papers to the sanctioning authority proving his title in respect of the property, within a period of three months from the date of drawal of the amount.

4. Authorities who are competent to sanction temporary advances for special reasons under the relevant Provident Fund Rules will be the "sanctioning authorities" for the purpose of these orders when all the terms and conditions for the withdrawal are fulfilled. Cases necessitating the relaxation of any of the terms and conditions should be referred to the Ministry of Finance.

5. The actual withdrawal from the Fund will be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange this as soon as the formal sanction of the competent authority has been issued.

6. The concession now sanctioned will not be in addition to that sanctioned in this Ministry's Orders contained in the Office Memorandum dated the 26th May, 1952, referred to above, and in the Office Memorandum No. F. 50 (14)-EV/51, dated the 30th July, 1951, as amended from time to time, regarding the grant of refundable advances from Provident Funds to

APPENDIX VII, SECTION-A(1)—(Contd.)

displaced persons. However, in the case of Government servants who have already drawn repayable advances from provident funds for house-building purposes under the orders contained in the said Office Memorandum, dated the 26th May, 1952 or of the 30th July, 1951 and who are eligible to avail of the concessions under the present orders, the outstanding amount (with interest) of the repayable advances may, at the written request of the Government servant concerned, be sanctioned as a withdrawal, subject to the conditions laid down in this Office Memorandum being fulfilled.

7. The orders contained in this Ministry's Office Memorandum No. F. 50 (12)-EV/62, dated the 26th May, 1952, as amended from time to time shall be deemed to be superseded by the orders contained in the present Office Memorandum with effect from the date of issue of these orders. Advances granted previously under orders in this Ministry's said Office Memorandum dated the 26th May, 1952 will, however, continue to be regulated thereunder, unless the advances are converted into non-repayable withdrawals under para 6 of this Office Memorandum.

8. In so far as the staff serving in the Indian Audit and Accounts Department are concerned, those orders have been issued after consultation with the Comptroller and Auditor General of India.

9. Necessary formal amendments to the various provident fund rules will be issued in due course under Articles 309 and 148 (5) of the Constitution.

(i) G. I. Min. of Fin. O. M. No. F. 37 (1)-EV.55, dated 25th January, 1955.

No. F. 37 (1) EV. 55, dated 9th Sept., 1959.

No. F. 37 (1)-EV. 55, dated 28th June, 1955,

No. F. 36 (3) EV/59, dated 20th July, 1959.

The President of India,

In consideration of the President (hereinafter referred to as "the Government"), having agreed at my request to permit, for the purpose of building or acquiring a suitable house including the cost of the site thereof, withdrawal of the sum of Rs. (Rupees.) only from the amount standing to my credit in the Fund under the provisions of the Government of India, Ministry of Finance Office Memorandum No. F 37 (1)-EV-55, dated the 25th day of January, 1955. I hereby undertake to observe and perform the terms and conditions contained therein in so far as they are applicable to me and, in particular to comply with the following terms and conditions, namely.

1. that the amount for which the withdrawal is applied for shall be actually utilised for the purpose of building or acquiring a suitable house including the site thereof ;
2. that if the amount permitted to be so withdrawn is in excess of the actual expenditure incurred by me for building or acquiring a suitable house including the cost of the site thereof, the excess amount together with interest thereon at the rate provided for in para 1 (c)

APPENDIX VII, SECTION-A(1)—(Contd.)

of aforesaid Office Memorandum shall be refunded to the Government for credit to my provident fund forthwith without demur in one lumpsum whether the same shall have been demanded or not ;

3. that the house proposed to be built or acquired by me with the amount so withdrawn shall be situated at my place of duty or where I intend to reside after retirement ;
4. that in the event of my building a house, the construction of the house shall be commenced within six months of the withdrawal of the aforesaid amount and shall be completed within a period of one year from the date of commencement of construction or within such further extended period as the Government may in its absolute discretion allow. In the event of a ready-built house being purchased, any loan previously obtained by me for such purpose from private parties shall be repaid within three months of the drawal of such amount or such extended period as may be permitted by the Government ;
5. that in the event of my building a house the right to build on the site on which the house is proposed to be built will be acquired by me forthwith ;
6. that approved plans and permits, where necessary, from the local authorities for the purchase of building materials to the extent required shall be furnished by me ;
7. that in the case of a drawal for the purchase of a ready-built house I would secure an undisputed title to the house and the land on which the house is built before the purchase price is paid ;
8. that so long as I am in service I shall submit every year a declaration in the form prescribed by the Government on or before the 31st December, that the house so built or acquired continues to be in my sole ownership and possession ;
9. that while in service the house so built or acquired shall not be transferred by me by way of sale, mortgage, exchange or gift or on lease for a term exceeding three years or otherwise howsoever without the previous permission of sanctioning authority in writing.

I hereby declare that my private savings together with the amount permitted to be withdrawn will be sufficient to build or acquire the house of the type proposed and that I do not own any house other than the one which is intended to be built or acquired at the place of my duty or at my intended place of residence after retirement. I further declare that if the house is not purchased or built in accordance with the provisions of the said Office Memorandum or if I commit any breach of any of the aforesaid terms and conditions, I shall repay to the Fund for credit to my account the whole of the amount permitted to be withdrawn from the Fund in pursuance of the said Office Memorandum together with interest thereon at the rate provided for in Para 1 (h) thereof.

Dated this day of 19

(Signature).....

Place.....

APPENDIX VII, SECTION-A (1)—(Concl'd.)

FORM OF ANNUAL DECLARATION

To

The President of India,

I hereby declare that the House—^{built}—by me with the amount with-
acquired

drawn by me from the amount standing to my credit in the
Fund under the provisions of the Government of India, Ministry of Finance
Office Memorandum No. F. 37 (1)-EV/55 dated the 25th January, 1955
has not been transferred by me by way of sale, mortgage, exchange or gift
or on lease for a term exceeding three years or otherwise howsoever, and that
if called upon to do so, I undertake to produce before the sanctioning authority
tax receipts, title deeds and such other documents as may be specified by the
said authority, showing that the house remains in my sole and absolute
ownership.

Dated at this.....day of.....19 ..

Witnesses to Signature (with address)

Signature.....

Designation

1.
.....
2.
.....

[Vide Para 1 (b) of No. 37 (1) EV/1955, dated 25-1-1955 G.I. Ministry of
Fin. O. M.F. 37 (1) EV/55, dated 21-11-1955.]

SECTION A (2)

Provident Fund.—Final withdrawals from Provident Funds to Govern-
ment servants for house building purposes subject to certain terms and con-
ditions—Orders issued.

READ—the following papers :—

From the Government of India, Ministry of Finance, Office Memorandum
No. 37 (1) EV/55, dated 25th January, 1955.

ORDER.—No. 847, Finance, (Pension), dated 28th December, 1955.

In their Office Memorandum cited, the Government of India have issued
orders permitting the final withdrawals from provident funds to Central
Government servants for house building purposes on certain terms and con-
ditions. The question whether the above scheme should be made applicable
to Government servants under the rule-making control of this State has been
considered by the Government and it has been decided that the concession
may be extended to State Government servants as well.

APPENDIX VII, SECTION-A(2)—(Contd.)

2. The Governor of Andhra hereby directs that final withdrawals from the various provident funds may be permitted to State Government servants for house-building purposes on the following terms and conditions, namely :—

(a) withdrawals may be permitted either for the purpose of building or acquiring a suitable house including the cost of site or for repayment of any outstanding amounts on account of loans expressly taken for the purpose aforesaid before the date of receipt of the application for withdrawal; besides loans of the type of property mortgages on houses, even ordinary loans (e.g., under a Promissory Note or on a Life Insurance Policy) can be taken into account provided very strict proof of such loans having been obtained for the purpose of building or acquiring a house is furnished. Officers competent to sanction the advance should verify and examine each such ordinary loan and ensure that the entire amount taken as advance was spent on the construction or acquisition of the house or for the repayment of a loan taken for construction of a house.

(b) the concession will be admissible to State Government servants who are subscribers to any Government provident fund at any time not earlier than ten years before attaining the age of superannuation or on their completion of 20 years total service (including broken periods of service, if any) whichever is earlier.

(c) withdrawals from the provident fund shall not exceed (1) one half of the amount standing to the credit of the Government servant in the case of a non-contributory Provident Fund or the amount actually subscribed by him along with interest thereon standing to his credit in the case of a contributory provident fund, as the case may be, or (2) the actual cost of the house including the cost of the site, or repayment of the loan in that behalf, whichever is less. If, as mentioned above, the amount withdrawn exceeds the actual expenditure or repayment as aforesaid the excess shall be refunded to the Government forthwith in one lumpsum together with interest thereon at the rate provided in Rule 13 of General Provident Fund (Andhra) Rules or the corresponding rule of other provident funds, from the month of such withdrawal by the Government servant, for being credited to his account in the relevant Provident Fund. The actual expenditure incurred in connection with sale or transfer deeds may be reckoned as part of the cost of the house. In the case of a husband and wife who are both subscribers to the Provident Fund both of them may be permitted to withdraw from the Fund for house building provided that only one house is built and that the total amount withdrawn is within the prescribed limit.

Note 1.—In the case of a husband and wife who are both subscribers to the Provident Fund the amount of withdrawal will be regulated with reference to the total sum at their credit in the Provident Fund to which they are subscribing.

Note 2.—In cases where a recognized Co-operative House Construction Society builds for a Government servant the house which includes the value of the site on hire-purchase system, amounts can be withdrawn from the Fund by a subscriber for meeting also the value of the site and the initial deposit to be made with the Society.

APPENDIX VII, SECTION-A(2)—(Contd.)

(d) the house proposed to be acquired or redeemed by the Government servant with the help of the amount withdrawn as aforesaid shall be situated at the place of his duty or his intended place of residence after retirement.

(e) withdrawals will be permitted for the building, acquisition or redumption of one house only ; and further in those cases only where the Government servant does not already own a house at the place referred to above.

(f) the construction of the house should be commenced within six months of withdrawal of money and should be completed within a period of one year from the date of commencement of construction. If, however, the house is to be purchased or redeemed, or a private loan previously raised for the purpose has to be repaid, this should be done within three months of the withdrawal.

Note.—This condition will also apply in cases where a recognized Co-operative House Construction Society builds the house for a Government servant on hire-purchase system or sells a house to a Government servant.

(g) in the case of construction of a house, the withdrawal will be permitted only if equal instalments (not less than two and not more than four in number) the instalments after the first being sanctioned by the administrative authority after verification regarding progress of construction of the house.

Note 1.—This condition will also apply in cases where a recognized Co-operative House Construction Society builds for a Government servant the house on hire-purchase system. All the dues to the Society should be paid by the subscriber with the draws from the fund supplemented if necessary by his private savings within $1\frac{1}{2}$ years from the date of the first withdrawal from the Fund.

Note 2.—While authorising a second and subsequent instalments as prescribed in the above sub-para the administrative authority will attach a certificate to the effect that the required formalities in regard to the construction of the house, in pursuance of which the instalment has become due, have been complied with.

(h) The Government servant shall submit an annual declaration in the form in Annexure II to this Order, on or before the 31st December in each year and satisfy the sanctioning authority, if called upon to do so by the production of tax receipts, title deeds, etc., that the house remain in his sole ownership and that while he is still in service, he has not parted with the possession thereof by way of transfer, sale, mortgage, gift, exchange or lease for a term exceeding three years or otherwise howsoever without the previous permission of the sanctioning authority in writing. The amount withdrawn shall be repayable forthwith in one instalment together with interest thereon at the rate provided in Rule 13 of the General Provident Fund (Andhra) Rules or the corresponding rule of other Provident Funds, from the month of such withdrawal by the Government servant, if the house is sold or encumbered (mortgaged, transferred or alienated, etc.) at any time before retirement without such permission. As the safeguards provided in the Provident Fund Act, (and the rules made thereunder) for the benefit of the subscriber's family will be reduced on account of such infringement it should be viewed as an official misdemeanour inviting departmental disciplinary action.

APPENDIX VII, SECTION-A (2)—(Contd.)

Note.—The condition will also apply in cases where a recognized Co-operative House Construction Society builds or has built the house for a subscriber to a Provident Fund on hire-purchase system subject to the following modification:—While the Government servant is in service and until the full property in the house is passed to him by the Society, he shall submit an annual declaration in the form in Annexure III to this Order, on or before the 31st December in each year and satisfy the sanctioning authority, if called upon to do so, by the production of tax receipts and receipts issued by the Society that the house remains in his virtual possession and he has not parted with the possession thereof by way of transfer, sale, mortgage, gift, exchange or otherwise without the previous permission of sanctioning authority in writing. After he acquires the sole ownership of the house and until he is in service the condition in sub-paragraph (h) will apply.

(i) Where a Government servant subscribes to more than one Provident Fund, withdrawal in terms of these Orders will be permitted only in respect of one of those Funds which may be selected for this purpose by the subscriber, the amount of withdrawal being regulated with reference to the total sum at the credit of the Government servant in all the Provident Funds to which he is subscribing.

3. Before sanctioning the withdrawal, the authorities sanctioning the advance should satisfy themselves that.—

(a) the amount is actually required for the purpose of building, acquiring or redeeming a house as mentioned above;

(b) the Government servant possesses or intends to acquire forthwith the right to build on the site on which the house is proposed to be built ;

(c) the amount withdrawn together with such other private savings, if any, as the Government servant may have, would be sufficient to build, acquire or redeem the house of the type proposed.

(d) the applicant has an approved plan and permits, where necessary from the local authorities for the purchase of building materials to the extent required and at controlled rates ;

(e) in the case of withdrawal for the purchase of a ready-built house the applicant secures an undisputed title to the house and the land on which the house is built within a period of 3 months from the date of drawal of the amount ;

f) before withdrawals are permitted for the repayment of loans taken from private parties expressly for the purpose of acquiring a house, or for redeeming the house, the applicant has acquired or will acquire an unencumbered title to the house thus acquired ;

Note.—In cases where subscribers to a provident fund require the amount for payment to a recognised Co-operative House Construction Society which builds or has built the house for them on hire-purchase system, withdrawals can be permitted even though the title deeds to that house are not in their names and the full property in the house has not passed on to them by the Society.

APPENDIX VII, SECTION A (2)—(Contd.)

(g) the applicant has signed an undertaking as in the form shown in Annexure I to this Order or where this form is not suitable, *e.g.*, in cases of redemption of mortgaged premises belonging to the Government servant in the form as may be approved by the Government indicating the main terms and conditions of the withdrawal sanctioned in this Order.

4. For the purposes referred to in clauses (e) and (f) of paragraph 3 above, the Government servant should produce necessary deeds and papers to the sanctioning authority proving his title in respect of the property within a period of 3 months from the date of drawal of the amount:

5. Authorities who are competent to sanction temporary advances for special reasons under the relevant Provident Fund Rules will be the "Sanctioning authorities" for the purpose of these orders when all the terms and conditions for the withdrawal are fulfilled. Cases necessitating the relaxation of any of the terms and conditions should be referred to the Government in the Finance Department.

6. The actual withdrawal from the Fund will be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange this as soon as the formal sanction of the competent authority has been issued.

7. In cases of officers who intend to reside outside India after retirement each case will be examined by the Government on merits as and when it arises.

8. Necessary formal amendments to the various Provident Fund rules will be issued in due course.

- i) Govt. of A.P. Fin. Dept. G.O. No. 847 Fin. (Pen.), dated 28-12-1955,
- (ii) ,, No. 92 Fin. (Pen.), dated 29th January, 1958.
- (iii) ,, No. 2053 Fin., dated 24th Oct., 1959.
- (iv) ,, No. 1730 Fin., dated 11th Sept., 1959.

ANNEXURE I

FORM OF UNDERTAKING TO BE FURNISHED BY THE GOVERNMENT SERVANT APPLYING FOR THE ADVANCE.

To,

The Governor of Andhra Pradesh,
Hyderabad.

In consideration of the Governor (hereinafter referred to as "The Government") having agreed at my request to permit, for the purpose of building or acquiring a suitable house including the cost of the site thereof, withdrawal of the sum of Rs. (Rupees only) from the amount standing to my credit in the Fund under the provisions of G. O. Ms. No. Finance, dated as may be subsequently amended from time to time, I hereby undertake to

APPENDIX VII, SECTION-A (2)—(Contd.)

observe and perform the terms and conditions contained therein in so far as they are applicable to me and, in particular, to comply with the following terms and conditions, namely:—

(1) that the amount for which the withdrawal is applied for, shall be actually utilised for the purpose of building or acquiring a suitable house including the site thereof;

(2) that, if the amount permitted to be so withdrawn is in excess of the actual expenditure incurred by me for building or acquiring a suitable house including the cost of the site thereof, the excess amount together with interest thereon at the rate provided in paragraph (2) (c) of aforesaid order shall be refunded to the Government for credit to my provident Fund forthwith without demur in one lumpsum whether the same shall have been demanded or not;

(3) that the house proposed to be built or acquired by me with the amount so withdrawn shall be situated at my place of duty or..... where I intend to reside after retirement;

(4) that in the event of my building a house, the construction of the house shall be commenced within six months of the withdrawal of the aforesaid amount and shall be completed within a period of one year from the date of commencement of construction or within such further extended period as the Government may, in its absolute discretion, allow. In the event of a ready-built house being purchased any loan previously obtained by me for such purpose from private parties shall be repaid within three months of the drawal of such amount or such extended period as may be premitted by the Government;

(5) that in the event of my building a house, the right to build on the site on which the house is proposed to be built will be acquired by me forthwith;

(6) that approved plans and permits, where necessary, from the local authorities for the purchase of building materials to the extent required shall be furnished by me;

(7) that in the case of a drawal for the purchase of a ready-built house I would secure an undisputed title to the house and land on which the house is built before the purchase price is paid.

(8) that so long as I am in service, I shall submit every year a declaration in the form prescribed by the Government on or before the 31st December, that the house so built or acquired continues to be in my sole ownership and possession ;

(9) that while in service the house so built or acquired shall be transferred by me by way of sale, mortgage or gift or on lease for a term exceeding three years or otherwise howsoever, without the previous permission of the sanctioning authority in writing.

I hereby declare that my private savings together with the amount permitted to be withdrawn will be sufficient to build or acquire the house of the type proposed and that I do not own any house other than the one which is intended to be built or acquired at the place of my duty or at.....my intended place of residence after retirement. I further declare that if the house

APPENDIX VII, SECTION-A (2)—(Contd.)

is not purchased or built in accordance with the provisions of the said order or if I commit any breach of any of the aforesaid terms and conditions, I shall repay to the.....Fund for credit to my account the whole of the amount permitted to be withdrawn from the Fund in pursuance of the said Order together with interest thereon at the rate provided for in paragraph 2 (b) thereon.

Dated this.....day of.....19

Signature

Place.

ANNEXURE II

FORM OF ANNUAL DECLARATION TO BE FURNISHED BY A
SUBSCRIBER WHO HAS DRAWN AN ADVANCE FOR
ACQUIRING OR CONSTRUCTING A HOUSE.

I,(Designation) ,now residing at.....hereby declare that I am the sole owner of the house indicating the lands, appurtenances, fixtures and other things attached thereto, bearing.....No.....situated at.....which has been acquired/built by me out of the amount withdrawn from my Provident Fund No.....that I am in possession thereof and that, while I am in service, I shall not, without the previous written permission of the Government of Andhra Pradesh part with my possession of the said house by way of transfer, sale, mortgage, gift, exchange, or lease for a term exceeding three years or otherwise howsoever or encumber the same in any other manner.

Signature of the Government servant.

Station.

Date

ANNEXURE III.

FORM OF ANNUAL DECLARATION TO BE FURNISHED BY A SUB-
SCRIBER WHO HAS PAID THE AMOUNT OF ADVANCE TO A
RECOGNISED CO-OPERATIVE HOUSE CONSTRUCTION
SOCIETY WHICH BUILDS OR HAS BUILT THE HOUSE
FOR HIM ON HIRE PURCHASE SYSTEM.

I,(Designation).....now residing at.....hereby declare that I am the virtual owner of the house including the lands, appurtenances, fixtures, and other things attached thereto, bearing.....No.....situated atwhich has been acquired/built by the Society on my behalf out of the amounts withdrawn from my Provident Fund No.....that I am in virtual possession thereof and that, while I am in service, I shall

APPENDIX VII, SECTION-A (2)—(Concl'd.)

not, without the previous written permission of the Government of Andhra Pradesh, part with the virtual possession of the said house by way of transfer, sale, gift, or exchange or otherwise howsoever or encumber the same in any other manner.

Signature of the Government
servant.

Station.

Date,

Section A (3).

Final withdrawals from Provident Funds for the purchase of house-sites and for the construction of houses thereon.

With this Ministry's Office Memorandum No. F. 37 (1)-EV/55, dated the 25th January, 1955, orders were issued permitting final withdrawals by Central Government servants from their Provident Fund account for the purpose of building or acquiring a suitable house, including the cost of the site, subject to certain conditions. Withdrawals for the purchase of house-sites alone are not admissible, as separate advances by themselves, under those orders.

2. In response to representations in this behalf received from several quarters, the President is now pleased to decide that final withdrawals by Central Government servants for purchase of house-sites by themselves and later, for construction of houses, thereon, shall also be allowed within the limits, and subject to the conditions, specified below :—

(a) Withdrawals from the Provident Funds may be permitted either for the purpose of purchasing a house-site or for repayment of any outstanding amount on account of a loan expressly taken for the purchase of a house-site before the receipt of the application for the withdrawal provided that the loan was taken not more than twelve months before the date of receipt of the said application.

(b) The amount of the withdrawal shall not exceed—

(1) One-fourth of the amount standing to the credit of the Government servant in the case of a non-Contributory Provident Fund, and one half of the amount actually subscribed by him along with interest thereon standing to his credit in the case of a Contributory Provident Fund, as the case may be, or

(2) The actual cost of the site,

whichever is less. If the amount withdrawn exceeds the actual cost of the site, the excess shall be refunded to the Government forthwith in one lump-sum, together with interest thereon at the rate provided for in Rule 11 of the General Provident Fund (Central Services) Rules, or the corresponding rule of other Provident Funds, from the month of such withdrawal by the Government servant, for being credited to his account in the relevant Provident Fund. The actual expenditure incurred in connection with the sale or transfer deeds may be reckoned as part of the cost of the site.

APPENDIX VII, SECTION-A (3)—(Contd.)

(c) The amount of the withdrawal may be allowed in one instalment in cases of outright purchase of a house-site or for repayment of a loan earlier taken for the purpose, and in not more than 3 instalments if payment for the site is to be made on an instalment basis. The sanction will be issued for the entire amount of the withdrawal, the number of instalments in which it is actually to be drawn being specified therein.

(d) The actual withdrawal from the Fund shall be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange payment as soon as the formal sanction of the competent authority has been issued.

(e) The withdrawal shall be allowed at any time not earlier than 10 years before the date on which the applicant is due to attain the age of superannuation or at any time after he completes 20 years' total service including broken periods, if any.

(f) The house-site purchased or proposed to be purchased by the Government servant with the help of the amount withdrawn as aforesaid, shall be situated at the place of his duty or his intended place of residence after retirement.

(g) Withdrawal will be permitted for the purchase or redemption of one house-site only, and in those cases only where the Government servant does not already own a house at the place referred to in clause (f) above.

(h) The authorities competent to sanction temporary advances for which special reasons are required under the relevant Provident Fund rules will be the "sanctioning authorities" for the purpose of sanctioning withdrawals for purchase of house-sites also. Cases involving a relaxation of any of the terms and conditions of these orders should be referred to the Ministry of Finance.

(i) The house-site shall be purchased within a period of one month of the withdrawal, or the withdrawal of the first instalment, as the case may be. In fulfilment of this condition, the sanctioning authorities may require the production of receipts issued by the seller, the house building society, etc. in token of the amount of the withdrawal/instalment having been utilised for making payment towards purchase of the site.

(j) The Government servant shall submit an annual declaration in the attached form, on or before the 31st December of each year, and satisfy the sanctioning authority, if called upon to do so, by the production of title deeds, etc., that the house-site remains in his sole ownership and that while he is still in service he has not parted with the possession thereof by way of transfer, sale, mortgage, gift, exchange etc., or otherwise howsoever without the previous permission of the sanctioning authority in writing. The amount withdrawn shall be repayable forthwith in one instalment together with interest thereon at the rate provided for in Rule 11 of the General Provident Fund (Central Services) Rules or the corresponding rule of other Provident Funds, from the month of such withdrawal by the Government servant, if the house-site is sold or encumbered at any time before retirement without such permission.

(k) Where a Government servant subscribes to more than one Provident Fund, withdrawal in terms of these orders will be permitted only in respect

APPENDIX VII, SECTION-A (3)—(Contd.)

of one of these Funds which may be selected for this purpose by the subscriber, the amount of the withdrawal being regulated with reference to the total sum at the credit of the Government servant in all the provident funds to which he is subscribing.

3. While sanctioning withdrawals under these orders the sanctioning authorities should satisfy themselves—

(a) that the size and the cost of the house-site are not disproportionate to (i) the status of the officer concerned and (ii) the resources available in his provident fund account.

(b) that the amount actually required for the purpose of purchasing the house-site or for repayment of a loan expressly taken for the purpose, as the case may be, and

(c) that the Government servant will acquire full title to the house-site proposed to be purchased.

4. The following terms and conditions shall regulate withdrawal for the purpose of eventual construction of houses on sites purchased with the help of a withdrawal sanctioned under para 2 above :—

(a) The amount of the withdrawal for the purpose shall not exceed one-third of the balance standing to the Government servant's credit in the case of a non-contributory provident fund, and the amount actually subscribed by him, together with interest thereon, standing to his credit in the case of a contributory provident fund, as the case may be, or the actual cost of construction of the house, whichever is less.

(b) The Government servant concerned should commence the construction of the house within a period of six months of the withdrawal of money and complete it within a period of one year from the date of commencement of the construction.

(c) The withdrawal will be permitted in a number of instalments, not less than two and not more than four in number, the instalments after the first being authorised by the sanctioning authority after verification regarding the progress of construction of the house.

5. The conditions mentioned in clauses (b), (d), (g), (h), (j), and (k) of para 2, and in para 3 of this Office Memorandum shall *mutatis mutandis* also apply to withdrawals for the purpose of construction of a house sanctioned under para 4 *ibid.* The agreement to be signed in these cases will be as in the form annexed to this Office Memorandum.

6. The concession now sanctioned will not be in addition to the one sanctioned in this Ministry's Office Memorandum dated the 25th January, 1955, referred to in para 1 above, or in the Office Memorandum No. F. 50 (14)-EV/51, dated the 30th July, 1951, as amended from time to time, regarding the grant of refundable advances from Provident Funds to displaced persons.

7. Government servants who avail themselves of the scheme for the grant of loans for house-building purposes, sponsored by the Ministry of Works,

APPENDIX VII, SECTION-A (3)—(Contd.)

Housing & Supply or avail themselves of assistance in this connection from any other Governmental source, will not be eligible for the concessions sanctioned in this Office Memorandum.

8. It has also been decided in this connection that where a withdrawal for the purpose of building a house, including the purchase of the house-site, is sanctioned under this Ministry's Office Memorandum No. F. 37 (1)-EV/55, dated the 25th January, 1955, the sanctioning authorities may, at their discretion relax the limit of six months prescribed in clause (f) of para 1 of the said Office Memorandum, to one year.

9. In so far as the staff serving in the Indian Audit and Accounts Department are concerned these orders have been issued after consultation with the Comptroller and Auditor General of India.

10. Necessary formal amendments to the various Provident Fund Rules will be issued in due course.

(Government of India, Ministry of Finance O.M.F. 24 (4) EV/58, dated 26th August, 1958.)

FORM OF ANNUAL DECLARATION

To

I hereby declare that the house-site purchased by me/the house built by me with the amount withdrawn by me from the amount standing to my credit in the..... Fund under the provisions of the Government of India, Ministry of Finance, Office Memorandum No. F. 24 (4)-EV/58, datedhas not been transferred by me by way of sale, mortgage, exchange or gift or otherwise howsoever, and that if called upon to do so, I undertake to produce before the sanctioning authority tax receipts, title deeds and such other documents as may be specified by the said authority, showing that the house-site/the house remains in my sole and absolute ownership.

Dated at this.....day of.....

Witnesses to Signature
(With address)

Signature

Designation.....

1.

.....

2.

.....

To

The President of India,

In consideration of the President (hereinafter referred to as "Government") having agreed at my request to permit, for the purpose of building a suitable house on the site purchased by me in terms of the Government of

APPENDIX VII, SECTION-A (3)—(Concl'd.)

India, Ministry of Finance, Office Memorandum No. F. 24 (4)-EV/58
dated.....the withdrawal of the
 sum of Rs.....(Rupees.....) only
 from the amount standing to my credit in the.....Fund under
 the provisions of the aforesaid Office Memorandum, I hereby undertake to
 observe and perform the terms and conditions contained therein in so far as
 they are applicable to me and, in particular, to comply with the following
 terms and conditions, namely :—

1. that the amount for which the withdrawal is applied for shall be actually utilised for the purpose of building the house ;

2. that if the amount permitted to be so withdrawn is in excess of the actual expenditure incurred by me for building the house, the excess amount together with interest thereon at the rate provided for in para 2 (b) of the aforesaid Office Memorandum, shall be refunded to the Government for credit to my Provident Fund forthwith without demur in one lumpsum whether the same shall have been demanded or not ;

3. that the construction of the house shall be commenced within six months of the withdrawal of the aforesaid amount and shall be completed within a period of one year from the date of commencement of construction or within such further extended period as the Government may in its absolute discretion allow ;

4. That approved plans and permits, where necessary, from the local authorities for the purchase of building materials to the extent required should be furnished by me ;

5. that so long as I am in service I shall submit every year a declaration in the form prescribed in para 2(j) of the said Office Memorandum on or before the 31st December, that the house so built continues to be in my sole ownership and possession ;

6. that while in service the house so built shall not be transferred by me by way of sale, mortgage, exchange, or gift, or otherwise howsoever, without the previous permission of the sanctioning authority in writing.

I hereby declare that my private savings together with the amount permitted to be withdrawn will be sufficient to build the house of the type proposed and that I do not own any house other than the one which is intended to be built at the place of my duty or at..... my intended place of residence after retirement. I further declare that if the house is not built in accordance with the provisions of the said Office Memorandum or if I commit any breach of any of the aforesaid terms and conditions, I shall repay to the.....Fund for credit to my account the whole of the amount permitted to be withdrawn from the Fund in pursuance of the said Office Memorandum together with interest thereon at the rate provided for in para 2 (b) thereof

Dated this.....day of.....19

Place.....

.....
 (Signature)

A non-refundable part-final withdrawal from the Provident Fund to meet the cost of higher education as particularised below has been sanctioned by the undersigned under the rules regulating the Fund.

1. Subscriber's name
2. Subscriber's Designation
3. (a) Subscriber's date of birth
(b) Subscriber's date of entry into Government service.
4. Subscriber's probable date of retirement ..
5. Subscriber's pay (as defined in FRs; details of special pay, personal pay, etc., to be given separately)
6. Name of the Provident Fund to which the subscriber is subscribing.
7. Account No. allotted by Office of A. G., A. P., (together with the departmental suffix).
8. Balance at credit of the subscriber on the date of sanctioning the withdrawal verified from the account slip last rendered by the Accounts Officer and subsequent deposits and withdrawals (full particulars of deposits and withdrawals of the current year to be given).
9. Object of withdrawal
10. Amount of withdrawal sanctioned (in words and as well as in figures). Rs. (Rupees)
11. G. O. under which the advance is sanctioned.
12. No. and date of the letter, if any, of the A. G. intimating the eligibility (This is to be quoted in the case of Gazetted subscriber).
13. Whether all the conditions prescribed by Government for the sanction of such withdrawals have been satisfied by the subscriber.
14. Designation of the authority competent to sanction advances to the subscriber from his Provident Fund account for special reasons.
15. Place at which payment is required (name of Treasury/Sub-treasury; Drawing Officer to be specified).

APPENDIX VII—SECTION-A (4)—(Contd.)

- (c) The amount of the withdrawal may be allowed in one instalment in cases of outright purchase of a house-site or for repayment of a loan earlier taken for the purpose, and in not more than 3 instalments if payment for the site is to be made on an instalment basis. The sanction will be issued for the entire amount of the withdrawal, the number of instalments in which it is actually to be drawn being specified therein.
- (d) The actual withdrawal from the Fund shall be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange payment as soon as the formal sanction of the competent authority has been issued.
- (e) The withdrawal shall be allowed at any time not earlier than 10 years before the date on which the applicant is due to attain the age of superannuation or at any time after he completes 20 years' total service including broken periods, if any.
- (f) The house-site purchased or proposed to be purchased by the Government servant with the help of the amount withdrawn as aforesaid, shall be situated at the place of his duty or his intended place of residence after retirement.
- (g) Withdrawal will be permitted for the purchase or redemption of one house-site only, and in those cases only where the Government servant does not already own a house at the place referred to in clause (f) above.
- (h) The authorities competent to sanction temporary advance for which special reasons are required under relevant Provident Fund rules will be the "sanctioning authorities" for the purpose of sanctioning withdrawals for purchase of house-sites also. Cases involving a relaxation of any of the terms and conditions of these orders should be referred to the Government in the Finance Department.
- (i) The house-site shall be purchased within a period of one month of the withdrawal, or the withdrawal of the first instalment, as the case may be. In fulfilment of this condition, the sanctioning authorities may require the production of receipts issued by the seller, the house-building society, etc., in token of the amount of the withdrawal instalment having been utilised for making payment towards purchase of the site.
- (j) The Government servant shall submit an annual declaration in the attached form, on or before the 31st December of each year, and satisfy the sanctioning authority, if called upon to do so, by the production of title deeds, etc., that the house-site remains in his sole ownership and that while he is still in service he has not parted with the possession thereof by way of transfer, sale, mortgage, gift, exchange, etc., or otherwise howsoever without the previous permission of the sanctioning authority in writing. The amount withdrawn shall be repayable forthwith in one instalment together with interest thereon at the rate provided for in Rule 13 of the General Provident Funds Rules or the corresponding rule of other Provident Funds from the

APPENDIX VII—SECTION-A (4)—(Contd.)

month of such withdrawal by the Government servant, if the house-site is sold or encumbered at any time before retirement without such permission.

- (k) Where a Government servant subscribes to more than one Provident Fund, withdrawal in terms of these orders will be permitted only in respect of one of these Funds which may be selected for this purpose by the subscriber, the amount of the withdrawal being regulated with reference to the total sum at the credit of the Government servant in all the Provident Funds to which he is subscribing.

3. While sanctioning withdrawals under these orders the sanctioning authorities should satisfy themselves—

- (a) that the size and the cost of the house-site are not disproportionate to (i) the status of the officer concerned and (ii) the resources available in his provident fund account ;
- (b) that the amount is actually required for the purpose of purchasing the house-site or for repayment of a loan expressly taken for the purpose, as the case may be; and
- (c) that the Government servant will acquire full title to the house site proposed to be purchased.

4. The following terms and conditions shall regulate withdrawals for the purpose of eventual construction of houses on sites purchased with the help of a withdrawal sanctioned under para 2 above :—

- (a) The amount of the withdrawal for the purpose shall not exceed one-third of the balance standing to the Government servant's credit in the case of non-contributory provident fund, and the amount actually subscribed by him, together with interest thereon, standing to his credit in the case of a contributory provident fund, as the case may be or the actual cost of construction of the house, whichever is less.
- (b) The Government servant concerned should commence the construction of the house within a period of six months of the withdrawal of money and complete it within a period of one year from the date of commencement of the construction.
- (c) The withdrawal will be permitted in a number of instalments, not less than two and not more than four in number, the instalment after the first being authorised by the sanctioning authority after verification regarding the progress of construction of the house.

5. The conditions mentioned in clauses (b), (d), (g), (h), (j), and (k) of para 2, and in para 3 of this G.O. shall *mutatis mutandis* also apply to withdrawals for the purpose of construction of a house sanctioned under para 4 *ibid*. The agreement to be signed in these cases will be as in the form annexed to this G.O.

6. The concession now sanctioned will not be in addition to the one sanctioned in G. O. No. 847-Finance, dated 28-12-1955, first cited, as amended from time to time.

APPENDIX VIII—(Contd.)

7. Government servants who avail themselves of the scheme for the grant of loans for house-building purposes, sponsored by the Ministry of Works, Housing & Supply, or avail themselves of assistance in this connection from any other Governmental source, will not be eligible for the concessions sanctioned in this G. O.

8. It has also been decided in this connection that where a withdrawal for the purpose of building a house, including the purchase of the house-site is sanctioned under G.O. Ms. No. 847-Finance, dated 28-12-1955, the sanctioning authorities may at their discretion, relax the limit of six months prescribed in clause (j) of para 2 of the said G.O. to one year.

9. Necessary formal amendments to the various Provident Fund Rules will be issued in due course.

(Government of A. P. G.O. Ms. No. 1498-Finance Dept., dated 3rd Oct., 1958.)

To

The Governor of Andhra Pradesh,

In consideration of the Governor (hereinafter referred to as "Government") having agreed at my request to permit, for the purpose of building a suitable house on the site purchased by me in terms of G.O. Ms. No. Finance, dated.....the withdrawal of the sum Rs. (Rupees.....) only from the amount standing to my credit in the.....Fund under the provisions of the aforesaid G.O. I hereby undertake to observe and perform the terms and conditions contained therein so far as they are applicable to me and, in particular, to comply with the following terms and conditions, namely:—

- (1) that the amount for which the withdrawal is applied for shall be actually utilised for the purpose of building the house ;
- (2) that if the amount permitted to be so withdrawn is in excess of the actual expenditure incurred by me for building the house, the excess amount together with interest thereon at the rate provided for in para 2 (b) of the aforesaid G.O. shall be refunded to the Government for credit to my Provident Fund forthwith without demur in one lump-sum whether the same shall have been demanded or not ;
- (3) that the construction of the house shall be commenced within six months of the withdrawal of the aforesaid amount and shall be completed within a period of one year from the date of commencement of construction or within such further extended period as the Government may in its absolute discretion allow ;
- (4) that approved plans and permits, where necessary, from the local authorities for the purchase of building materials to the extent required shall be furnished by me ;
- (5) that so long as I am in service I shall submit every year a declaration in the form prescribed in para 2 (j) of the said G.O. on or before the 31st December, that the house so built continues to be in my sole ownership and possession ;

APPENDIX VII, SECTION-A(4)—(Concl'd.)

- (6) that while in service the house so built shall not be transferred by me by way of sale, mortgage, exchange, or gift, or otherwise howsoever without the previous permission of the sanctioning authority in writing.

I hereby declare that my private savings together with the amount permitted to be withdrawn will be sufficient to build the house of the type proposed and that I do not own any house other than the one which is intended, to be built at the place of my duty or at..... my intended place of residence after retirement. I further declare that if the house is not built in accordance with the provisions of the said G.O., or if I commit any breach of any of the aforesaid terms and conditions, I shall repay to the..... Fund for credit to my account the whole of the amount permitted to be withdrawn from the Fund in pursuance of the said G.O. together with interest thereon at the rate provided for in para 2 (b) thereof.

Dated this.....day of..... 19 ,

.....
(Signature)

Place.....

FORM OF ANNUAL DECLARATION

To

I hereby declare that the house-site purchased by me/the house built by me with the amount withdrawn by me from the amount standing to my credit in the..... Fund under the provisions of the Govt. Order Ms. No....., Finance, dated.....has not been transferred by me by way of sale, mortgage, exchange or gift or otherwise howsoever, and that if called upon to do so, I undertake to produce before the sanctioning authority tax receipts, title deeds and such other documents as may be specified by the said authority, showing that the house-site/the house remains in my sole and absolute ownership.

Dated at this.....day of.....19

Witnesses to Signature
(With address)

Signature.. ..

Designation.. ..

1.....

2.....

APPENDIX VII, SECTION-A(5)

APPENDIX VII

Section A (5)

General

The orders contained in Government of India, Ministry of Finance O. M. No. F. 37 (1)EV/55, dated 25th January, 1955 have been made applicable to the Officers of the Indian Civil Service in respect of I. C. S. P. F. and I. C. S. (N. E. M.) P. F. and to the officers of the Indian Police in respect of Secretary of State's Services (G. P. F).

[(i) Government of India, Ministry of Home Affairs No. 13/4/55 AIS III, dated 12th April, 1955.

(ii) Government of India, Ministry of Home Affairs No. 13/4/55 AIS II, dated 21st June, 1955.

(iii) Government of India, Ministry of Home Affairs No. 12/4/55 AIS II, dated 31st December, 1955.]

State Government have issued similar orders in respect of such officers serving in connection with the affairs of the State—*vide* G. O. Ms. No. 1949, Home Special Department, dated 1st August, 1955.

It has been decided that final withdrawals for additions or alterations to and reconstruction of a house already owned or acquired by the subscriber without assistance from the fund or other Government sources, may be permitted provided that the amount of withdrawal does not exceed the limit prescribed in paragraph 1 (c) of Government of India, Ministry of Finance O. M. No. F 37(1)EV/55, dated 25-1-1955, as amended from time to time or Rs. 10,000 whichever is less and provided also that the terms and conditions mentioned in the O. M. dated 25-1-1955 are fulfilled *mutatis mutandis*.

(Government of India, Ministry of Finance, O. M. F-4 (3) EV/57, dated 18th February, 1957.)

State Government have issued similar orders in G. O. Ms No. 407, Finance Department, dated 4th June, 1957.

Final withdrawals for repaying a loan expressly taken for the purpose of acquiring a house or for redeeming the house should also be allowed only if the loan was taken not more than 12 months before the date of receipt of the application for final withdrawal. Past cases which may have been decided, otherwise should not be reopened.

(Government of India, Ministry of Finance, Department No. F24(21) EV/57, dated 14th January, 1958).

State Government have issued similar orders in G. O. Ms. No. 307, Finance Department, dated 27th February, 1958.

APPENDIX VII, SECTION-A(5)—(Concl'd.)

It has been decided that a second final withdrawal may also be allowed from the Provident Fund account of a subscriber for the purpose of carrying out additions and alterations, etc., to a house acquired with the help of a withdrawal already made or which may be made in future from the Provident Fund under the orders contained in Government of India, Ministry of Finance O. M. No. F. 37(1)EV/55, dated 25th January, 1955 subject to the condition that the total of both the withdrawals does not exceed half the amount as it stood at the credit of the subscriber in his P. F. account at the time of the first withdrawal and also that the second withdrawal does not exceed the limit of Rs. 10,000 prescribed for the purpose in note (2) above.

(Government of India, Ministry of Finance, O. M. No. F. 24 (13)EV/58, dated 4th March, 1959.)

The State Government also have issued similar orders in G. O. Ms. No. 926, Finance (Pen. I) Department, dated 1st May, 1959.

The undertaking alluded to in clause (g) of para (2) of Government of India, Ministry of Finance O. M. No. F. 37 (1)EV/55, dated 25-1-1955 should be kept in the safe custody of the sanctioning authority until the retirement of the officer concerned and final settlement of the Provident Fund account.

(Government of India, Ministry of Finance, O. M. F. 24 (27) EV/56, dated 9th September, 1956.)

Similar orders have been issued by State Government in respect of clause (g) of para (3) of G. O. 847, Finance (Pen.), dated 28th December, 1955.

(Government of Andhra, Finance Department Memorandum No. 65703, Pen. 56-1, dated 4-10-1956.)

APPENDIX-VII

Section 'B'

Forms for the sanction of part-final withdrawals from the Provident Fund prescribed by the Government of Andhra Pradesh in G. O. Ms. No. I, Finance (Pen.-I) Department, dated 2nd January, 1962:—

FORM-I

A non-refundable part-final withdrawal from the Provident Fund for the purpose of building or acquiring a house including the purchase of the house-site, as particularised below has been sanctioned by the undersigned under the rules regulating the Fund.

- | | | | | |
|---|----|----|----|--|
| 1. Subscriber's Name | .. | .. | .. | |
| 2. Subscriber's Designation | .. | .. | .. | |
| 3. (a) Subscriber's date of birth | .. | .. | .. | |
| (b) Subscriber's date of entry into Government service. | | | | |

APPENDIX VII, SECTION-B—(Contd.)

-
4. Subscriber's probable date of retirement ..
 5. Subscriber's pay (as defined in FRs, details of special pay, personal pay, etc., to be given separately).
 6. Name of the Provident Fund or Provident Funds to which the subscriber is subscribing.
 7. Account No. or numbers allotted by this Office (together with the departmental suffix).
 8. Balance at credit of the subscriber on the date of sanctioning the withdrawal verified from the account slip or account slips last rendered by the Accounts Office and subsequent deposits and withdrawals (full particulars of deposits and withdrawals of the current year to be given).
 9. Object of withdrawal
 10. Amount of withdrawal sanctioned (in words and as well as in figures).
 11. G. O. under which the advance is sanctioned. .
 12. No. and date of the letter, if any, of the A. G. intimating the eligibility (This is to be quoted in the case of Gazetted subscriber).
 13. Whether all the conditions prescribed by Government for the sanction of such withdrawals have been satisfied by the subscriber.
 14. Designation of the authority competent to sanction advances to the subscriber from his Provident Fund Account for special reasons.
 15. Place at which payment is required (Name of Try./Sub-Try., drawing officer to be specified).
 16. In the case of withdrawals for house-building purposes.
 - (a) Whether the house is proposed to be constructed at the place of the subscriber's duty or intended place of residence after retirement.
 - (b) Whether the subscriber already owns a house at the place referred to in (a) above.
 - (c) The number of instalments in which the amount is payable to the subscriber (*vide* Paragraph 2 (g) of G. O. Ms. No. 847 Finance (Pension), dated 28-12-1955, and para 4(c) of G. O. Ms. No. 1498, Finance, dated 3-10-1958.

APPENDIX VII, SECTION-B—(Contd.)

- (d) Whether advance for house building purposes was sanctioned to the subscriber from any source other than Government source and, if so, details thereof.
- (e) Whether the subscriber availed the scheme for the grant of loans for house-building purposes sponsored by the Government of India or availed himself of assistance from any other Government source.

Signature

Sanctioning Authority

Designation.

FORM-II

non-refundable part-final withdrawal from the Provident Fund for meeting expenditure on marriage purposes as particularised below has been sanctioned by the undersigned under the rules regulating the Fund.

1. Subscriber's Name
2. Subscriber's Designation
3. (a) Subscriber's date of birth
- (b) Subscriber's date of entry into Government service.
4. Subscriber's probable date of retirement ..
5. Subscriber's pay (as defined in FRs; details of special pay, personal pay, etc., to be given separately).
6. Name of the Provident Fund or Provident Funds to which the subscriber is subscribing.
7. Account No. or numbers allotted by the Accountant General, Andhra Pradesh (together with departmental suffix).
8. Balance at credit of the subscriber on the date of sanctioning the withdrawal verified from the account slip or account slips last rendered by the Accounts Officer and subsequent deposits and withdrawals (full particulars of deposits and withdrawals of the current year to be given).

- Sanctioning Authority } *Signature:*
 } *Designation:*

APPENDIX VII—SECTION B—(Contd.)

FORM-III

A non-refundable part-final withdrawal from the Provident Fund to meet the cost of higher education as particularised below has been sanctioned by the undersigned under the rules regulating the Fund.

1. Subscriber's name
2. Subscriber's Designation
3. (a) Subscriber's date of birth
 (b) Subscriber's date of entry into Government service.
4. Subscriber's probable date of retirement ..
5. Subscriber's pay (as defined in FRs; details of special pay, personal pay, etc., to be given separately)
6. Name of the Provident Fund to which the subscriber is subscribing.
7. Account No. allotted by Office of A. G., A. P., (together with the departmental suffix).
8. Balance at credit of the subscriber on the date of sanctioning the withdrawal verified from the account slip last rendered by the Accounts Officer and subsequent deposits and withdrawals (full particulars of deposits and withdrawals of the current year to be given).
9. Object of withdrawal
10. Amount of withdrawal sanctioned (in words and as well as in figures). Rs. (Rupees)
11. G. O. under which the advance is sanctioned.
12. No. and date of the letter, if any, of the A. G. intimating the eligibility (This is to be quoted in the case of Gazetted subscriber).
13. Whether all the conditions prescribed by Government for the sanction of such withdrawals have been satisfied by the subscriber.
14. Designation of the authority competent to sanction advances to the subscriber from his Provident Fund account for special reasons.
15. Place at which payment is required (name of Treasury/Sub-treasury; Drawing Officer to be specified).

Sanctioning Authority } Signature:
 } Designation:

APPENDIX VIII

(*Vide* paragraph 473)

Provident Funds Act, 1925

ACT No. XIX OF 1925

(27th August, 1925)

An Act to amend and consolidate the law relating to Government and other Provident Funds.

WHEREAS it is expedient to amend and consolidate the law relating to Government and other Provident Funds; it is hereby enacted as follows:—

1. (1) This Act may be called the Provident Funds Act, 1925.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Gazette of India, appoint.

2. *Definitions*.—In this Act, unless there is anything repugnant in the subject or context,—

(a) “Compulsory deposit” means a subscription to, or deposit in, a Provident Fund which, under the rules of the Fund, is not, until the happening of some specified contingency, repayable on demand otherwise than for the purpose of the payment of premia in respect of a policy of life insurance or the payment of subscriptions or premia in respect of a family pension fund and includes any contribution and any interest or increment which has accrued under the rules of the Fund on any such subscription, deposit or contribution, and also any such subscription, deposit, contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency;

(b) “Contribution” means any amount credited in a Provident Fund by any authority administering the Fund, by way of addition to, a subscription to, or deposit or balance at the credit of an individual account in the Fund; and “Contributory Provident Fund” means a Provident Fund the rules of which provide for the crediting of contributions;

(c) “Dependant” means any of the following relatives of a deceased subscriber to, or a depositor in a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand-parent;

(d) “Government Provident Fund” means a Provident Fund, other than a Railway Provident Fund, constituted by the authority of the Government for any class or classes of its employees or of persons employed in educational institutions or employed by bodies existing solely for educational purposes;

(e) “Provident Fund” means a fund in which subscriptions or deposits of any class or classes of employees are received and held on their individual

APPENDIX VIII—(Contd.)

accounts, and includes any contributions and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund;

(f) "Railway administration" means—

- (i) any company administering a railway or tramway in a State or Union territory either under a special Act or Parliament of the United Kingdom or an Indian law, or under contract with the Government, or
- (ii) the manager of any railway or tramway administered by the Central Government or by a State Government and includes, in any case referred to in sub-clause (ii), the Central Government or the State Government, as the case may be;

(g) "Railway Provident Fund" means a Provident Fund constituted by the authority of a railway administration for any class or classes of its employees.

3. *Protection of compulsory deposits.*—(1) A compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1920 (V of 1920) shall be entitled to, or have any claim on any such compulsory deposit.

(2) Any sum standing to the credit of any subscriber to, or depositor in any such Fund at the time of his decease and payable under the rules of the Fund to any dependent of the subscriber or depositor, or to such person as may be authorised by law to receive payment on his behalf, shall, subject to any deduction authorised by this Act, and, save where the dependant is the widow or child of the subscriber or depositor, subject also to the rights of an assignee under an assignment made before the commencement of this Act, vest in the dependant, and shall, subject as aforesaid, be free from any debit or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber or depositor.

4. *Provisions regarding repayments.*—(1) When under the rules of any Government or Railway Provident Fund the sum standing to the credit of any subscriber or depositor, or the balance thereof after the making of any deduction authorised by this Act, has become payable, the officer whose duty it is to make the payment shall pay the sum of balance, as the case may be, to the subscriber or depositor, or if he is dead, shall—

- (a) if the sum or balance, or any part thereof, vests in a dependant under the provisions of Section 3 pay the same to the dependant or to such person as may be authorised by law to receive payment on his behalf; or
- (b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same, or any part thereof, which is not payable under clause (a), to any person nominated to receive it

APPENDIX VIII—(Contd.)

- under the rules of the Fund, or, if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it; or
- (c) in the case of any sum or balance, or any part thereof, which is not payable to any person under clause (a) or clause (b) pay the same—
- (i) to any person nominated to receive it under the rules of the Fund, on production by such person of probate or letters of administration evidencing the grant to him of administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889 (VII of 1889) or under the Bombay Regulation VIII of 1827, entitling the holder thereof to receive payment of such sum, balance or part, or
- (ii) where no person is so nominated, to any person who produces such probate, letters or certificate:

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before the commencement of this Act, and notice in writing of the assignment has been received by the officer from the assignee, the officer shall, after making any deduction authorised by this Act and any payment due under clause (a) on or on behalf of the widow or children of the subscriber or depositor—

(i) if the subscriber or depositor or, if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing, pay the sum or part of the balance thereof, as the case may be, to the assignee, or

(ii) if such consent is not forthcoming, withhold payment of the sum, part or balance, as the case may be, pending a decision of a competent Civil Court as to the person entitled to receive it.

(2) The making of any payment authorised by sub-section (1) shall be a full discharge to the Government or the Railway administration, as the case may be, from all liability in respect of so much of the sum standing to the credit of the subscriber or depositor as is equivalent to the amount so paid.

5. *Rights of nominees.*—(1) Notwithstanding anything contained in any law for the time being in force in any disposition, whether testamentary or otherwise, by a subscriber to or depositor in, a Government or Railway Provident Fund of the sum standing to his credit in the Fund, or of any part thereof, where any nomination duly made in accordance with the rules of the Fund, purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor occurring before the sum has become payable or before the sum, having become payable, has been paid, the said person shall, on the death as aforesaid of the subscriber or depositor, become entitled to the exclusion of all other persons to receive such sum or part thereof, as the case may be, unless—

- (a) such nomination is at any time varied by another nomination made in like manner or expressly cancelled by notice given in the manner and to the authority prescribed by the rules, or

APPENDIX-VIII—(Contd.)

- (b) such nomination at any time becomes invalid by reason of the happening of some contingency specified therein, and if the said person predeceases the subscriber or depositor, the nomination shall, so far as it relates to the right conferred upon the said person, become void and of no effect:

Provided that where provision has been duly made in the nomination in accordance with the rules of the Fund, conferring upon some other person such right in the stead of the person deceased, such right shall, upon the deceased as aforesaid of the said person, pass to such other person.

(2) Notwithstanding anything contained in the Indian Succession Act, 1925, or the Bombay Regulation VIII of 1827, any person who becomes entitled as aforesaid, may be granted a certificate under that Act, or that Regulation, as the case may be, entitling him to receive payment of such sum or part, and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person or probate or letters of administration to the estate of the deceased.

(3) The provision of this Section as amended by Sub-section (1) of Section 2 of the Provident Funds (Amendment Act 1946), shall apply also to all such nominations made before the date of the commencement of that Act:

Provided that the provisions of this Section as so amended shall not operate to affect any case, in which before the said date any sum has been paid, or has under the rules of the Fund become payable in pursuance of any nomination duly made in accordance with those rules.

Note.—Section 5 (1) does not itself provide for nomination to be made, and does not by itself create any right in favour of the nominees. It merely gives protection and force to a nomination made in accordance with the rules of a Provident Fund. If, therefore, a rule exists in any Provident Fund Rules rendering nominations invalid on marriage or re-marriage nominations (even if valid when made) will become ineffective if subscribers marry and re-marry and will not be nominations to which the protection of Section 5 (1) of the Act could extend.

A nomination under Section 5 (1) of the Act must also not only be in accordance with the rules of the Fund (as they may stand when it is made), but must also continue to be in accordance with the rules (as they may stand, awarded or altered, from time to time). A nomination made in accordance with the rules might lose its validity if the rules are subsequently altered or awarded. A nomination made under one set of rules may thus become invalid under another set of rules, if not revised as required by the latter set of rules, and so loses the benefit of Section 5 (1) of the Act.

[*Vide* G. I., F. D., No. F. 22 (30)-R. II/36, dated 5-1-1937].

6. *Power to make deduction.*—When the sum standing to the credit of any subscriber or depositor in any Government or Railway Provident Fund which is a Contributory Provident Fund becomes payable, there may if the authority

APPENDIX VIII—(Contd.)

specified in this behalf in the rules of the Fund so directs, be deducted therefrom and paid to Government or the Railway Administration, as the case may be—

- (a) any amount due under a liability incurred by the subscriber or depositor to Government or the Railway Administration, but not exceeding in any case the total amount of any contributions credited to the account of the subscriber or depositor and of any interest or increment which has accrued on such contribution; or
- (b) where the subscriber or depositor has been dismissed from his employment for any reasons specified in this behalf in the rules of the Fund, or where he has resigned such employment within five years of the commencement thereof, the whole or any part of the amount of any such contributions, interest and increment.

7. *Protection for acts done in good faith.*—No suit or other legal proceeding shall lie against any person in respect of anything which is in good faith done or intended to be done under this Act.

8. *Power to apply the Act to other Provident Funds.*—(1) The appropriate Government may, by notification in the official Gazette, direct that the provisions of this Act shall apply to any Provident Fund established for the benefit of its employees by any authority within the meaning of the Local Authorities Loans Act, 1914 (IX of 1914), and on the making of such declaration, this Act shall apply accordingly, as if such provident fund were a Government Provident Fund and such local authority were the Government.

(2) The appropriate Government may, by notification in the official Gazette, direct that the provisions of this Act shall apply to any Provident Fund established for the benefit of the employees of any of the institutions specified in the Schedule, or of any group of such institutions and, on the making of such declaration, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and the authority having custody of the Fund were the Government;

Provided that Section 6 shall apply as if the authority making the contributions referred to in that section were the Government.

(3) The appropriate Government may, by notification in the official Gazette, add to the schedule the name of any public institution he may deem fit, and any such addition shall take effect as if it has been made by this Act.

(4) In this section, “the appropriate Government” means—

- (a) in relation to a cantonment authority, a port authority for a major port, and any institution which, or the objects of which, appear to the Central Government to fall within List I in the Seventh Schedule to the Constitution, the Central Government, and
- (b) in other cases, the State Government.

Explanation.—“The State Government” in relation to an institution registered under the Societies Registration Act, 1860, means the State Government of the State in which the Society is registered.

APPENDIX VIII—(Contd.)

9. *Savings as to estates of soldiers.*—Nothing in Section 4 or Section 5 shall apply to money belonging to any estate for the purpose of the administration of which the Regimental Debts Act, 1893 (56 and 57, Vict. c. 5) applies.

*THE SCHEDULE***List of Institutions**

[See Sub-section (2) of Section 8]

1. The Pasteur Institute of India, Kasauli.
2. The Calcutta Improvement Tribunal.
3. A Court of Wards.
4. The Indian Central Cotton Committee.
5. The Trustees for the European Hospital for Mental Diseases at Ranchi.
6. The National Association for supplying female medical aid of the women in India.
7. College affiliated to a University established by Statute.
8. The Indian Coal Grading Board.
9. The Lady Minto's Indian Nursing Association.
10. The Indian Red Cross Society.
11. The Indian Lac Cess Committee.
12. The Madras Provincial Branch of the Indian Red Cross Society.
13. The State Bank of India.
14. The Bihar and Orissa Medical Examination Board.
15. The Punjab University.
16. The Institution created for the control of emigrant labour under the Tea Districts Emigrant Labour Act, 1932.
17. The Bombay Board of Film Censors.
18. The Calcutta University.
19. The Central Board of Irrigation.
20. The Reserve Bank of India.
21. The Banaras Hindu University.
22. The Medical Council of India.
23. The Indian Coffee Cess Committee.
24. The Inter-Provincial Board for Anglo-Indian and European Education.

APPENDIX VIII-A—(Contd.)

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25. The Indian Research Fund Association.
 26. The Delhi Joint Water and Sewage Board.
 27. The Tuberculosis Association of India.
 28. The Coal Mines Stowing Board.
 29. A group Committee of the sleeper pool of Indian Railways.
 30. The Indian Coffee Market Expansion Board.
 31. The Coal Mines Rescue Station Committee.
 32. The Indian Coffee Board.
 33. The Indian Rubber Board.
 34. The Indian Central Sugarcane Committee.
 35. The Anglo-Indian College, Delhi.
 36. Lady Hardinge Medical College and Hospital, New Delhi.
 37. St. Stephen's College, Delhi.
 38. The Railway Conference Association.
 39. The Bombay University.
 40. The Indian Tea Licensing Committee.
 41. The Indian Council of Agricultural Research.
 42. The Council of Scientific and Industrial Research.
 43. The Indian Institute of Science, Bangalore.
 44. All India Cattle Show Committee.
 45. The Coal mines Labour Welfare Fund.
 46. The Indian Coconut Committee.
 47. The Indian Central Tobacco Committee.
 48. The Hindu College, Delhi.
 49. The Rajjas College, Delhi.
 50. The Industrial Finance Corporation of India constituted under the Industrial Finance Corporation Act, 1948.
 51. The Lady Irwin College for Women, New Delhi.
 52. The Port Haj Committee, Bombay.
 53. The College of Commerce, Delhi.
 54. The Hind Kush Nivaran Sangh (Indian Leprosy Association).
 55. The Mica Mines Labour Welfare Office Establishment Contributory Provident Fund,

APPENDIX VIII A--(*Contd.*)

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56. Rehabilitation Finance Administration.
 57. (a) The Employees' State Insurance Corporation.
 58. The Coal Board established under the Coal Mines (Conservation and Safety) Act, 1952.
 59. The Delhi Road Transport Authority, New Delhi.
 60. The Central Tea Board.
 61. The Indian Central Oilseeds Committee.
 62. The Central Institute of Research in Indigenous Systems of Medicine, Jamnagar.
 63. The Indian Standards Institution, Delhi.
 64. The Cotton Textile Funds Committee.
 65. The Deshbandhu College, Kalkaji.
 66. The Damodar Valley Corporation.
 67. The Central Silk Board.
 68. The University Grants Commission, New Delhi.
 69. The Khadi and Village Industries Commission.
 70. The Lawrence School (Sanawar) Society.
 71. The Kalavati Saran Children's Hospital, New Delhi.
 72. The Indian Institute of Public Administration, New Delhi.
 73. The Central Board of Trustees for the administration of the Provident Fund established under the Employees' Provident Fund Scheme, 1952.
 74. The Uttar Pradesh Financial Corporation established (incorporated under the State Financial Corporation Act, 1951 (63 of 1951)).
 75. The Calcutta Dock Labour Board established under the Calcutta Dock Workers' (Regulation of Employment) Scheme, 1956.
 76. The Gujarat State Road Transport Corporation.
 77. The Calcutta Port Commissioners.
 78. The Bombay Port Trust.
 79. The Madras Port Trust.
 80. The State Bank of Hyderabad, constituted by the Hyderabad State Bank Act No. XIX of 1350 Fasli and retained as such by the State Hyderabad Act, 1956 (79 of 1956).
 81. The Indian Institute of Technology, Bombay.
 82. The Indian Institute of Technology, Madras.
 83. The Gujarat State Financial Corporation established (incorporated under the State Financial Corporation Act, 1951 (63 of 1951)).
 84. Rajasthan Financial Corporation incorporated under the State Financial Corporations Act, 1951 (63 of 1951).

APPENDIX IX

(Referred to in Paragraph 473)

THE MARRIED WOMEN'S PROPERTY ACT, 1874

Act No. III of 1874

(Passed by the Governor General on the 24th February, 1874.)

An Act to explain and amend the law relating to certain married women and for other purposes.

Preamble.—Whereas it is expedient to make such provision as hereinafter appears for the enjoyment of wages and earnings by women married before the first day of January 1866 and for insurances on lives by persons married before or after that day.

And whereas by the Indian Succession Act, 1865 Section 4, it is enacted that no person shall by marriage acquire any interest in the property of the person whom he or she marries, nor become incapable of doing any act in respect of his or her own property, which he or she could have done, if unmarried.

And whereas by force of the said Act all women to whose marriages it applies are absolute owners of all property vested in, or acquired by them, and their husbands do not, by their marriage, acquire any interest in such property but the said Act does not protect such husbands from liabilities on account of the debts of their wives contracted before marriage, and does not expressly provide for the enforcement of claims by or against such wives :—

It is hereby enacted as follows :—

I. PRELIMINARY

1. *Short title.*—This may be called “The Married Women's Property Act, 1874”.

2. *Extent and application.*—It extends to the whole of British India, and so far as regards subjects of Her Majesty, to the dominions of Princes and States in India in alliance with Her Majesty.

But nothing herein contained applies to any married woman who at the time of her marriage professed the Hindu, Mohammedan, Buddhist, Sikh or Jain religion, or whose husband, at the time of such marriage, professed any of those religions.

And the Governor General in Council may from time to time by order, either retrospectively from the passing of this Act or prospectively, exempt from the operation of all or any of the provisions of this Act, the members of any race, sect, tribe, or part of a race, sect or tribe, to whom he may consider it impossible or inexpedient to apply such provisions.

APPENDIX-IX—(Contd.)

The Governor General in Council may also revoke any such order but not so that the revocation shall have any retrospective effect.

All orders and revocations under this section shall be published in the Gazette of India.

The fourth section of the said Indian Succession Act shall not apply and shall be deemed never to have applied, to any marriage one or both of the parties to which professed at the time of the marriage the Hindu, Mohammedan, Buddhist, Sikh or Jain religion.

3. *Commencement.*—This Act shall come into force on the passing thereof.

II. MARRIED WOMEN'S WAGES AND EARNINGS

4. *Married Women's earnings to be their separate property.*—The wages and earnings of any married woman acquired or gained by her after the passing of this Act, in any employment, occupation or trade carried on by her and not by her husband ;

and also any money or other property so acquired by her through the exercise of any literary, artistic or scientific skill ;

and all savings from and investments of such wages, earnings and property ;

shall be deemed to be her separate property, and her receipts alone shall be good discharges for such wages, earnings and property.

III. INSURANCE BY WIVES AND HUSBANDS

5. *Married women may effect policy of insurance.*—Any married woman may effect a policy of insurance on her own behalf and independently of her husband ; and the same and all benefit thereof, if expressed on the face of it to be so effected, shall ensure as her separate property, and the contract evidenced by such policy shall be as valid as if made with an unmarried woman.

6. *Insurance by husband for benefit of wife.*—(1) A policy of insurance effected by any married man on his own life and expressed on the face of it to be for the benefit of his wife or his wife and children or any of them shall ensure and be deemed to be a trust for the benefit of his wife or his wife and children or any of them according to the interest so expressed and shall not so long as any object of the trust remains unfulfilled by subject to the control of the husband or to his creditors or form part of his estate.

When the sum secured by the policy becomes payable it shall unless special trustees are duly appointed to receive and hold the same be paid to the Official Trustee of the Presidency in which the office at which the insurance was effected is situated, and shall be received and held by him upon the trusts expressed in the policy or such of them as are then existing.

And in reference to such sum he shall stand in the same position in all respects as if he had been duly appointed trustee thereof by a High Court under Act No. XVII of 1864 (to constitute an Office or Official Trustee) section 10.

APPENDIX IX—(Concl'd.)

Nothing herein contained shall operate to destroy or impede the right of any creditor to be out of the proceeds of any policy of assurance which may have been effected with intent to defraud creditors.

(2) Amendment by Act XIII of 1923.—Notwithstanding anything contained in Section 2, the provision of Sub-section (1) shall apply in the case of any policy of insurance such as is referred to therein which is effected by any Hindu, Mohammedan, Sikh or Jain, in Madras after the thirty-first day of December, 1913, or in any other part of British India after the first day of April 1923 :

Provided that nothing herein contained shall effect any right or liability which has accrued or been incurred under any decree of a competent Court passed before the first day of April 1923.

IV. LEGAL PROCEEDINGS BY AND AGAINST MARRIED WOMEN.

7. *Married women may take legal proceedings.*—A married woman may maintain a suit in her own name for the recovery of property of any description which, by force of the said Indian Succession Act, 1865 or of this Act, is her separate property ; and she shall have, in her own name, the same remedies, both civil and criminal, against all persons for the protections and security of such property, as if she were unmarried and she shall be liable to such suits, processes and orders in respect of such property as she would be liable to if she were unmarried.

8. *Wife's liability for post-nuptial debts.*—If a married woman (whether married before or after the first day of January, 1866) possesses separate property, and if any person enters into a contract with her with reference to such property or on the faith that her obligation arising out of such contract will be satisfied out of her separate property, such persons shall be entitled to see her, and to the extent of her separate property, to recover against her whatever he might have recovered in such suit had she been unmarried at the date of the contract and continued unmarried at the execution of the decree :

Provided that nothing herein contained shall affect the liability of a husband for debts contracted by his wife's agency expressed or implied or render a married woman liable to arrest or to imprisonment in execution of a decree.

V. HUSBAND'S LIABILITY FOR WIFE'S DEBTS.

9. *Husband not liable for wife's ante-nuptial debts.*—A husband married after the thirty-first day of December, 1865, shall not by reason only of such marriage be liable to the debts of his wife contracted before marriage, but the wife shall be liable to be sued for and shall, to the extent of her separate property, be liable to satisfy such debts as if she had continued unmarried.

Proviso.—Provided that nothing contained in this section shall affect any suit instituted before the passing of this Act, nor invalidate any contract into which a husband may, before the passing of this Act, have entered in consideration of his wife's ante-nuptial debts.

APPENDIX X

(Referred to in Paragraph 473)

Extract from the Indian Majority Act, 1875.

3. *Age of persons domiciled in British India.*—Subject as aforesaid (every minor of whose person or property or both a guardian other than a guardian for a suit within the meaning of Chapter XXXI of the Code of Civil Procedure* has been or shall be appointed or declared by any Court of Justice before the minor has attained the age of eighteen years, and every minor of whose property the superintendence has been or shall be assumed by any Court of Wards before the minor has attained that age)† shall, notwithstanding anything contained in the Indian Succession Act (No. X of 1865)‡ or in any other enactment, be deemed to have obtained his majority when he shall have completed his age of twenty-one years and not before.

Subject as aforesaid, every other person domiciled in British India shall be deemed to have attained his majority when he shall have completed his age of eighteen years and not before.

4. In counting the age of any person, the day on which he was born is to be included as a whole day, and he shall be deemed to have attained majority, if he falls within the first paragraph of Section 3, at the beginning of the 21st anniversary of that day, and if he falls within the second paragraph of Section 3, at the beginning of the eighteenth anniversary of that day.

ILLUSTRATIONS

(a) Z is born in British India on the 1st day of January, 1850 and has a British Indian domicile. A guardian of his person is appointed by a Court of Justice. Z attains majority at the first moment of the first day of January, 1871.

(b) Z is born in British India on the 29th day of February, 1852 and has a British Indian domicile. A guardian of his property is appointed by a Court of Justice. Z attains majority at the first moment of the 28th day of February 1873.

(c) Z is born on the 1st day of January, 1850. He acquires a domicile in British India. No guardian is appointed of his person or property by any Court of Justice, nor is he under the jurisdiction of any Court of Wards. Z attains majority at the first moment of the 1st day of January, 1868.

* For the Code of Civil Procedure see now Act 5 of 1908.

† These words were substituted for the words "every minor of whose person or property a guardian has been or shall be appointed by any Court of Justice, and every minor under the Jurisdiction of any Court of Wards" by Section 52 of the Guardian and Wards Act. 1890, 8 of 1890).

‡ See now the Indian Succession Act, 1925 (39 of 1925).

APPENDIX XI.

(Referred to in Paragraph 473.)

Miscellaneous

1. Memorandum of instructions for the preparation, receipt and check of Provident Fund schedules and vouchers.

Heads of offices and disbursing officers are required to attach to every establishment bill a schedule in the prescribed form showing the Fund account number, the name of the subscriber, the rate and the amount realised towards subscription, refund of withdrawals, if any, etc. The schedules for April (in support of deductions from pay bills from March) and those for other months in which the subscription is paid or resumed for the first time in the year should show in addition the pay of the subscriber. They are also required to record in the remarks column of the schedule the reasons for the discontinuance of subscriptions or refund of advance, variation in rate of subscription or amount realised, etc. In the case of subscriptions, etc., remitted in cash into the treasury, the treasury officers are required to attach a schedule of cash recoveries to the account.

(Vide Government Memo. No. 13225 Pen.-I, Finance Dept., dated 4th March, 1948.)

Gazetted Officers should attach similar schedules to their pay bills.

2. The State Government reiterated the following instructions, in their Memo. No. 104675-Pen. I, dated 10th December, 1948 issued to all Heads of Departments :—

(1) In the heading of the form the month in which the deduction is actually made should be noted in the space "name of the month," e.g., deductions made from the pay bill for March payable in April should be shown as for April.

(2) A separate schedule should be prepared in respect of all subscribers, whose fund accounts are maintained by different Accounts Officers, and the name of the Accounts Officer should invariably be noted in red ink on the top of the schedule.

(3) The Provident Fund Account number should be quoted in all cases.

(4) No subscription to the Fund should be recovered from Government servants unless application for admission to the Fund is duly accepted by the Accounts Officer and an account number allotted.

(5) Separate schedules for different funds should be prepared invariably.

(6) Mistakes in the total of the fund schedule should be avoided and the total of each fund schedule should agree with that shown in the body of the bill.

(7) The name of the subscriber should be correctly shown.

APPENDIX -XI- (Contd.)

(8) Fund deductions should be shown in the proper column of the bill

(9) When a subscriber is transferred to another audit circle, the fact should be noted in the schedule together with the name of the department to which he is transferred.

3. The procedure to be followed in the audit office for the check of the Provident Fund schedules and vouchers is laid down in the Manual of the Treasury Audit Department. In cases where the prescribed schedules are not attached to the vouchers by the drawing officers, a schedule in the prescribed form should be prepared by the auditor and duly signed by the Superintendent of the departmental audit section. All the schedules and vouchers should then be collected and abstracted in a consolidated statement, specimen of which is given below. A duplicate of the statement should be kept in the departmental audit section. Any schedule or voucher received subsequently should be sent to the Provident Fund Section through the transit register, the date being noted in the Section copy of the abstract, which should be reviewed on the 30th of each month.

4. The accounts branch of the Provident Fund Section should maintain a register for each department and watch the receipt of the schedules and vouchers from the departmental audit section, on the due dates. On receipt of the documents, the auditor should check immediately whether the total number of schedules and vouchers as entered in the statement is correct and whether all the schedules and vouchers are received. He should then acknowledge their receipt on the duplicate of the statement. The result of the check should be reported to the Branch Officer within three days of the receipt of the documents in the Provident Fund Section.

Note.—The Register should be submitted to the Branch Officer on the 10th of each month.

Sections which habitually delay the submission of the fund schedules should be reported to the Accountant General.

(C.A.G.'s Lt. No. 896-Admn./364-49, dated the 9th May, 1950.)

SPECIMEN FORM

Abstract of Monthly Account of Provident Fund Receipts /Charges.

ANDHRA PRADESH

General Provident Fund

Contributory Provident Fund

Contributory Provident Pension Fund

Accounts

For Sub-Account No.....

Month....

Receipts/Charges

APPENDIX -XI- (Contd.)

District.	Main Account figure.	Sub- Account figure.	Amounts for which schedules furnished.	Difference between Cols. 2 & 4 Excess (+) Short (—)	Re- marks
(1)	(2)	(3)	(4)	(5)	(6)
	Rs.	Rs.	Rs.	Rs.	
1. Srikakulam ..					
2. Visakhapatnam ..					
3. East Godavari etc., etc. ..					
Transfer Entries—					
(a) Add ..					
(b) Deduct ..					

1. Certified that Rs.....being the total under credits relating toProvident Fund for the month ofentered in the abstract agree with the detail books of D. Main Accounts/T. Main Accounts.

2. Certified that schedules to the end of previous month have been delivered to the Provident Fund Section.

3. Certified that schedules in support of credits in19 working upto to Rs.....are sent herewith. Schedules amounting to Rs.....detailed in Appendix are wanting and will be furnished shortly.

4. Certified that in respect of credit schedules detailed in Appendix above the concerned pay bill have not been received.

5. Certified that adequate action has been taken to settle the difference in column 5 of the abstract.

Booker

Superintendent

Branch Officer.

Through D. Main Accounts/T. Main Accounts for attesting the D.B. figures in Col. 2.

APPENDIX XII 'A'

FORM 'A'

For Gazetted Officers.

Form of Application for Final Payment/Transfer to Body Incorporate of Balances in the.....Provident Fund Account. (To be used by the subscriber.)

To.

The Accountant General,

Through.....(The Head of Office/Department.)

Sir,

I,..... (Name/ Designation)],

am due to retire / have retired / have proceeded on leave preparatory to retirement for.....months/have been discharged/dismissed/have resigned finally from Government service and my resignation had been accepted with effect from.....forenoon/afternoon.

2. I have not opted for the continued retention of my Provident Fund money in the Fund in terms of the Ministry of Finance O.M. No. F. 28 (22)-EV/57 dated 18th December, 1957 G.O. Ms. No. 142, Fin, dated 21-7-1967 dated 18th December, 1957 read with G.O. Ms. No. 142. Finance dated 21-7-1967, as extended from time to time. I, therefore, request that the entire amount at my credit with interest due under the rules may be paid to me through Treasury/Sub-Treasury/Pay and Accounts Office, Hyderabad ; my Provident Fund Account No.with departmental suffix is No.

OR

I have opted for the continued retention of my Provident Fund money in the Fund in terms of the Ministry of Finance O.M. No. F. 28 (22)-EV/57 dated 18th December, 1957 as extended from time to time and option has been forwarded vide Lr. No.dated...../is attached. I request that a sum of Rs.may be paid to me in terms of para 2 of that letter through.....Treasury/Sub-Treasury/Pay and Accounts Office, Hyderabad. My Provident Fund account No. with departmental suffix is.....

3. Particulars of last Provident Fund Deduction.

A sum of Rs.(Rs.) was last deducted as provident fund subscription and recovery on account of refund of advance from my pay bill for the month of..... for Rs.encashed onCheque No. at.....Treasury/Sub-Treasury/Stae Bank of Hyderabad, the Token No. and date of P.A.O., Hyderabad on the bill being.....

APPENDIX -XII. A (Contd.)

4. My specimen signature, in duplicate, duly attested by another Gazetted Officer of Government, is enclosed.

5. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund Account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

Details of the temporary advances drawn by me/final withdrawals made by me from my Provident Fund Account during the 12 months preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter are given below :

Amount of Advance	Date.....
Final Withdrawal	

1.

2.

6. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my provident fund account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter for payment of insurance premia or for the purchase of a new policy.

Proposal No.	Amount	Date
Policy No.		

1.

2.

7. (a) The particulars of the life insurance policies financed by me from the Provident Fund which are to be released by you are given below :

Policy No.	Name of the Company.	Sum assured.
------------	----------------------	--------------

1.

2.

3.

4.

7. (b) 1. If the policy is a joint tenant policy whether the joint tenant is alive. .. Yes/No.

2. Whether the premia have been paid without break. .. Yes/No
If not, details of years in which premia were not drawn from Provident Fund with the reasons therefor ..

3. Years in which the first and the last withdrawals of the premia were made towards the above policies ..

4. Whether the policy is lapsed .. Yes/No,

APPENDIX XII-A—(Contd.)

8. I was a subscriber to the Compulsory Savings Scheme and my Account Number——— and balance has been received/not received by me.

9. Certified that I have not resigned from Government service to take up appointment in another department of the Central Government or under the State Government or under a body corporate, owned or controlled by the State.

(If resigned to take up appointment, the Office in which he has joined, with date, may be furnished with Provident Fund Account No.———etc., in the new Department.)

Yours faithfully,

Station :

(Signature with date)

Date :

Name and Postal Address.

Note.—Para 4 applies only when payment is desired at Treasury other than the one at the District Headquarters where the subscriber last served, otherwise it may be struck out.

CERTIFICATE BY THE HEAD OFFICE/DEPARTMENT.

Forwarded to the Accountant General for necessary action.

1. It is certified after due verification with reference to the records in my notice, that no temporary advances/final withdrawal was sanctioned to the applicant from his/her Provident Fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

2. It is certified after due verification with reference to the records in my Office, that the following temporary advances/final withdrawals were sanctioned to and drawn by the applicant from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Amount of Advance/ withdrawal.	Date	Vr. No.
--	-----------------------------------	------	---------

1.

2.

3. * It is certified that no demands/following demands of Government are due for recovery.

* Certificate No. 3 to be furnished in the case of Contributory Provident Fund only.

APPENDIX XII A—(Concl'd).

4. Certified that he/she has not resigned Government service to take up appointment in another Department of Central Government, or under the State Government or under a body corporate, owned or controlled by Government.

5. In case of dismissal/removal /discharge.

Certified that the subscriber has preferred/not preferred an appeal against dismissal,

(If he has not preferred an appeal the date of expiry of time may be indicated; if he has preferred an appeal, the date of final orders may be specified.)

Signature of the Head of Office/
Department and designation.

(Authority competent to sanction
the advances.)

APPENDIX XII 'B'

FORM 'B'

For Non-Gazetted Officers.

Form of Application for Final Payment of Balances in the _____
Provident Fund Account. (To be used by the subscriber.)

To
The Accountant General,

(Through the Head of Office).

Sir,

I _____ (Name and Designation) am due to retire/have retired/have proceeded on leave preparatory to retirement for _____ months/ have been discharged/dissmised/have resigned finally from Government service and my resignation has been accepted with effect from _____ (Date) forenoon/afternoon.

2. I have not opted for the continued retention of my Provident Fund money in the Fund in terms of the Ministry of Finance O.M. No. F-28 (22)-EV/57, dated 18th December, 1957 as extended from time to time. I, therefore, request that arrangements may kindly be made to pay the entire amount at my credit with interest due under the rules.

OR

I have opted for the continued retention of my Provident Fund money in the Fund in terms of the Ministry of Finance, O.M. No. F-28 (22)-EV/57, dated 18th December, 1957 as extended from time to time and my option has been forwarded vide letter No. _____ dated _____/is attached. I requested that arrangements may kindly be made to pay me a sum of Rs. _____

3. My Provident Fund Account No. with departmental suffix is _____ I desire to receive payment through my office/through the _____ Treasury/Sub-Treasury / the Pay and Accounts Officer, Hyderabad. Particulars of my personal marks of identification,* left hand thumb and finger impression (in the case of illiterate subscribers) and specimen signatures (in the case of literate subscribers), in duplicate, duly attested by a Gazetted Officer of the Government are enclosed.

4. (a) The undermentioned Life Insurance Policies financed by me from my Provident Fund Account may kindly be released.

	Policy No.	Name of the Company.	Sum assured.
1.			
2.			
3.			
4.			

* This applies when payment is not desired through the head of office.

APPENDIX-XII-B—(Contd.)

4. (b) 1. Joint tenant alive.....Yes/No.
 2. Premia paid without break (if not, details of years in which it was not drawn may be furnished.) .. Yes/No.
 3. Years in which the first and the last withdrawals were made towards the above policies.

Yours faithfully,

Station :

Signature.

Date :

Date :

Name and Address.

FOR USE BY HEADS OF OFFICES.

Forwarded to the Accountant General_____ for necessary action.

2. The Provident Fund Account No. with departmental suffix of Sri/Smt/Kumari_____ (as verified from the statement

Designation
furnished to him/her from year to year) is.....

3. (a) He/She has finally retired/will retire/has proceeded on leave preparatory to retirement for.....months/has been discharged/dismissed/has resigned finally from Government service and his/her resignation has been accepted with effect from..... forenoon/afternoon.

(b) In case of dismissal /removal/discharge certified that the subscriber has preferred/not preferred an appeal against dismissal.

(If he has not preferred an appeal the date of expiry of appeal time may be indicated ; if he has preferred an appeal, the date of final orders may be specified.)

4. The last fund deduction was made from his/her pay in this office bill No.....dated.....for Rs (Rs.....cash voucher No.....of..... Treasury/in token No.....dated.....of the Pay and Accounts Officer, Hyderabad, the amount of deduction/being Rs.and recovery on account of refund of advance Rs.....)

5. Certified that he/she was neither sanctioned any temporary advance or any final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during

APPENDIX-XII-B--(Contd.)

the 12 months immediately preceding the date of his/her quitting service proceeding on leave preparatory to retirement or thereafter.

	Amount of advance/withdrawal.	Date.	Voucher No.
1.			
2.			

6. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter for payment of insurance premia or for the purchase of a new policy.

	Amount.	Date.	Voucher No.
1.			
2.			

7. He/she has not opted for the continued retention of his/her provident fund money in the fund in terms of the Ministry of Finance O.M. No. 28 (22)- EV/57 dated 18th December, 1957 as extended from time to time.

OR

He/she has opted for the continued retention of his/her provident fund money in terms of the Ministry of Finance O.M. F. 28 (22)- EV/57 dated 18th December, 1957 as extended from time to time and his/her option has been forwarded *vide* this office letter No.....dated...../is attached.

8. It is certified that no demands/following demands of Government are due for recovery.

9. Certified that the subscriber has not resigned from Government service to take up appointment in another Department or the Central Government or under the State Government or under a body corporate, owned or controlled by the State or Central Government.

(If resigned to take up appointment elsewhere, the office in which he has joined, with date, may be furnished, with Provident Fund Account No.....etc. in the new Department.)

Yours faithfully

Signature

With date.

Station.

Date. :

Name and

Postal Address

AAPPENDIX-XII-B--(Contd.)

FORM (C).

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE PROVIDENT FUND ACCOUNT OF A SUBSCRIBER TO BE USED BY THE NOMINEES OR ANY OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS.

To

The Accountant General

(Through the Head of Office).

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the.....Provident Fund Account of Sri/Smt..... The necessary particulars required in this connection are given below :

1. Name of the Government servant.
2. Date of birth
3. Post held by the Government Servant.
4. Date of death.
5. Proof of death in the form of a death certificate issued by the municipal authorities, etc., if available.
6. Provident Fund Account No. allotted to the subscriber.
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known.
8. Details of the nominees alive on the date of death of the subscriber if a nomination subsists.

Name of the Nominee.	Relationship with the Subscriber.	Share of the Nominee.
----------------------	-----------------------------------	-----------------------

1.

2.

3.

APPENDIX-XII-C—(Contd.)

9. In case the nomination is in favour of a person other than a member of the family, the details of the family if the subscriber subsequently acquired a family.

	Name.	Relationship with the Subscriber.	Age on the date of death.
1.			
2.			
3.			
4.			

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber.

Sl. No.	Name.	Relationship with Subscriber.	Age on the date of death.
1.			
2.			
3.			

11. In the case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be.
12. If the subscriber has left no family and no nomination subsists, the name of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate, etc.)

	Name.	Relationship with Subscriber.	Address.
1.			
2.			
13.	Religion of the claimant (s).		

APPENDIX-XII-C-(*contd.*)

14. The payment is desired through the Office of—
 _____/through the _____
 Treasury/Sub-Treasury. In this connection the
 following documents duly attested by a Gazetted
 Officer in service/Magistrate are attached.

- (i) Personal marks of identification. *
- (ii) Left/Right hand thumb and finger impressions (in the case of illiterate claimants.)
- (iii) Specimen signatures in duplicate (in the case of literate claimants).

Yours faithfully,

Station :

Signature of claimant

Date :

(Full name and address).

FOR USE OF HEAD OF OFFICE/DEPARTMENT).

Forwarded to the Accountant General _____for necessary action. The particulars furnished above have been duly verified.

2. Provident Fund Account No.....of Sri/Smt/Kumari _____
 (as verified from the annual statements furnished to him/her) is _____

3. He/she died on _____A death certificate issued by the Municipal Authorities has been produced/is not required in this case as there is no doubt about his/her death.

4. The last fund deduction was made from his/her pay for the month of _____
 (drawn in this office Bills No _____dated _____for
 Rs. _____(Rupees _____), Cash Voucher No.....
 of.....Treasury/Token No. _____Date _____of the
 P. A. O., Hyderabad, the amount of deduction being _____and
 recovery on account of refund of advance Rs. _____)

5. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund Account during the 12 months immediately preceding the date of his/her death.

OR.

Certified that the following temporary advances/final withdrawals sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death.

Amount of advances
 withdrawn.

Date and place of
 encashment.

Voucher No.

1.

2.

*This applies only when payment is not desired through the Head of Office.

APPENDIX-XII-B (Contd.)

6. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund account during 12 months immediately preceding the date of his/her death for payment of insurance premia or for the purchase of a new policy.

Policy No. and Name of the company.	Amount	Date	Voucher No.
-------------------------------------	--------	------	-------------

1.

2.

3.

4.

7. He/she had not opted for the continued retention of her Provident Fund money in the Fund in terms of the Ministry of Finance O. M. No. F. 28 (22)-EV/57, dated 18th December, 1957 as extended from time to time.

OR

He/She had opted for the continued retention of his Provident Fund money in the fund in terms of the Ministry of Finance O. M. No. F. 28 (22)-EV/57, dated 18th December, 1957 as extended from time to time and his/her option was forwarded vide this office letter No. _____ dated _____/is attached. The other particulars required in this connection are given below:

(i) Date of retirement from Government service.

(ii) Amount at the credit of the subscriber on the date of retirement.

(iii) Amount finally withdrawn after retirement, if any.

8. It is certified that no demands/following demands of Government are due for recovery.

9. It is certified that no advance/following advance sanctioned in terms of the Ministry of Finance, O. M. No. F. 10 (18)-EV (A)/C.O. dated 16-12-1960 as adopted by the Government of Andhra Pradesh in G.O. Ms. No. 282, Fin. dated 6-7-1961 is due for recovery.

Note.—Certificate No. 8 to be furnished in the case of a C. P. Fund only.

Signature of the Head of Office/
Department.

(Authority competent to sanction advances).

(G.O. Ms. No. 216, Finance (Pen.-I) Department dated 7th September, 1968)

APPENDIX-XII-C

FORM OF APPLICATION OF FINAL PAYMENT OF BALANCES IN THE PROVIDENT FUND ACCOUNT (I. A. S., I. C. S. & I. P. S.)

(i) *Form of application for Final Payment of balances in the P. F. Account of a subscriber to be used by the nominees or any other claimants when no nomination subsists.*

To

The Accountant General,

(Through the Head of Office/Department)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the.....Provident Fund Account of Shri/ShrimathiThe necessary particulars required in this connection are given below:—

1. Name of the Government Servant.
2. Date of birth.
3. Post held by the Government servant.
4. Date of death.
5. Proof of death in the form of a death certificate issued by the municipal authorities, etc., if available.
6. Provident Fund account number allotted to the subscriber.
7. Amount of provident fund money standing to the credit of the subscriber at the time of his death, if known.
8. Details of the nominees alive on date of death of the subscriber if any nomination subsists.

Name of the nominee	Relationship with the subscriber	Share of the nominee
1.		
2.		
3.		
4.		

APPENDIX-XII-C—(Contd.)

9. In case the nomination is in favour of a person other than a member of the family, the details of the family if the subscriber subsequently acquired a family.

Name	Relationship with the subscriber	Age on the date of death
------	----------------------------------	--------------------------

1.

2.

3.

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber it should be stated against her name whether her husband was alive on the date of death of the subscriber.

Name	Relationship with the subscriber	Age on the date of death
------	----------------------------------	--------------------------

1.

2.

3.

11. In the case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate as, the case may be.

12. If the subscriber has left no family and no nomination subsists, the names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate, etc.)

Name	Relationship with the subscriber	Address
------	----------------------------------	---------

1.

2.

3.

13. Religion of the claimant (s)

APPENDIX-XII-C—(Contd.)

†14. The payment is desired through the office of/through the..... Treasury/Sub-Treasury. In this connection the following documents duly attested by a Gazetted Officer in service/Magistrate are attached.

- (i) Personal marks of identification.†
- (ii) Left/Right hand thumb and finger impressions (in the case of illiterate claimants.)
- (iii) Specimen signatures in duplicate.
(in the case of literate claimants).
- (iv) Photographs in duplicate.

Yours faithfully,

Station :

(Signature of claimant)

Date :

Full name and address.

(FOR USE OF HEAD OF OFFICE/DEPARTMENT)

Forwarded to the Accountant General..... necessary action. The particulars furnished above have been duly verified.

2. The Provident Fund Account No.....of Shri/Shrimati/Kumari.....(as verified from the annual statements furnished to him/her) is.....

3. He/she died on.....A death certificate issued by the Municipal authorities has been produced/is not required in this case as there is no doubt about his/her death.

4. The last fund deduction was made from his/her pay for the month ofdrawn in this office bill No.....dated..... for Rs.....(Rupees), Cash Voucher No.....of.....Treasury, the amount of deduction being Rs.....and recovery on account of refund of advance Rs.....

5. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund Account during the 12 months immediately preceding the date of his/her death.

O R

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death.

Amount of advances/
withdrawal

Date and place of
encashment

Voucher Number

1.

2.

† This applies only when payment is not desired through the Head of Office.

APPENDIX-XII-C (Contd.)

6. Certified that no amount was withdrawn the following amounts were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death for payment of insurance premia or for the purchase of a new policy.

	Policy No. and name of the company	Amount	Date	Voucher Number
1.				
2.				
3.				

7. It is certified that no demands/following demands of Government are due for recovery.

(Signature of the Head of
Office/Department.)

Note.—Certificate No. 7 to be furnished in the case of Contributory Provident Fund only.

(ii) FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE...
.....PROVIDENT FUND ACCOUNT (TO BE USED BY SUBSCRIBER).

To

The Accountant General

.....

Through.....(The Head of Office/
Department.)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for.....months/have been discharged/dismissed/have resigned finally from Government service and my resignation had been accepted with effect from....., forenoon/afternoon.

2. I request that the entire amount at my credit with interest due under the rules may be paid to me through.....
Treasury/Sub-Treasury. My Provident Fund Account Number is.....

3. A sum of Rs.....(Rupees.....)
was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of.....
for Rs.....encashed on.....
at..... Treasury/Sub-Treasury/Pay & Accts Office, Hyd.

*4. My specimen signature, in duplicate, duly attested by another Gazetted Officer of Government, is enclosed.

*Foot Note.—Para 4 applies only when payment is desired at a treasury other than the one at the district headquarters where the subscriber last served, otherwise it may be struck out.

APPENDIX-XII-C (Contd.)

5. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund Account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

Details of the temporary advances drawn by me/final withdrawals made by me from my Provident fund account during the 12 months preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter are given below.

	Amount of advance	Date
1.		
2.		

6. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident fund account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter for payment of insurance premia or for the purchase of a new policy.

	Amount	Date
1.		
2.		

7. The particulars of the life insurance policies financed by me from the Provident Fund which are to be released by you are given below :

	Policy Number	Name of the Company.	Sum assured
1.			
2.			
3.			
4.			

Yours faithfully,

Station :

(Signature)

Date :

Name and address

CERTIFICATE BY THE HEAD OF OFFICE/DEPARTMENT

1. It is certified after due verification with reference to the records in my office, that no temporary advance/final withdrawal was sanctioned to the

APPENDIX—XII C—(Concl'd.)

applicant from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

2. It is certified after due verification with reference to the records in my office, that the following temporary advances/final withdrawals were sanctioned to and drawn by the applicant from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

Amount of advance/withdrawal	Date	Voucher No.
------------------------------	------	-------------

1.

2.

*3. It is certified that no demands/following demands of Government are due for recovery.

(Signature of the Head of
Office/Department).

(Authority : Government of India, Ministry of Home Affairs, Notification No. 5/1/69-AIS (II), dated 1st January, 1970.)

Note.—The certificate that the resignation was not with a view to taking up service under a body corporate, owned or controlled by Government, prescribed in the form of final withdrawal under the G. P. F. (C. S.) Rules is not necessary in the case of A. I. S. (P. F.) subscribers as provisions similar to those contained in explanation (iii) below Rule 31 of G. P. F. (C. S.) Rules have not been made in the A. I. S. (P. F.) Rules.

(Authority : Government of India, Cabinet Secretariat (Department of Personnel), Lr. No. 5-1-1969-AIS (II), dated 24th October, 1970.)

* Certificate No. 3 to be furnished in the case of Contributory Provident Funds only.

APPENDIX—XII ‘D’

LIST OF FORMS AND SUBSIDIARY REGISTERS IN USE IN THE SECTIONS.

Note.—Forms referred to below and not reproduced in the ensuing pages are available in the Codes, etc., noted against them.

Sl. No.	Description	Reference to the number, if any, of standard series.
G.P.F. 1	General Index Register, indicating account number, ledger folio, name and designation of subscriber, nomination when received and date of reason for closing of account.	M.S.O. (T) 65
G.P.F. 2	Ledger Card (Hand-Posting Method).	M.S.O. (T) 75
G.P.F. 3	Application form for admission to Provident Fund (to be submitted in duplicate) (Govt. of A. P., G. O. Ms. No. 136, Finance (Pen.-I), Deptt. dated 24-5-1965.)	
G.P.F. 6	Stock Register of Policies assigned to the President/ Governor of a State.	M.S.O. (T) 68
G.P.F. 8	Scheduled of General Provident Fund deductions.	
G.P.F. 9 ‘B’	Subscriber’s nomination, when the subscriber has a family and wishes to nominate one member thereof.	
G.P.F. 9 ‘C’	Subscriber’s nomination, when a subscriber has a family and wishes to nominate more than one member.	
G.P.F. 9 ‘D’	Subscriber’s nomination, when a subscriber has no family and wishes to nominate one person.	

APPENDIX XII-D—(Contd.)

(1)	(2)	(3)
G.P.F.9'E'	Subscriber's nomination, when a subscriber has no family and wishes to nominate more than one person.	
G.P.F.10	Half-margin memo calling for particulars for the final closure of G. P. F. accounts.	
G.P.F. 11	Form of authorisation for final payment of General Provident Fund Deposits.	
G.P.F. 11-A	Form of authorisation for final payment of G.P.F. deposits at a place in another State.	
G.P.F. 12	Explanation Sheet of differences in the Provident Fund Broadsheet.	M.S.O. (T) 77
G.P.F. 13	Abstract of differences in the Provident Fund Broadsheet.	M.S.O.(T) 78
G.P.F. 16	Memo forwarding forms of applications to intending subscribers.	
G.P.F. 17	Memo for sending the annual accounts of the Provident Fund Subscribers.	
G.P.F. 18	Advice of transfer of General Provident Fund accounts to another Audit Circle.	<i>Vide</i> form 4 of 'D' series, <i>infra</i> .
G.P.F. 22	Half-margin objection memo on Provident Fund Schedules and Vouchers.	
G.P.F. 28	Annual accounts of Non-Gazetted Government servants.	M.S.O. (T) 80
G.P.F.28-A	Annual accounts of Gazetted Government servants.	M.S.O. (T) 81
G.P.F. 30	Register of closed accounts.	M.S.O. (T) 70 These forms are special and are printed centrally.

APPENDIX XII-D—(Contd.)

(1)	(2)	(3)
G.P.F./M. 19	Objections statements on the audit and examination of Provident Fund vouchers and schedules.	
G.P.F./ M.20	Adjustment Register.	<i>Vide</i> Form 10 of 'H'series, <i>infra</i> .
Forms of indemnity bond for reassignment of Insurances Policies without the pro- duction of succession certificate, probate letters of administration, & temp. adv S 112		Locally printed.
<i>Standardised forms (Locally printed).</i>		
<i>Series (A) Nominations :</i>		
1 (a)	Memos Calling for Nomina- tions.	
2.	Memo returning Nomination/ application with objection.	
3.	Letter intimating admission/ acceptance of nomination.	
4.	Submission of G. P. F. nomina- tions—instructions— Reg.	
<i>Series (B) (Final Withdrawal & Residual Balance).</i>		
1.	Letter calling for Final With- drawal application—(Memo indicating the likely objec- tions, also to be attached.)	
2.	Intimation of stage of action.	
3.	Check-slip prescribed by Accountant General.	
4.	D.O. pointing out defects in application.	
9.	Letter calling for disbursement certificates.	
10.	Letter asking for, the return of Authorisation for revalidation/ alteration/issue of fresh au- thorisation.	

APPENDIX XII-D—(Contd.)

(1)	(2)	(3)
11.	Reminder for Residual Balance cases for listed reasons.	
12.	Letter forwarding authorisation which is revalidated/alterd/ revised.	
13.	Intimation of transfer of balance to deposits for listed reasons.	
14.	Questionnaire to be answered at the time of finalisation of final withdrawal cases. (Prescribed by C. A. G.)	
15.	Intimation to subscribers regarding authorisation of final withdrawal amount.	
16.	Refund of unauthorised credits.	
17.	File cover for Final withdrawal Cases.	
<i>C. Series</i>	(Insurance).	
3.	Specimen assignments.	Second schedule to G.P.F. Rules (Central)
	<i>(Vide</i>	
		Appendix 8 of A.P. Pension Code.
4.	Matured Policy—Particulars of L. I. P. withdrawals—Joint Tenants called for.	
5.	Notice of reassignment.	
6.	Forwarding letter for reassigned policy.	
9.	Letter calling for premium receipts.	
<i>D. Series</i>	(Transfer to Other Audit Circles).	
1.	Letter enquiring whether the subscriber will continue in this audit circle for over one year.	
2.	Letter to other Accountants General asking for transfer of accounts.	

APPENDIX XII-D—(Contd.)

(1)	(2)	(3)
3.	Letter to other Accountants General for concurrence to transfer.	
4.	Transfer documents.	
5.	Adjustment of missing credits or debits in the transferred accounts.	
6.	Requisition for missing credits in the Accounts received on transfer.	
<i>E. Series</i>	(Part-final Withdrawals.)	
1.	Letter intimating objection to sanction order	
2.	Letter to say that there is no need to issue eligibility report.	
3.	Form of authorisation.	
<i>F. Series</i>	(Missing Credits.)	
1.	Missing Credits/Debits—Memo calling for details.	
2.	Letter to Treasury Officer en- closing the missing credit/debit proforma to fill in the relevant columns.	
3.	Intimating the drawing officer that missing credits/debits have been adjusted.	
4.	Letter regarding missing L.I.P. debts.	
<i>H. Series</i>	(General and Miscellaneous).	
5.	D. O. Reminder.	
6.	Letter forwarding copy of letter/ Account Slip.	
7.	Letter calling for copy of letter.	
8.	Proforma for orders of collateral evidence adjustment.	
9.	Final withdrawal register,	

APPENDIX XII-D—(Contd.)

(1)	(2)	(3)
10.	Adjustment Register.	
11.	G. P. F. Schedules - Defective Schedules-Regarding.	
12.	Abstract of closing of Explanation Sheet.	
13.	G. P. F. correct Account Number called for.	
14.	Consolidation of figures for Broadsheet.	
15.	Form of Foreign Posting (Outward.)	
16.	Defects noticed in the scrutiny of P. F. Schedules.	
17.	Account No. . . . Provident Fund unadjusted credits/debits to subscribers-Provident Fund Account-Particulars, etc.,—Called for.	

Subsidiary Registers :

1. Register of Missing Credits/Debits.
2. Register of scrutiny of premia receipts.
3. Register showing dates of maturity of policies assigned to the President or the Governor of the State.
4. Register of amount realised on policies.
5. Register to call for final withdrawal applications.
6. Registers of accounts of subscribers closed on their dismissal or on their preceeding on leave preparatory to retirement.
7. Register of items transferred to unclaimed Provident Fund Deposits.

(O.O. No. 38, dated 23-8-'68.)

G. P. F. 3—Application for admission to the.....Provident Fund (to be submitted in duplicate)

Name of Applicant.	Official designation.	Office to which attached. If on deputation state the parent department/ Govt. also.	Service to which the applicant belongs.	Whether applicant's service is pensionable or not.	Whether the applicant is permanent, temporary or re-employed. If temporary, give the date of commencement of service.	Rate of emoluments per mensem.	Rate of subscription per mensem.	If subscriber to any other fund, the name of such fund.	Whether the applicant has a family or not.	Account Number to be allotted by the Accounts Officer.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Station.

Date.

A form of Nomination in the prescribed form, duly filled in, is enclosed.

Enclosures :—

Office of the.....

Signature of Applicant ;

No. dated the 19 ;

Returned with account number allotted. This number should be quoted in all correspondence connected therewith.

APPENDIX XII-D—(Contd.)

G. P. F. 8

SCHEDULE OF GENERAL PROVIDENT FUND DEDUCTIONS.

Important Instructions.

1. Figures in Cols. 3, 4, 5 and 7 should be rounded to whole rupees.
 2. A/c. Nos. may be written thus
G. A., A. V. etc.
1236
 3. Do not waste space. Use the smaller form if the names are few.
 4. The total of the schedule should be written both in figures and words.
 5. The interest is paid on advance mentioned in the remarks column.
1. This form should not be used for transactions of other Provident Funds for which form No. TR. 56-A has been provided. The account numbers should be arranged in serial order.
 2. The guide letters, e.g., G.A. (for General Administration) Pol. (for Police), Jud. (for Administration of Justice), etc., should be invariably suffixed to Account Numbers.
 3. In the remarks column give reasons for discontinuance of subscriptions such as "Proceeded on leave", "transferred to Office District", "Quitted Service", "Died" or "Discontinued under Rule 11".
 4. In the remarks column write description against every new name, such as "New Subscriber", "Came on transfer from Office District", etc.
 5. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accountants General.

Office of the (here write the designation of the Drawing Officer and Station)

Deduction made from the salary of payable on 1st Name of Accounts Officer who maintains these Accounts (See Instruction 5)

A/c. No.	Name.	Pay or/and leave salary on the 31st March.	Monthly Sub- cription.	Refund of withdrawals		Total realised.	Remarks.
				Amount.	No. of instal- ments.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date and legible signature of Drawing Officer
Designation

For use in the Audit Office/Voucher Date of encashment.....

APPENDIX XII-D—(Contd.)

1. Certified that the name, amounts of individual deduction and the total shown in column 7 have been checked by reference to the bill *vide* Para 224 of the Audit Manual.
2. For schedules attached with March pay bills, certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bills

Date:

G. P. F. 9-B.

Depositor No.

*.....Provident Fund.....

Subscriber's Nomination.

When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below who is a member of my family as defined in rule 2 of the*.....
 Provident Fund.....*Rules,
 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :—

Name and address of Nominee (s) in the event of subscriber's death.	Relation-ship with subscriber.	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
---	--------------------------------	-----	--	--

Dated this day of 19 at

*Signature of Subscriber.**Two witnesses to Signature.*

1.

2.

*Here insert the words necessary to complete the name of the Fund concerned.—General Provident Fund (Central Services), Contributory Provident Fund (India), Defence Savings Provident Fund, etc., as the case may be.

APPENDIX XII-D—(Contd.)

G. P. F. 9-C.

Depositor No.

*.....Provident Fund.....

Subscriber's Nomination.

When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of family as defined in rule 2 of the*.....
 Provident Fund.....*Rules.....,
 to receive the amount that may stand to my credit in the Fund, in the event of my death, before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :—

Name and address of nominee(s) in the event of subscriber's death.	Relation-ship with subscriber.	Age	Amount or share of accumulations to be paid to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
--	--------------------------------	-----	--	--	--

N.B.—The subscriber should draw a line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this day of 19 at

Two witnesses to signature.

1.

2.

Signature of Subscriber.

*Here insert the words necessary to complete the name of the Fund concerned—General Provident Fund (Central Services), Contributory Provident Fund (India), Defence Savings Provident Fund, etc., as the case may be.

This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

APPENDIX XII-D—(Contd.)

G.P.F. 9-D.

Depositor No.

*.....Provident Fund.....

Subscriber's Nomination.

When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in rule 2 of the*.....
 Provident Fund..... Rules*.....
 hereby nominate the person mentioned below to receive the amount that may
 stand to my credit in the Fund, in the event of my death before that amount
 has become payable, or having become payable has not been paid :—

Name and address of Nominee(s)
 in the event of subscriber's
 death.

Relationship with
 Subscriber.

Age

Contingencies (**) on the
 happening of which the
 nomination shall become
 invalid.

Name, address and relationship
 of the person, if any, to whom
 the right of the nominee shall
 pass in the event of his pre-
 deceasing the subscriber.

Dated this day of 19 at

Signature of subscriber.

Two witnesses to signature.

- 1.
- 2.

*Here insert the words necessary to complete the name of the Fund concerned, General Provident Fund (Central Services), Contributory Provident Fund (India), Defence Savings Provident Fund, etc., as the case may be.

**Note.—Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX XII-D—(Contd.)

G.P.F. 9-E.

Depositor No.

.....Provident Fund.....

Subscriber's Nomination

When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in rule 2 of the
 Provident Fund.....*Rules
 hereby nominate the persons mentioned below to receive the amount that
 may stand to my credit in the Fund, in the event of my death before that
 amount has become payable, or having become payable has not been paid,
 and direct that the said amount shall be distributed among the said persons
 in the manner shown below against their names.

Name and address of nominee(s) in the event of subscriber's death.	Relation- ship with subscriber	Age	†Amount or share of accumu- lations to be paid to each.	Contingencies (**) on the happening of which the nomination shall become invalid.	Name, address & relationship of the person, if any, to whom the right of the nomi- nee shall pass in the event of his predeceasing the subscriber.
---	--------------------------------------	-----	--	---	--

N.B.—The subscriber should draw lines across the blank space below his last entry to prevent the insertion of any names after he has signed.

Dated this day of 19 at

Two witnesses to signature.

1.

2.

Signature of subscriber.

*Here insert words necessary to complete the name of the Fund concerned—General Provident Fund (Central Services), Contributory Provident Fund (India), Defence Savings Provident Fund, etc., as the case may be.

†This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**Note.—Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX XII-D— (Contd.)

G. P. F. 10

General Provident Fund Form 10

To be returned in original with reply noted in right-hand column.

Office of the No. , dated the 19 .	Reply No. Dated the 19 .
Enclosures	
To	To The

Memo.

Memo.

Reference.—His letter No. , dated 19 , regarding the final withdrawal of the General Provident Fund deposit of Account No.

The undersigned has the honour to invite a reference to this office Circular No. and to request that this memorandum may be returned to this office at an early date with the following information noted in the right-hand column. It should also be noted that no deduction on account of the Fund is to be made from the Officer's last pay bill if not already done.

1. The actual date, forenoon or afternoon of retirement, death, resignation, discharge, etc.

(a) In case of resignation, it should be stated if the resignation has been accepted.

(b) In the case of discharge, the reason for the same may be stated.

2. A certificate from the drawing authority referred in rule of the General Provident Fund Rules stating whether any advance from the Fund was granted to the subscriber during the previous 12 months, and if so, full particulars of the advance.

3. Amount of the last Fund Deduction with the number and date of the Treasury voucher or the number of bill with date of its encashment from which it was deducted.

APPENDIX XII-D—(Contd.)

4. Name and Treasury at which payment of the Provident Fund money is desired or in a case in which payment is to be made in Sterling, name of the country in which payment is required.

5. (a) In case of dismissal, whether the officer has filed or intends to file an appeal; if the appeal has been rejected the date of its rejection.

(b) If no appeal has been filed yet, the date on which the period of his appeal will expire.

6. The correct General Provident Fund account number verified from the statements furnished to the depositor by this office from year to year.

7. Whether the subscriber married after the submission of his nomination.

8. Whether the deceased subscriber has left any Will disposing of his accumulations in the fund or any part of them and if so, a copy of the Will, with an English translation of the Will if in any other tongue, should be furnished.

9. As no nomination was furnished by the subscriber a list of his family members (as defined in Rule) who are entitled to participate in the Fund money under Rule of the G. P. Fund Rules together with their application in original for the refund, should be forwarded to this office. In the case of minors, the application should be from their legal guardians.

(Signature)

(Signature)

(Designation)

(Designation)

BY REGISTERED POST:

No. Fds/

Dated

From

To

**The Accountant General,
Andhra Pradesh,
HYDERABAD-4.**

Sir,

With reference to your letter No., dated the.....

In continuation of this office letter No.

..... intimating that.....

 quitted the service/died.....

 on..... and asking for payment of the amount at
 credit (Account No.....)
 in the General Provident Fund on that date. I have to authorise you to draw
 a sum of Rs..... (Rupees.....)
 representing the amount of entire/available/residual
 deposits with interest calculated upto.....
 by presenting a bill in form APTC. 40-A at the..... Treasury.....

CTR. 58-A

Pay and Accounts
Office, A.P., Hyderabad

2. The disbursement should be made in terms of Rules.....
..... of G. P. Fund Rules and a certificate of disbursement of the amount furnished early.

3. The deceased by a declaration, dated desired that the whole/portion of his accumulations in the fund should be paid to the persons named below in the proportions mentioned against each.

.....

.....

.....

4. The payee should be informed that he/she shall have to accept the amount as tendered; and that no further interest will be allowed.

5. The has been advised accordingly.

APPENDIX XII-D—(Contd.)

6. The receipt of this authority may please be acknowledged.
7. This authorisation may please be enclosed in original to the bill.

Yours faithfully,

(Signature)

(Designation) Asst. Accountant General

Accounts Officer

No. Fds.

Dated:

Copy forwarded to the
for information and necessary action.

(Signature)

(Designation) Asst. Accountant General

Accounts Officer

Note 1.—Paras 2 and 3 may be cut out when not required.

Note 2.—This authority shall remain current for a period of six months from the date of its issue and will have to be revalidated by the (issuing) Accounts Officer, if any claim is required to be paid after this period. For this purpose, this authority should be returned to the Accounts Officer with a certificate of non-payment by the Disbursing Officer and the Treasury Officer.

Note 3.—This authority must be written in the manner of Cheques *vide* Rule 156 of C. T. R. Vol. I, *i. e.*, it should have written across it in words a sum little in excess for which it is issued.

APPENDIX XII-D—(Contd.)

G. P. F. 11-A (White)

G. P. F. 11-A

SPECIAL SEAL

Office of the

From

To

The Accountant General,

The Treasury Officer,

Sir,

I am to request you to arrange for the payment of Rs.
 (Rupees Paise only)
 to from the Treasury
 on or after

The amount represents the available balance of the deposits in the General Provident Fund (Account No.) with interest calculated thereon to the residual balance

The following document(s) required in connection with identification of the payee is/are enclosed herewith.

The payee should be informed that he shall have to accept the amount she when tendered and that no interest will be allowed thereafter.

The amount when paid, may be debited to this office shown in your treasury accounts as debitable to quoting the number and date of this letter as authority and forwarding the actual payee's receipt in support of the charge.

The payee is being informed accordingly.

The receipt of this authority may please be acknowledged.

Yours faithfully,

Assistant Accountant GeneralAccounts Officer

No.

Dated

Copy forwarded for information to the with the request that the payee may be directed to receive payment at the Treasury. He/she should also be informed that he/she shall have to accept the amount when tendered. and that no further

APPENDIX XII-D—(Contd.)

interest will be allowed thereafter. Authority for payment of the residual balance will issue as soon as the credits for..... are booked to his ledger account.

Assistant Accountant General

Accounts Officer

- Notes.*— 1. This authority shall remain current for a period of six months from the date of its issue and will have to be revalidated by the issuing Accounts Officer if any claim is required to be paid after this period. For this purpose this authority should be returned to the issuing Accounts Officer with a certificate of non-payment by the Disbursing Officer and the Treasury Officer.
2. This authority must be written in the manner of cheques *vide* Rule 156 of the C.T. Rs. Vol. I. *i.e.*, it should have written across it in words a sum little in excess for which it is issued.

APPENDIX XII-D—(Contd.)

General Provident Fund—16

(To be printed on foolscap quarto.)

G. P. F. 16**OFFICE OF THE**

No. dated....., the.....19 .

To

The

Sir,

With reference to your letter No....., dated the 19 , I have the honour to request you to return to this office the enclosed forms of application for admission to the General Provident Fund duly filled in at an early date. On their receipt, account numbers will be assigned and intimated to you.

No subscriber should be allowed to contribute to the Fund unless an account number is intimated by this office (*vide* rule of the General Provident Fund Rules).

Yours faithfully,

Enclosures:—

(Gazetted Officer)

APPENDIX XII-D—³Contd.)

G. P. F. 17

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH

No. dated the 19 .

To

The

To

The

Memo.

With reference to Rule of the rules of the General Provident Fund, annual accounts of the depositors of your establishment noted on the reverse for the year are forwarded herewith with request that they may be distributed to the depositors concerned.

2. If a subscriber has since been transferred from your office, his account may be sent to the officer under whom he is now working.

3. Please acknowledge receipt and also furnish to this office, within a month of receipt of this memorandum a certificate to the effect that all the annual accounts received have been handed over to the respective subscribers and that all of them (except those detailed) accept the balance shown in their Account slips. In case any accounts are forwarded to some other office (*See* instructions in paragraph 2 above), or cannot be delivered owing to ignorance of the whereabouts of the subscribers or some other reason and are therefore returned to this office, a detailed list of all such accounts, stating clearly the names of the offices to which they were sent or the reasons why they could not be delivered should be furnished along with the certificate.

(Signature)

(Designation)

Account No. Account No. Account No.

APPENDIX-XII D-(Contd.)

GENERAL PROVIDENT FUND FORM 22.

(To be printed on foolscap three pages.)

To be returned within a week of its receipt with reply in the right hand column.

Half-margin objection memo. on General Provident Fund Schedules and vouchers.

Office of the.....

No. , dated , the 19 .

To

With reference to , your attention is invited to the item of objection noted below. Please return this memorandum at an early date with your reply in the right hand column. It is hoped that steps will be taken to prevent the recurrence of these irregularities.

(Signature)

(Designation)

Reference to Schedules and Vouchers.	Reference to item of objection.	Reference to Schedules and Vouchers.	Reference to item of objection.
---	------------------------------------	--	------------------------------------

Nature of objection.

Reply.

1. Please furnish a copy of the order sanctioning the advance, which should state the specific purpose for which the advance is granted, and note that one is invariably attached in future to a bill of this kind. Where, however, this is of a confidential nature, it may be communicated to the Accounts Officer personally and confidentially (..... of the General Provident Fund Rules).

2. The advance requires the sanction of

3. Please certify that the advance sanctioned does not exceed three months' pay of the subscriber, that it is covered by the balance at his credit in the Fund and that the spirit of the instruction contained in of the General Provident Fund Rules has been observed.

4. The subscriber has repaid out of his previous advance of Rs. upto 19 . The balance of Rs., together with the amount of the present advance exceeds three months' pay. This amount withdrawn in excess, viz., Rs. should be recovered, or the special circumstances under which the advance has been granted in excess of three months' pay should be stated.

APPENDIX XII-D—(Contd.)

5. The reasons for sanctioning the advance should be recorded in writing by the sanctioning authority.

(a) As 12 months have not elapsed since the complete repayment of the last advance of Rs. taken in.

(b) As the advance of Rs. drawn by him in. is still under recovery (*vide* General Provident Fund Rule.)

6. The number of instalments for recovery of the advance should be stated. It should be so fixed that the instalments should be of equal amounts and in whole rupees (*vide* Rule of the General Provident Fund Rules).

7. As the monthly instalment of recovery is not in whole rupees, it is suggested that the advance may be ordered to be recovered in.

8. Why has no instalment towards the repayment of the temporary withdrawal of Rs. taken in been recovered from the pay for paid in If he was on leave, the date of its commencement and its duration should be stated; if recovery is being made of an advance of pay granted to him on transfer or under Article, Rule/Para of the names of the months in which the advance is to be recovered should be intimated otherwise the arrear instalments should be recovered, quoting this as authority on the schedule.

9. The temporary advance of Rs., paid in is recoverable in instalments of Rs. each. Please state why Rs. only was recovered from the subscriber's pay for. ?

10. Under Rule of the General Provident Fund Rules, an additional instalment of Rs. as interest at per cent., of the advance should be recovered from the subscriber in the month following that in which the last instalment for the advance is paid.

11. The account number and pay of the subscriber, not noted in the sanctioning order, should be stated.

12. The copy of the sanction has not been signed by a responsible officer, as required under Rule/Para of of

13. The certificate of disbursement should be furnished early.

APPENDIX XII-D—(Contd.)

14. *Deleted.*

15. The payee's receipt sent to this office is returned herewith. It should be filed in your office as acquittance.

16. The number and date of treasury voucher or the amount and date of encashment of the bill in which the recovery or adjustment is effected should be quoted.

17. The schedule is not in the prescribed form. Please use the authorised form in future.

18. The name of the month has not been entered on the top of the schedule.

19. The account number/name/rate of emoluments/rate of subscription of the subscriber has not been entered in the respective column of the schedule.

20. The correct of the depositor, as noted in the ledger, is and not as noted in the schedule.

21. The name of the subscriber is not traceable in the books of this office. Please quote his account number or the number and date of your letter in which intimation of his having become a subscriber was given to the office. If the depositor is a new subscriber, the facts should have been stated in the remarks column of the schedule.

22. Please note that no subscription should be recovered from a new subscriber without first obtaining an account number from this office.

23. As is not in superior service, he is not eligible to subscribe to the Fund. Please note and refund to him the amount recovered from him up-to-date.

24. The reason why no subscription as detailed below has been recovered from pay for the months noted against each should be stated.

(a) If on account of leave, the nature, period and date of commencement of the leave should be stated, otherwise, the sum due from each as shown below should be recovered from the next bill in addition to the usual subscription for that month.

(b) If payment has been stopped by the subscriber, please state why this non-payment should not be treated as a discontinuance under Rule of the General Provident Fund Rules.

APPENDIX XII-D—(Contd.)

-
25. The maximum/minimum subscription payable by the subscriber in whole rupees on his pay of Rs. in respect of 31st March 19 is, Rs. per month and not Rs. per month. The excess/short payment at Rs. per month up-to-date should be adjusted in/recovered from his next pay bill, quoting this as authority on the bill as well as on the schedule.
26. The subscriber having paid Rs. in April 19 , should continue to pay it throughout the year. The short/excess payment should be adjusted in his next pay bill, quoting this as authority on the bill as well as on the schedule.
27. Please furnish details showing how the sum of Rs. has been arrived at.
28. The date of payment of subscriptions paid in cash has not been stated in the remarks column of the schedule.
29. The subscription for the duty period from.... to..... at Rs. per month is Rs., which should be recovered from the next bill of the subscriber.
30. Please explain the excess recovery or point out credit for the outstanding balance of Rs., See in this connection this office communication No..., dated the
31. The amount of instalment in payment of the advance should not be mixed up with the usual monthly subscription, but should be shown separately in the column "Refund of withdrawals".
32. The schedule for the month of... has not been received with the bill for that month. Please furnish it now and note that such schedules should be invariably attached to bills in future.
33. Please intimate the rate of pay of the subscriber drawn by him in the respect of.....
34. Please furnish voucher in support of charge and explain the cause of non-submission.
35. The order of payment on the enclosed bill has not been signed. Please return after completion.
36. As the voucher has not been stamped, it is returned herewith for completion and return.

APPENDIX XII-D—(Contd.)

37. The Insurance Company's receipt for Rs. drawn in for payment of premium should be forwarded to this office for the necessary endorsement.

38. Please state what amounts were deducted from the pay bills for

39. Please state whether any advance was granted during the twelve months prior to his death, resignation or retirement.

40. Please state the actual date of death, retirement or resignation and furnish copy of orders permitting him to retire from/resign his appointment under Government.

41. Please quote the number and date of the Treasury Voucher in which the sum of Rs. representing the balance at credit of. (Account No.) in the General Provident Fund authorised for payment in this office letter No., dated was drawn. If the amount has not been drawn please explain the reason. _____

42. The fact that the recoveries relate to Sterling Branch has not been stated on/in the bill/schedule.

[illegible]

[illegible]

INDEMNITY BOND

(Vide Paragraph 225)

Form of Indemnity bond for re-assignment of Insurance Policy assigned to the Governor.

KNOW ALL MEN by these presents I/We (a) resident(s) of and I/We (b) and resident(s) of sureties on her/his/their behalf are held firmly bound to the Governor of Andhra Pradesh (hereinafter called the Governor which expression shall, where the context admits includes his successors in office and assigns) in the sum of Rupees (Rs.....) to be paid to the said Governor FOR WHICH payment to be well and truly made, each of us severally binds himself and his heirs, executors, administrators and assigns and every two and all of us jointly bind ourselves and our heirs, executors, administrators and assigns firmly by these presents.

As Witness our hands this day of 19 .

WHEREAS (c) was at the time of his death
Postal Life Insurance Policy
a holder of a Rs.....
Policy of a Life Insurance Company

AND WHEREAS the said (c) had assigned the said policy to the Governor under Rule 20 of the General Provident Fund (Andhra) Rules.

AND WHEREAS the above bounden (a) (hereinafter called the claimant(s) claim(s) to be legally entitled to receive the said policy but has/have not obtained a succession certificate.

AND WHEREAS the claimant(s) has/have satisfied the Government of Andhra Pradesh (hereinafter called the Government) that he/she/they is/are entitled to receive the said policy and that it would cause undue delay and hardship if the claimant(s) were required to produce a succession certificate.

AND WHEREAS the Government consider it necessary that the claimant(s) should first execute a bond with two sureties to indemnify Government against all claimants to the said policy before the said policy can be reassigned to the claimant(s).

Now the condition of this bond is such that if after the said policy is re-assigned to the claimant(s) any other person makes a claim against Government with respect to the said policy the claimant(s) or the sureties shall pay to the Government the sum of Rs. and shall otherwise indemnify and save the Government harmless from all liabilities in respect of the aforesaid policy and all costs incurred in consequence of any claim thereto. THEN the above-written bond of obligation shall be void but otherwise the same shall remain in full force and virtue.

(a) Full name (s) of claimant. (s)

(b) Full name (s) of sureties.

(c) Name of the deceased.

APPENDIX XII-D—(Contd.)

IN WITNESS to the above-written bond and the condition thereof we.....
 and and have
 hereunto set our hands this day of 19 ..

(Composite Madras G. O. Ms. No. 708, Finance (Pension) Department,
 dated 14th October, 1941—Case Fds. 6-163/1931-42).

APPLICATION FOR TEMPORARY ADVANCES (STATE)

- | | |
|-----|-------|
| No. | date. |
|-----|-------|
1. Subscriber's Name
 2. Subscriber's designation
 3. Subscriber's Pay (as defined in Fundamental Rules)
 4. Subscriber's General Provident Fund or Contributory Provident Fund Account Number.
 5. Amount of advance
 6. Object of advance
 7. Rule or Rules under which the advance is sanctioned
 8. Balance at credit of the subscriber under subscriptions on this date (as verified from the account last rendered by Accounts Officer and subsequent deposits and withdrawals).
 9. Particulars of previous advances in respect of which a period of twelve months has not elapsed since their repayment including advances which are outstanding against the subscriber on the present date—
 - (a) Date of payment of the advance ..
 - (b) Amount of the advance
 - (c) Date of repayment of the advance ..
 10. Special reasons for granting the advance when a previous advance is outstanding or when twelve months have not elapsed after the complete repayment of the previous advance exceeds two-thirds of the amount admissible as ordinary advance; or when the advance exceeds three months' pay of the subscriber.
 11. Number of instalments in which the advance is recoverable.
 12. Amount of each such instalment
 13. Number of instalments in which the interest on the advance is recoverable.
 14. Amount of each such instalment

Sanctioning Authority

APPENDIX XII-D—(Contd.)

Form A-1 (a).

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds.

Dated.....

From

The Accountant General,
Andhra Pradesh, HYDERABAD.

To

.....

.....

Sir,

The nominations of the G. P. F. subscribers detailed overleaf have not been received in this office so far. Finalisation of cases in the event of death of a subscriber is being rendered very difficult in the absence of a nomination. You are, therefore, directed to obtain and forward the nomination immediately.

Yours faithfully,

Assistant Accountant General,

Accounts Officer.

APPENDIX XII-D—(Contd.)

FORM A-2.

(TO BE RETURNED WITH REPLY)

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds.

Dated

196

From

THE ACCOUNTANT GENERAL,
ANDHRA PRADESH,
HYDERABAD-4.

To

_____*Sub* :—G. P. F. application of Shri. for admission
Nomination defective—Returned for correction.*Ref* :—Your Letter No.

Sir,

The application/nomination received with your letter cited under reference is/are returned for the reasons noted against item. below :

1. The form of nomination used is not correct as only one person/more than one person has/have been nominated. Correct form nominating one person/more than one person should be used.
2. The nomination is filled with different inks.
3. The address of the nominee is not filled in column I of the nomination.
4. The nomination bears different dates.
5. The place of nomination where it was executed is not noted in the respective column.
6. The word General/Central services not recorded in the respective column.
7. Death need not be mentioned as a contingency in col. 4 of the nomination. The wordings " in the event of legal divorce of the nominee " may be filled in or a line may be drawn diagonally over Col. 4.

APPENDIX XII-D—(Contd.)

-
8. Since.....is not a member of the family the wording "the right conferred upon the alternate nominee shall become invalid in the event of my subsequently acquiring any other member or members in my family " may be filed in column 5 of the nomination.
 9. The wording " in the event of my subsequently acquiring family " may be filled in Col. 4 of the nomination.
 10. The percentage of share may please be specified for each person in Col. 5 of the nomination.
 11. Address and relationship of the alternate nominee is not noted in Col. 5.
 12. Date of entry into Government service may be specified in column 14 (viz., Remarks of the application.)
 13. The rate of subscription should be in round rupees only as specified in the rules.
 14. The alternate nominee should be different from the principal and self.

Yours faithfully,

Assistant Accountant General.

Accounts Officer.

APPENDIX XII-D—(Contd.)

Form A-3.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD-4.

To

.....

.....

Subject.—Admission to G.P.F./C.P.F.*Reference* :—Your letter No....., dated.....

I am to state that the Government servant/s mentioned below has/have been admitted to G.P.F./C.P.F. and has/have been allotted account number(s) noted against him/them. It may kindly be ensured that this account number with the departmental suffix is correctly noted in all schedules of deduction and in all future correspondence with this office pertaining to the P.F. account/accounts. It would be advantageous to enter the account number on the first page of his/their service book(s) in the case of non-gazetted officers.

2. The nomination(s) submitted with the application has/have been accepted.

3. The subscriber(s) may be intimated accordingly.

4. The nomination in the prescribed form may be sent to this Office for custody.

Name :

Designation :

Account No. allotted :

Yours faithfully,

*Assistant Accountant General,**Accounts Officer.*

APPENDIX XII-D—(Contd.)

FORM NO. A-4

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD-4.*Letter No. Funds /Unit /File No. /dated :*

FROM

The Accountant General,
Andhra Pradesh,
Hyderabad.

To

Subject.—Submission of G. P. F. Nominations—Regarding.

Sir/Madam,

As per rule 7 of the G.P.F. Rules (*vide* Appendix 8 of the Andhra Pradesh Pension Code) a subscriber to the General Provident Fund, has to send to the Accounts Officer, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount has become payable, or having become payable, has not been paid, in the forms prescribed in first schedule to the G.P.F. Rules. The nominations may be obtained in duplicate from each subscriber mentioned below and forwarded to this office for acceptance. Instructions for the proper filling in the Nomination forms are detailed on the reverse for the guidance of subscribers.

*Assistant Accountant General**Accounts Officer*

<i>S. No.</i>	<i>Account No.</i>	<i>Name and designation of the subscriber.</i>
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APPENDIX XII-D—(Contd.)

Instructions for proper filling in of Nomination Forms relating to General Provident Fund.

1. A subscriber should enter his account number and specify the name of the Fund in the space provided for the purpose at the top of the form.
2. The nomination form must be filled in the same ink throughout and it should not contain erasure and overwriting.
3. Four forms of Nomination have been prescribed in the first schedule to G. P. F. Rules in Appendix 8 of the Andhra Pradesh Pension Code. The correct form applicable to each subscriber may be used.
4. A married subscriber cannot nominate any other than his (i) wife or wives; (ii) children or (iii) widow or widows and children of a deceased son, so long as they are alive.
5. In case the subscriber is a widower and nominates persons other than his children or the widow and widows and children of a deceased son, he should certify on the form that he has no issue.
6. Full name, age, relation and complete residential address of the Nominee/Nominees/Alternate Nominee should be furnished in the relevant cols. (Cols. 1, 2, 3 and 5).
7. When a subscriber having no family nominates any person/persons, the contingency column (4 or 5 as the case may be) should invariably be filled in with the following words. "In the event of the subscriber subsequently acquiring the family".
8. In the case of an "adopted child", it should be stated on the form whether under the personal law of the depositor, adoption is legally recognised as conferring the status of natural child.
9. In case the subscriber has only one member of his/her family who has been nominated in col. (1). col. (5) *i. e.*, (for alternate nominee) may be filled in with the name of any person, but it should be specified in the column that "the alternate nomination shall become invalid in the event of the subscriber subsequently acquiring any other member/members of his/her family.
10. In no case should column (4) or column (5) of the nomination be filled in with the words "death" or "in the event of the nominee predeceasing the subscriber", as the Government have held that the term is redundant and misleading. The wordings "in the event of legal divorce of the nominee" may be filled in or a line may be drawn diagonally over column 4.
11. Column (5) or column (6) (*i. e.*, alternate nominee) as the case may be of the nomination should not be filled with the word "self" or "subscriber" since such a specification is meaningless and defective. The alternate nominee should be different from the principal nominee and self.

APPENDIX XII-D—(Contd.)

12. The percentage of share may please be specified for each person in column 5 of the nomination, when more than one person is nominated as to cover the whole of the amount.
13. The date of execution of nomination should agree with the date of signature of the subscriber as well as the witnesses.
14. The place of nomination (and not the time) should be noted after the word "at" below the preamble of the nomination.
15. Full signature with date, occupation and address of the subscriber and of the two witnesses to his signature should be given in the space provided for the purpose at the bottom of the form.
16. A nomination with a condition or in favour of legal heirs cannot be accepted.

APPENDIX-XII-D—(Contd.)

Form No.B-1.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds.

Dated 197 ..

To

.....

.....

Sir,

Subject.—Provident Fund—Final withdrawal application of Sri/Srimathi/
Kumari..... Account No.....
.....—Called for.

It has been reported to this office that Sri Srimathi/Kumari
..... who was working as in your office expired/
was dismissed/retired on It is requested that final with-
drawal application in the form prescribed in G. O. Ms. No. 216, dated 7-9-1968
may be arranged to be sent to this office urgently along with the certificates
regarding advances appended therein for closing the account.

<i>Name of the nominee</i>	<i>Relationship</i>	<i>Age</i>	<i>Share</i>
----------------------------	---------------------	------------	--------------

It may please be verified and intimated whether the nominee/nominees
mentioned above is/are alive and in a fit condition to receive payment. If the
nominee/nominees is/are not alive an exhaustive list of the surviving members,
of the family of the deceased subscriber, with the particulars of their ages, etc.
and in the case of daughters of the subscriber, whether they were married or
not and whether their husbands were alive on the date of his/her death, may
also be furnished.

Urgent compliance is requested.

Yours faithfully,

Assistant Accountant General

Accounts Officer

No. Fds./..... Dated.....

Copy to Srimathi/Kumari/Sri for information
with reference to his/her letter No. Dated
He/she is informed that steps will be taken to finalise the account and
authorise the amount on receipt of the final withdrawal application from
the departmental officers.

Assistant Accountant General

Accounts Officer

APPENDIX-XII-D—(Contd.)

FORM No. B-2.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds.....Dated..... 197

To

.....

.....

Subject :—G.P.F. Final withdrawal in your case—Stage of action intimated*Ref* :—

The..... was addressed by this office in this office reference..... to furnish the following information on receipt of which action will be taken to finalise your case.

INFORMATION CALLED FOR

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

FORM No. B-3.

Check Slip

1. Name of Government servant with Account No.
2. Has the application been signed by the subscriber/claimant ?
3. Have the certificates of non-drawal for the last 12 months been appended ?
4. Have the particulars of last fund deduction been furnished ?
5. In the case of dismissal/discharge/removal, etc., as a disciplinary measure, has the date of rejection of appeal or the date of expiry of appeal time noted in the F.W. application ?
6. In the case of deceased subscriber, has the nomination been verified (true extract in file) and found to be in order ?
7. Has an indent for all ledger cards been given to the Librarian ?
8. Is he reported to be financing an insurance policy as seen from the F.W. application ? If so, call for particulars whether joint tenant is alive.

Note.—In all cases issue standard draft D.O. where necessary.*Auditor.**Superintendent.**A.A.G./A.O.*

APPENDIX—XII-D—(Contd.)

FORM No. B-4.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.FINAL PAYMENT
MOST URGENT.

D.O. No Fds.—FW/

Dated.....197

Dear Sri

Subject.—Final payment of Provident Fund of Shri.....
Account No.*Reference.*—Your letter No.....dated.....with
which the final withdrawal application was forwarded.

Kindly refer to your letter cited. The case could not be finalised nor
authorisation issued in view of the defects listed on the reverse (Please read
the items that have been ticked).

I shall be much obliged if you could arrange to furnish the information,
certificates or other particulars immediately.

Your sincerely,

To

Sri.....

.....

.....

(Please read ticked items only.)

1. The application has not been signed by the subscriber. A separate
letter requesting for payment may be obtained from him and forwarded
urgently.

2. Certificates of non-drawal of :—

(a) Temporary advances :

(b) Part-final withdrawals :

(c) Life Insurance premia withdrawals :

for 12 months immediately before retirement, death, resignation, etc., have
not been enclosed. Certificates may be forwarded separately and urgently.

3. Particulars of last deduction made from the subscriber on account
of provident fund may be furnished urgently giving details of gross pay, net
pay, the month for which pay was drawn, date of drawal, amounts of subscrip-
tion and refunds of withdrawals actually recovered.

APPENDIX-XII-D—(Contd.)

4. Since subscriber has been dismissed/removed/discharged as a disciplinary measure, please indicate whether he had preferred appeal. If yes, when was his appeal rejected. If not, when did the appeal time allowed expire or else please obtain and furnish his written statement that he does not intend preferring an appeal.

5. (In the case of deceased subscribers only). The subscriber did not file any nomination/the nomination filed by the subscriber has become invalid under the P.F. Rules applicable to him. Please therefore arrange to intimate immediately after due verification.

(a) A complete and exhaustive list of the family members of the subscriber as on the date of his death [Please See Rule 2 (c) of G.P.F. Rules].

(b) The dates of birth of each such family member.

(c) In the case of female member of the family, whether they were married and their husbands alive on the date of death of the subscriber.

6. The option to go over to the Liberalised Pension Rules or to continue under old G.P.F. Scheme may be forwarded urgently.

7. Since the subscriber has been reported to be financing an insurance policy assigned in favour of the President of India/Governor of Andhra Pradesh please enquire and let me know whether the joint tenant (wife) is alive so as to take action to re-assign the policy.

APPENDIX-XII-D—(Contd.)

FORM No. B-9.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./FWA/

Dated.....197

To

.....
.....

SIR,

Subject.—General Provident Fund—Final withdrawal from the Account
of SriAccount No.....

Disbursement Certificate called for.

Reference.—This Office letter No.....

I am to invite a reference to this office letter cited above authorising you to draw a sum of.....
.....
being the G.P. Fund balance at the credit of the said subscriber and to request that the disbursement certificate called for therein may please be sent immediately.

Yours faithfully,

Assistant Accountant General

Accounts Officer

APPENDIX-XII-D—(Contd.)

FORM No. B-10.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH. HYDERABAD.

D. O. No. Fds.

Dated.....197 .

Dear Sri

Subject.—Return of authorisation in respect of Sri.....
 A/c No.....for the purpose of revalidation/
 alteration/issue of fresh authorisation.

Kindly arrange to return urgently the authorisation issued under this
 office No. F.W.....dated.....
 in respect of the said subscriber for the purpose mentioned above, along with
 a certificate of non-payment.

Yours sincerely,

Sri

.....

.....

APPENDIX-XII-D—(Contd.)

FORM No. B-11.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

D. O. No. Fds.

Dated 197 .

Subject.—Residual balance P.F. Account of Sri
Account No. information—called for.*Reference.*—This office authorisation No. dated

Dear Sri

Kindly refer to the case under consideration. The payment of residual balance could not be made for the reason(s) enlisted below. Will you kindly look into the matter and furnish replies very urgently ?

Yours sincerely,

Sri

.....

REASONS

(Please read ticked items only.)

1. Credits for the months noted in the *Proforma* enclosed are missing in his account.

Necessary particulars may be furnished by filling up columns 4 to 8 therein.

2. Particulars of last fund deduction may be furnished.

3. Even though he was permitted to finance insurance premia, no withdrawals are appearing during the years It is not now possible to determine whether they were drawn but misclassified or the subscriber paid the premia from private sources. The relevant amount has been withheld. If the premia were paid from private sources during those years, certificate to that effect may be forwarded after countersignature by the authority competent to sanction temporary advances for ordinary reasons.

4. Gross pay statements for the years may be furnished with a certificate of check with service book.

5. Please indicate date of receipt of appeal against dismissal etc., and if no appeal was preferred, the date of expiry of time allowed for appeal,

APPENDIX-XII-D--(Contd.)

Form No. B-12.

Office of the Accountant General,
Andhra Pradesh, Hyderabad.
Dated : 197 ..

To

.....

Sir,

Sub :- Final withdrawal of GPF/CPF of
Account No. Revalidation alteration/revision of
authorisation.

Ref :- Your letter No. Dated:.... 197 ..

In response to your letter I am to state that the authorisation under reference issued by this office has been revalidated for a further period of six months from altered suitably revised.

The receipt of this letter with authorisation may be acknowledged.

Yours faithfully,

Assistant Accountant General

Accounts Officer

Fds./

Copy forwarded to the Treasury Officer/Pay and Accounts officer, Hyd., in continuation of this office letter No.
dated..... The receipt of this letter with authorisation may be acknowledged.

Assistant Accountant General

Accounts Officer

APPENDIX-XII-D--(Contd.)

Form No. B-13.

Office of the Accountant General,
Andhra Pradesh, Hyderabad.
Date.....197 .

No.

To

.....

Sir,

Sub :—Final payment of P. F. money to Sri.....
Account No.

I am to state that the balance in the Provident Fund account of the said subscriber has been noted for transfer to Deposits under the rules of the Fund. Payment will be authorised on presentation of a proper claim as indicated below (read ticked items only).

Yours faithfully,

Assistant Accountant General

Accounts Officer.

Action to be taken :

1. The claim should be made by the subscriber nominee/proper claimant.
2. Payment will be made only to the person (s) producing a succession certificate from a competent court. Please direct the claimants to produce the same.
3. As the amount is payable to minors named below, the shares will be authorised only to the person (s) producing a legal guardianship certificate.

Name of minor.	Relationship to Subscriber.	Age.	Share.
----------------	-----------------------------	------	--------

APPENDIX-XII-D-(Contd.)

FORM No. B 14.

Questionnaire to be Answered at the time of disposal of applications for Final payment of Provident Fund balances.

1. Name of the subscriber
2. Account No.
3. Rules by which governed
4. Date of quitting service on retirement, death, resignation or dismissal, etc.
5. Date on which application has been made in cases where payment is claimed during L.P.R. or L.P.R. combined with vacation or leave during which the subscriber has been permitted to retire or declared unfit for further service.
6. (a) Whether application has been received complete in all respects ?
 (b) Have the certificates of non-drawal of temporary and part final withdrawals for the last 12 months been appended ?
 If drawn, whether particulars have been furnished ?
 (c) Have the particulars of last fund deduction been furnished ?
 (d) Whether the subscriber has opted for the continued retention of Provident Fund money after the date of retirement (in respect of State Accounts only).
7. Whether the claim has been made by the subscriber himself ; or
8. Whether the subscriber is dead and the claim has been made by his heirs. If so, indicate their names and relationship with the subscriber or whether they are minors .
9. Whether the title of each claimant mentioned in 8 above has been checked with reference to the valid nomination, if any.

APPENDIX-XII-D—(Contd.)

-
10. If no valid nomination subsists, whether the title of each claimant mentioned against 8 above has been checked with reference to the provisions of the Provident Fund Act, relevant rules of the Provident Fund or where necessary with reference to the succession certificate, probate letter of administration, guardianship certificate, etc. (Indicate how the title has been checked).
 11. Whether the production of an Indemnity Bond is necessary. If so, whether it has been recovered.
 12. (a) Whether the account for the year in which the amount has become payable and for five years immediately preceding has been reviewed in detail and found in order (in the case of postings for the year in which the account is closed and for the immediately preceding year, whether checked with schedules of recoveries and vouchers).
(b) If not, how the discrepancies found have been settled (indicate the nature of such discrepancies).
(c) Whether during this check it has been seen that debits on account of advances, final withdrawals and/or withdrawals for financing life insurance premia as indicated in the application have been duly adjusted in the subscriber's account.
 13. Whether the balance in the ledger account has been found to tally with that appearing against the relevant Account No. in the Unit Broadsheet (For offices where hand-posting system is in vogue).
 14. In case the D. A. G. has ordered a detailed review of the account for a larger period, or such a review is necessary because of arrears in proving and squaring of Broadsheets (under hand-posting system), the year of accounts upto which such a review has been conducted and whether the account has been found to be in order. If not, how the discrepancies noticed have been settled (Indicate nature of these discrepancies).
 15. Whether the accounts for the remaining years have been generally reviewed and balances found correctly brought forward from year to year.

APPENDIX-XII-D—(Contd.)

-
16. Whether the 'Register of Missing Credits', 'Explanation Sheet of Differences', 'Objection Book' and 'Review notes of triennial review' have been gone through and it has been ensured that no missing credits/debits remain unnoticed and unadjusted and no discrepancy remains unsettled.
17. Whether any missing credits/debits have been adjusted by operation of P. W. Suspense on collateral evidence (give details of them).
18. If it is a case of CPF Account :
- Whether the subscriber has been dismissed from service for grave misconduct. If so, indicate the amount to be deducted from Government contribution quoting the No. and date of the relevant Government Order.
 - Whether the subscriber has resigned his employment under Government within 5 years of the commencement thereof otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for medical service. If so, the amount to be deducted from Government contribution on this account may be indicated quoting the number and date of the relevant Government Order.
 - State amount of advance, if any, granted to the family of the deceased subscriber which is required to be deducted from the P.F. amount.
19. Whether any attachment order by a court of law has been received. If so, whether it still remains to be got vacated. State the amount to be withheld on this account.

*Note :—*This item should not be construed to mean that P.F. deposits can be attached. However, order of attachment of a court of law is maintained until the order is either withdrawn by the court which imposed it or is cancelled by a superior court. Extracts of the relevant orders of the Government are enclosed for ready reference.

20. Whether the subscriber was financing any insurance policy/policies from his/her account. If so, give details of such policy/policies.

<i>Stock Register No.</i>	<i>Name of Com- pany.</i>	<i>Policy No.</i>	<i>Sum insured</i>	<i>Date of matu- rity.</i>
-----------------------------------	-----------------------------------	-----------------------	------------------------	------------------------------------

APPENDIX-XII-D—(Contd.)

21. Whether any policy/policies financed from the Fund matured while the subscriber was in service. If so, indicate their details and state whether the amount refundable to the Fund had been received and credited to the subscriber's account. If not, why ?
22. Action proposed to be taken for the disposal of the remaining policies.
23. In the case of I.C.S. (N.E.M.) Provident Fund, whether the amount of special contribution admissible under Rule 6 of the I.C.S. (N.E.M.) Provident Fund Rules, 1943 has been credited to the subscriber's account and the necessary T. E. prepared. Also state whether the amount of this contribution has been allocated between the Governments concerned, if necessary.
24. Give details of calculation of balance at credit of the subscriber in the attached *proforma* in cases where discrepancies have been found and adjusted.
25. State the month upto which interest has been allowed and rate of interest allowed for the current year.
26. State the amount and period of unauthorised subscriptions, if any. State whether no interest has been allowed in such subscriptions.
27. Whether the T. E. for the adjustment of interest allowed for the part of the current financial year has been prepared.
28. (a) Total amount as finally worked out for authorisation Rs.
 (b) Amount withheld, if any. (State reasons for withholding the amount). Rs.
 (c) Net amount proposed to be authorised (a)—(b) Rs.
29. Total amount of the residual balance, if any, which remains to be authorised later. Indicate the nature of this amount.
30. Whether the requisite entries have been made in the Ledger Card/Account Index Registers, Register of Closed Accounts and Register for Watching the Progress of Final Payment Cases and put up for attestation by Superintendent Branch Officer.

Auditor Examiner Superintendent Branch Officer.

APPENDIX-XII-D-(Contd.)

Extracts from the Government of India, Finance Department letter No. 2630-PF. dated the 20th December, 1921.

[*Vide* item 19 of Form No. B-14]

An order of attachment of a court should not, however, be ignored even though it is correctly understood to be bad in law and the attachment should be maintained until the order is either withdrawn by the court which imposed it or is cancelled by a superior court.

Extract of para 4 of Appendix B to the Posts and Telegraphs Compilation of the Provident Fund Rules.

4. All moneys standing at the credit in the General Provident Fund of subscribers compulsory or optional are compulsory deposits within the meaning of section 2 (4) of the Provident Fund. Act, 1877 [Section 2 (a) of Act XIX of 1925] and are therefore protected from attachment by courts of law by virtue of section 3 (1) of that Act so long as they remain in the Fund. It is immaterial whether a subscriber is entitled to a pension or not. When, however, an order of attachment or a notice of assignment or other encumbrance is received the Accounts Officer will at once proceed to move the court or party concerned to have the order or notice withdrawn quoting the judgment dated the 15th June, 1922 of the Calcutta High Court delivered in the case of the Secretary of State for India in Council *versus* Raj Kumar Mukherjee and others. The amount at credit cannot, however, be paid unless and until the order or notice is withdrawn.

DETAILS OF CALCULATION OF BALANCE AT CREDIT OF THE SUBSCRIBER
[Vide item 24 of Form No. B-14]

Year.	Opening Balance.	Deposits including refunds.	Interest.	Total.	Withdrawals.	Closing Balance.	Pending Balance.	Government contribution.		
								Contribution for the year.	Interest.	Closing balance.
I— 19—19										
II— 19—19										
III— 19—19										
IV— 19—19										
V— 19—19										
VI— 19—19										
I to V—Five years preceding the year in which the amount became payable.										
VI—The year in which the amount became payable. Total amount of .						..	Rs.	<i>Details of Residual balance</i>		
Government contribution <i>plus</i> interest thereon.						..	Rs.			
Deduct amounts <i>vide</i> item No. 18 of Questionnaire.						..	Rs.			
Balance	Rs.			
Add : Total amount of subscriptions <i>plus</i> interest therefor						..	Rs.			
Total :							Rs.			
Less—Amount withheld <i>vide</i> item No. 19 of the Questionnaire						..	Rs.			
Balance.	Rs.			

APPENDIX-XII-D- (Contd.)

Form No. B-15.

OFFICE OF THE ACCOUNTANT GENERAL, ANDHRA PRADESH,
HYDERABAD.

FROM

The Accountant General,
Andhra Pradesh,
Hyderabad.

To

.....
.....
.....

Subject :- Final payment of the accumulation in the..... Provident
Fund Account of Sri.....
P.F. No.....

Necessary authorisation for payment of Rs.....(Rupees
.....only) has been issued to.....
in this office letter No. Fds.....dated the.....
The amount represents the entire part of the balance at your credit, in-
clusive of interest thereon upto.....

* (The following credits are still under verification and an authority
for payment of the residual balance due to you will issue in due course).

2. The authority is current only for three months from the date of
its issue. Please contact the officer concerned and take payment within
the period of currency of the authority.

* Details of missing credits, etc.

For Accounts Officer.

APPENDIX-XII-D—(Contd.)

FORM No. B-16.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated_____197 .

FROM

The Accountant General,
Andhra Pradesh,
Hyderabad.*Subject:*—G. P. F.—Sri.....Account No.....
Refund of Unauthorised credit.

Sir,

With reference to your letter No.....dated..... intimating that Sri is a temporary employee appointed under rule 10 (a) (i) of State and Subordinate Service Rules who is not eligible to join the GPF, I am to authorise you to draw a sum of Rs. (Rupees..... only) representing the recoveries towards GPF., made from him (Account No....) by presenting a bill at.....Treasury/ the Pay & Accounts Office at Hyderabad and to disburse the amount to the subscriber.

2. The Treasury Officer..... / Pay and Accounts Officer. Hyderabad has been instructed to honour the bill if this authorisation in original is enclosed to the bill.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

By Registered Post.

Endt. No. Fds./

Dated/

Copy to the Treasury Officer,...../ Pay & Accounts Officer, Hyderabad for information and necessary action.

The receipt of this letter may please be acknowledged.

*Assistant Accountant General.**Accounts Officer.*

APPENDIX-XII-D—(Contd.)

Form No. B—17.

File No.

Section :—

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

Final Withdrawal Case of

Sri—

Account No. :—

Year of Destruction :—

APPENDIX-XII-D—(Contd.)

FORM No. C-4.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds/

Dated—197

To

Subject.—G. P. F...Sri—A/c No.—

Matured Policy No.—

S. R. No.—details of L. I. withdrawals—
called for.

Ref :—

The Policy cited above matures for payment on—. In order to enable this office to take further action in the matter, the following particulars may please be sent early.

1. Months and years in which the first and last withdrawals were made to finance the Policy from the Fund Account.
2. Months and years in which the premia were paid from private source.
3. Whether the premia were paid without break.
4. Probable date of retirement of the subscriber.
5. Whether the joint tenant *i. e.*, (wife) is alive.
6. Whether the subscriber is willing for the Policy value being realised by this office and the amount credited to his G. P. F. Account or the Policy may be retained till such time he retires from the service.
7. G. P. F. Account number with departmental suffix and Stock Register No. allotted by this office.

(In the case of subscriber possessing more than one Policy the above particulars may be furnished separately for each Policy.)

Yours faithfully,

Assistant Accountant General

Accounts Officer

Copy to—The Life Insurance Corporation
of India,—Unit.

APPENDIX-XII-D—(Contd.)

FORM No. C-5.

OFFICE OF THE ACCOUNTANT GENERAL, ANDHRA PRADESH, HYDERABAD.

No. Fds/

/Ins/

Dated—————197

NOTICE

Please take notice that Policy No.....has
been re-assigned to Mr./Mrs.....on.....
by the Accountant General, Andhra Pradesh on behalf of the President of
India/Governor of Andhra Pradesh.

Yours faithfully,

Assistant Accountant General

Accounts Officer

APPENDIX-XII-D—(Contd.)

FORM No. C-6.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds/

Dated—197 .

FROM

THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD

To

Subject.—Return of Policy No.....in the
.....on the life of
.....

Sir,

I have the honour to forward herewith the Policy referred to above duly re-assigned on..... in favour of
..... together with a signed notice of re-assignment addressed to the Insurance Company. The Policy and the notice may kindly be handed over to him/her on proper identification, with instructions to send the notice of re-assignment to the Insurance Company and have it registered in their books as early as possible.

The receipt of Policy and the notice may kindly be acknowledged.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

APPENDIX-XII-D—(Contd.)

FORM No. C-9.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated.....197 .

To

.....

Subject.—G. P. F.—Sri.....A/c No.....

Life Insurance premium withdrawal in.....

premium receipt for scrutiny called for.

It is seen that a sum of Rs. was withdrawn from
your G. P. F. account No..... Please send immediately the
premium receipt for scrutiny and return.

Yours faithfully,

Assistant Accountant GeneralAccounts Officer

APPENDIX-XII-D—(Contd.)

FORM No. D-1.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated—————197 .

To

.....

Subject.—G. P. F.—Transfer of Account of Sri.....

A/c. No.....

Reference.—

1. It may please be stated whether the subscriber Sri.....
.....is likely to remain in this audit circle
for more than one year. If so, the Accountant General.....
.....will be addressed to transfer his General Provident Fund
for future maintenance by this office.

2. Particulars of temporary advances/part-final withdrawals granted
to the subscriber during the period from the date of subscriber's transfer to your
office up to date may please be furnished.

3. An early reply is requested.

Assistant Accountant General

Accounts Officer

Copy to the Accountant General.....with reference
to his letter cited under reference.

Assistant Accountant General

Accounts Officer

APPENDIX-XII-D—(Contd.)

FORM No. D-2.

OFFICE OF THE ACCOUNTANT GENERAL, ANDHRA PRADESH,
HYDERABAD.

No./Fds: _____

Dated: _____ 197

FROM

THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD

To

THE ACCOUNTANT GENERAL,
.....

SIR,

Subject.—Transfer of General Provident Fund Account of Sri _____
Account No.

It is reported by the departmental officer that Sri is likely to remain in this audit circle for a period of not less than one year. He is allotted Account No. which may be kindly quoted in all correspondence. His account may kindly be completed in all respects to end of and transferred to this office for future maintenance. The General Provident Fund deductions, if any, from his pay for paid in onwards will be adjusted in his account opened in this office. The following information may kindly be furnished along with the transfer advice :—

- (1) Whether he is an optional or compulsory subscriber.
- (2) Whether he is entitled to the protected rate of interest.
- (3) The number of breaks in the subscription to date of transfer.
- (4) Whether there is a nomination on record and if so the same may please be forwarded.
- (5) The insurance policies, if any, financed from the fund may please be forwarded.
- (6) Details of advances granted and of recoveries effected to date of transfer during a period of twelve months.
- (7) Details, if any, regarding missing credits in the account.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

Copy to for information. The Account No. allotted may please be quoted in all correspondence and in the G. P. F. Schedules. It may be indicated clearly in the schedules that the credits are adjustable by Accountant General, Andhra Pradesh.

*Assistant Accountant General**Accounts Officer*

APPENDIX-XII-D—(Contd.)

FORM No. D-3

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds/

Dated.....197 .

FROM

THE ACCOUNTANT GENERAL,
ANDHRA PRADESH,
HYDERABAD-4.

To

THE ACCOUNTANT GENERAL,
.....*Subject.*—Transfer of General Provident Fund Account of Shri.....
.....Account No.....

SIR,

It is reported that Shri.....is working in your audit circle and it is proposed to transfer his General Provident Fund Account to your audit circle. Kindly accord your concurrence for the same and furnish the following information for finalising his account before such transfer:

- (1) Month of account from which his credit towards General Provident Fund will be adjusted in your audit circle.
- (2) The General Provident Fund Account number allotted by your office.
- (3) The last fund deduction passed on to this office together with information regarding the month of Exchange Account, the item number and amount in which it is included.

An early reply is requested.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

Copy forwarded to.....for information. Necessary information as to the likelihood of the subscriber to remain in the audit circle of the above Audit Officer may kindly be furnished to him direct under intimation to this office and the deductions may kindly be classified as adjustable by the above Audit Officer after the new General Provident Fund Account number is allotted by him.

*Assistant Accountant General**Accounts Officer*

APPENDIX-XII-D—(Contd.)

FORM No. D-4.

OFFICE OF THE ACCOUNTANT GENERAL, ANDHRA PRADESH,
HYDERABAD.

No. Fds./

Dated _____ 197 .

To

THE ACCOUNTANT GENERAL,

Sir,

Subject.—G. P. F.—Transfer of account of Sri _____
Account No. _____*Reference :*—Your letter No.

I am to advise the transfer of a credit of Rs. _____ (Rupees _____
_____ only) representing the G. P. F. balance of
Sri _____ through the Exchange
Account of this Office for _____ .

The year-wise details of the credit are furnished in the enclosed statement.

1. The subscriber is an optional/compulsory subscriber.
2. He is entitled to the protected/current rate of interest.
3. He is not financing insurance policies from his fund account.
4. The policies are being despatched to you separately.
5. Interest has been allowed to the end of _____
6. He discontinued his subscription during _____
7. The following credits are wanting in the account.
These credits will be traced and afforded to you separately.
8. The nomination is enclosed/had not been received from the subscribers.
9. The receipt of the letter together with the enclosures may kindly be acknowledged.

Yours faithfully,

Assistant Accountant General
_____*Accounts Officer*

Fds.

Copy to _____
for information.*Assistant Accountant General*
_____*Accounts Officer*

Details of amount transferred.

Year	O. B.	Deposit	Interest	W.D.	C.B.
------	-------	---------	----------	------	------

APPENDIX-XII-D—(Contd.)

FORM No. D-5.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated.....197 .

To

THE ACCOUNTANT GENERAL,

Sir,

.....

Subject.—Sri....., G. P. F. account
Transfer

Reference.—Your letter.....

In the letter cited above concurrence has been given for transferring the G.P.F. account.....of Sri
.....after completing it in every respect to the
end of.....

The credits for.....and debits for.....
are wanting in the account.

2. If any of the above credits or debits are outstanding in the books of your office they may please be adjusted to the account.....opened in your office under intimation to this office.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

No. Fds.

Copy to.....

Please furnish a statement of withdrawals made from the G.P.F.A/c.....
.....of Shri.....
during the period from.....to.....

*Assistant Accountant General**Accounts Officer*

APPENDIX-XII-D—(Contd.)

FORM No. D-6.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds/..... Dated.....197 .

FROM

THE ACCOUNTANT GENERAL,
ANDHRA PRADESH,
HYDERABAD.

To

THE ACCOUNTANT GENERAL,
.....
.....*Subject.*—Transfer of General Provident Fund Account of Shri.....
.....Account No.....*Reference.*—Your letter No.....

SIR,

I am to acknowledge the receipt of your letter cited advising the transfer of a sum of Rs..... (Rupees.....only) being the G.P.F. balance of Shri.....in Account No.....

2. The following credits which have not been included in the amount transferred above as required in this office letter No.....may please be traced and passed on to this office immediately.

If the particulars of deduction of these credits are necessary they may please be obtained from the drawing officer concerned.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

Copy to the.....

..... for information. The subscriber may verify the correctness of the balance. If the balance is not acceptable the matter may please be taken up with the Accountant General.

The credits referred to in para 2 above have not been passed on to this office by the Accountant General.....As the Accountant General.....was maintaining the account for that period, he may please be addressed (furnishing full particulars) to trace and pass on these credits to this office. This office will be unable to adjust these missing credits unless they are passed on by the Accountant General.

*Assistant Accountant General**Accounts Officer*

APPENDIX-XII-D—(Contd.)

FORM No, E-1

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

To

.....

.....
Subject.—Sanction to part-final withdrawal in respect of Sri.....
 A/c. No.....
 Marriage/higher education/house building—Defects pointed
 out.

Reference.—Your sanction order No..... dated.....

Sir,

Adverting to your sanction order referred, I am to state that, no authorisation could be issued for the reason(s) indicated below. Please arrange to issue a revised sanction order urgently to enable this office to take action.

Yours faithfully,

Assistant Accountant General

Accounts Officer

DEFECTS (*Read ticked items only*).

1. The purpose is not covered by the rule/G. O. governing the sanction of P. F. W.
2. The subscriber has not yet completed 20 years of service and he has over 10 years to go for retirement.
3. Marriage of is not covered by the Government Orders
4. Amount at the credit of the subscriber upto the month of is Rs..... The amount sanctioned exceeds 1/2 the amount of credit/1/4 amount at credit for purchase of site.
5. The pay of the subscriber is Rs..... The amount sanctioned exceeds times the pay allowed under the existing orders:—
 - (a) Please indicate the special reason for such a sanction.
 - (b) Since this is not permissible even for special reasons, the amount sanctioned may be suitably reduced.
6. Since the withdrawal is for the construction of house, this should be not less than two and not more than instalments.
7. No withdrawal is admissible for male dependents other than one's sons
8. Since the higher education is in India, it should be for a technical or specialised course and should be not less than 3 years duration.
9. The sanction has not been accorded by the competent authority, namely,
10. Sanction has been signed for the sanctioning authority; Please get it approved by proper authority.
11. An attested copy of the sanction order may be furnished.

APPENDIX -XII-D—(Contd.)

Form No. E-2.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated.....197 .

To

.....

.....

Sir,

Subject.—Part-final withdrawal of Sri.....
A/c. No.....*Reference.*—Your letter No....., dated.....

As per G. O. Ms. No. 12, Finance (Pension-III) Department, dated 17-1-1964 this office need not issue any eligibility certificate. Sanction may be issued as per rules governing the withdrawal based on the latest account slip and subsequent subscriptions and withdrawals. You may, however, forward an authenticated copy of the sanction order for the issue of an authorisation.

Yours faithfully,

*Assistant Accountant General*Accounts Officer

APPENDIX-XII-D—(Contd.)

Form No. E-3.

OFFICE OF THE ACCOUNTANT GENERAL, ANDHRA PRADESH, HYDERABAD.

By Registered Post.

No. Fds./

Dated..... 197 .

FROM

The Accountant General,
Andhra Pradesh, Hyderabad.

To

SUB:—G. P. F. —Shri Account
No.....Part-final withdrawal of Rs.....
for marriage/higher education/house building purposes—Authori-
sation—Issued.

Sir,

With reference to letter No.....dated.....
of..... I am to authorise you to draw a sum of
Rs..... (Rupees..... only) from the G.P.F. Account of
Shri—.....Account No.....by presenting a bill at
.....Treasury/the Pay & Accounts Office, Hyderabad and to
disburse the amount to the subscriber.

2. The amount represents theinstalment of part-final
withdrawal for meeting expenses in connection with subscriber's son's/
daughter's marriage/higher education of subscriber's son/daughter/construction
house sanctioned in No.....dated.....in accordance
with the provisions of.....

3. The Treasury Officer...../Pay and Accounts Officer, Hyderabad has
been instructed to honour the bill if this authorisation in original is enclosed
to the bill.

4. A certificate of utilisation for the purpose for which the amount is drawn
may please be furnished within six months from the date of the drawal of the
bill.

5. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Assistant Accountant General

Accounts Officer.

By Registered Post

Endt. No. Fds.;

Dated.....

Copy to the Treasury Officer.../Pay and Accounts Officer, Hyderabad, for
information and necessary action. Compliance of instructions in Para 3
above should be ensured before payment.

The receipt of this letter may please be acknowledged.

Assistant Accountant General

Accounts Officer

APPENDIX-XII-D—(Contd.)

FORM NO. F. 1-A (REVISED).

(Separate form should be used in respect of each subscriber).

OFFICE OF THE ACCOUNTANT-GENERAL, ANDHRA PRADESH,
HYDERABAD.

No. dated :

To
TheSubject.—Missing Credits in the G.P.F. A/c. No.....
of Shri. . . .

I am to state that the G.P.F. Account of the subscriber named above has been scrutinised and the following items of credits are found wanting. You may please ascertain from your records whether the officer has subscribed to the fund in the said months and if so the full particulars of the subscription including refund of advances, if any, may please be furnished in respect of each item in columns (3) to (6) below. As the completion of the account of the officer depends upon the correctness of the particulars furnished by you, you are requested to verify their correctness personally and to furnish a certificate to that effect.

Sl. No.	Month for which credit is missing.	No. and date of the pay bill/voucher.	Amount of the pay bill.	Date and place of encashment	Amount of subscription and refund of advance if any.
(1)	(2)	(3)	(4)	(5)	(6)

*Assistant Accountant General**Accounts Officer*

Office of the

No. dated :

Returned in original to the Accountant General

The required information has been given in columns (3) to (6) above.

Certified that the information given above in respect of Shri.
.....holder of G.P.F. A/c. No.

has been verified from the records of this office.

Name :

Designation :

APPENDIX—XII-D—(Contd.)

FORM NO. F. 1-B (REVISED).

(Separate form should be used in respect of each subscriber).

OFFICE OF THE ACCOUNTANT GENERAL, ANDHRA PRADESH,
HYDERABAD.

No. Fds./

Dated : 197 .

To

The Accountant General,

.....

.....

Sir,

Subject :—Completion of G.P.F. Account.....of Shri.....
 Designation..... Station
 Office.....on the basis of collateral evidence.

The G.P.F. Account of the subscriber named above is incomplete for want of the following credits. It is proposed to complete his account on the basis of collateral evidence. As the subscriber was working under your audit control during the period to which the wanting credits relate, you are requested to furnish the full particulars of the credits relating to G.P.F. deductions passed on to this office through Exchange Settlement Accounts in columns (3) to (7) below. As the credits are to be afforded to the subscriber's account on the basis of the above particulars their details may please be verified from the Dummy Provident Fund Accounts maintained in your office.

Sl. No.	Month of credit	Month of pay bill with date of its encashment	Amount of G.P.F. subscription plus refund of advance, if any	Month of Exchange Account/ Settlement Account through which credit was passed	Amount of C. & D. schedule in which the credit is included	Page No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Rs.

*Assistant Accountant General.**Accounts Officer.*

APPENDIX-XII-D--(Contd.)

Office of the Accountant General

No. Fds./ dated :

Returned in original to the Accountant General,.....
The required particulars have been given in columns (3) to (7) above. The
above particulars have also been verified from the Dummy Provident Fund
Accounts maintained in this office.

Assistant Accountant General

Accounts Officer

APPENDIX-XII—D—(Contd.)

Form No. F-2.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./.....

Dated.....197 .

To

THE TREASURY OFFICER,

.....

SIR,

Subject:—G. P. F.—Missing Credit of Sri.....
Account No.....

I am enclosing the *proforma* giving the particulars of Provident Fund credits of the said subscriber. Please furnish the account particulars in the remaining columns of the *proforma* and return it early.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

APPENDIX—XII-D—(Contd.)

Form No. F 3.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated :..... 197 .

To.....

.....
Sir,

Sub :—G. P. F.—Missing credits—Sri

Account No.....

Ref:—

The missing credits relating to Sri Account No....
 for the months of pointed out in your letter/
 endorsement No have been adjusted in
 and will be included in the account slip for The other credits
 for the months of are being traced and will be adjusted in due
 course.

Yours faithfully,

Assistant Accountant GeneralAccounts Officer

APPENDIX—XII-D—(Contd.)

Form No. F-4

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./

Dated:.....197 .

To,

.....

Sub:—General Provident Fund—Financing Insurance policies from
G. P. F.

Sir,

It is seen that Sri of your office/you is/are financing the following policies from his/your GPF Account No..... In respect of this/these policies, no debits have appeared in years in respect of the withdrawal for financing of his/your life insurance from the fund. In respect of each of such missing debits one of the following two presumptions is possible:—

- (i) that the amount has been drawn by the subscriber but the relevant debit has been misclassified and, therefore, not accounted for in the Provident Fund Account.
- (ii) that the amount has not been drawn from the Fund at all but the premia for these years have been paid by private arrangements.

In the first case you are requested to furnish the particulars of debit, *viz.*, the Voucher No., the place and the month of encashment through the Treasury Officers concerned. In the other case, a certificate to the effect that the amount for.....[particulars of year(s)] have not been drawn but paid for from the subscriber's own pocket may be furnished by you/the head of the office.

It may be pointed out that when a subscriber starts financing insurance policies from the Provident Fund, it is normally presumed that the process is continuous and that the amount has been drawn from the fund every year regularly, unless the contrary is proved. Therefore, whenever a debit has not entered the account it will be presumed in the normal course that the amount has actually been drawn and his account made up accordingly. Based on such a presumption, the debits that have not appeared for any particular year(s) will be presumed to have been drawn and the net amount only will be paid at the time of the retirement of the subscriber even though the amounts have actually been paid by the subscriber from his own pocket. It will, therefore, be appreciated that in your own interest the details called for above are furnished most urgently, so that your account may be squared up correctly and early.

In future also whenever you/subscriber(s) abstain (s) from drawing from the fund in any particular year, the fact of such non-drawal may kindly be furnished to this office immediately so that there may be no difficulty in finalising the withdrawal cases at the end of the term of employment.

Yours faithfully,

*Assistant Accountant General**Accounts Officer*

APPENDIX-XII-D—(Contd.)

Form No H-5.

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

D. O. No. Fds./

Dated.....197 .

DEAR SRI

Kindly refer to this office letters mentioned below and arrange to furnish your replies at an early date. As the items are outstanding in the books of this office for a long time for want of particulars called for, it is requested that replies with the necessary details may please be sent without further delay.

Yours sincerely,

Sri

.....

.....

Sl. No.

Letter No.

Date

Subject

APPENDIX-XII-D—(Contd.)

Form No. H-6

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds.....

Dated..... 197 .

Sir.

Subject.—General Provident Fund—A/c. No.....
Shri.....
for.....

Reference.—Your letter No.....

With reference to the letter cited above a copy of letter/Account Slip No..... is enclosed herewith as desired.

Enclosures:

Yours faithfully,
Assistant Accountant General

Accounts Officer

To

.....
.....

Form No. H-7

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds./.....

Dated.....197 .

To

.....
.....

Sir,

Reference.—Your letter No....., dated.....
Copy called for.

Kindly arrange to furnish a copy of the letter cited above as it does not appear to have been received in this office.

Yours faithfully,

Assistant Accountant General

Accounts Officer

ANNEXURE

1. Name of the Fund Audit Section submitting the Proposal.
2. Head of P. F. account under which credit/debit is to be afforded.
3. Name and designation of
4. Fund account number with Departmental suffix.
5. Month(s) of account in which the credit(s)/debit(s) is/are missing.
6. Amount
7. Evidence on which it is proposed to adjust the item
 - (a) Number and date of letter from drawing officer/departmental officer in which it is stated that the credit/debit was recovered/paid.
 - (b) Number and date of letter from the Treasury Officer/Accounts Officer confirming the deduction/payment.
8. Whether the deductions were verified from pay bills, acquittance rolls, etc., and if not reasons therefor.
9. Remarks of Accounting Section as to whether credit/debit is traceable or outstanding (with reference to the records maintained in that section).
10. General remarks of the section explaining the necessity to adjust the item on collateral evidence and the further action to be taken to clear the head "P. F. Suspense".
11. Remarks of the Branch Officer
12. Remarks of Dy. A. G.
13. Orders of the A. G.

APPENDIX—XII-D—(Contd.)

Action taken on Accountant General's Order

<i>Item No. Amount Month of item</i>	<i>Initials of Auditor</i>	<i>Initials of Supdt.</i>
--	--------------------------------	-------------------------------

1. Noting in the Objection Book..
2. No. and date of the transfer entry proposed to adjust the item on collateral evidence.

(a) T. E. No.

(b) Date.

Assistant Accountant General

Accounts Officer

FORM H. 9.

REGISTER OF APPLICATIONS FOR FINAL WITHDRAWALS FROM GENERAL PROVIDENT FUND.

Consecutive No. of case.	Diary No.	Date of receipt in the section	From whom received			Name of applicant and the last appointment held by him.	Account No.	Retire-ment/death	Date of Final		Amount authorised	R. B. Register item No.	In case of policy-holder whether policy has been reassigned.
			Designation	No.	Date				Disposal	No. Date			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

H-(10)

PROVIDENT FUND ADJUSTMENT REGISTER

Month.....

Serial Number	District	Item No. of Master card/ Expln. Sheet	Account Number	Name of Subscriber	Credit	Debit	Month of credit/debit	Initials of Superintendent.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Rs. Rs.
All items posted.

Superintendent.

Branch Officer.

APPENDIX-XII-D---(Contd.)

APPENDIX-XII-D—(Contd.)

Form No. H-11

(To be returned with reply)

OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD

No. Fds./

Dated :

FROM

TO

The Accountant General,
Andhra Pradesh,
Hyderabad. ..*Subject.*—General Provident Fund Schedule—Defective preparation
—Regarding.*Reference :—*

Sir/Madam,

It is seen from the G. P. F. Schedule of deductions relating to your Office/ College/School/Institution for the month of that they are not prepared properly, inspite of several instructions issued in this regard. The following points may please be kept in view while preparing the G.P.F. Schedules.

1. Name of the Unit should be written clearly on the top the schedules.
2. The month to which the schedule relates should be noted.
3. Name of the subscriber and designation along with the Account number allotted by this Office.
4. In case of recovery relating to more than one month the months to which the arrear suscriptions relate.
5. The basic pay of the subscriber as on 31st March, 19.....if not already noted in the schedule of April, 19.....
6. If there is any refund of withdrawal (temporary advance) the number of Loan instalments of money may be shown in the remarks column of the schedule.
7. Regular monthly G. P. F. subscription and refund of withdrawal are to be shown separately, not clubbed together. Interest on the temporary advance should also be shown separatley.

APPENDIX—XII-D—(Contd.)

8. The amount of subscription, the loan recovery and the amount of interest shall be in whole rupees and in no circumstances it should be in a fraction of a rupee *vide* Rule 10(1) (a) of the G.P.F. Rules in Appendix 8 in Andhra Pradesh Pension Code.
9. The Schedule total should be correctly noted. The total of individual amounts should work out to the amount indicated.
10. In case the contribution to G. P. F. in respect of any subscriber has been enhanced this may be indicated.
11. Deductions towards A. P. L. I. Fund/Loan and towards Festival advance and other advances should not be mixed up with G.P.F. deductions.
12. In case a subscriber is transferred from one Unit to another an indication to this effect may be given in the schedule.
13. If any subscriber is allotted more than one account number both the numbers should be quoted, for verification retaining only one account number.
14. Recoveries towards temporary advance out of G. P. F. should commence from the month succeeding the month in which the advance was granted.

To maintain the accounts of the individual subscribers it is essential that full particulars are furnished in the G. P. F. Schedules. The above instructions may, therefore, kindly be brought to the notice of all the Drawing Officers/individual subscribers under your control.

Yours faithfully,

Assistant Accountant General

Accounts Officer

APPENDIX--XII-D--(Contd.)

FORM No. H. 12

Abstract of closing of explanation Sheet of Sub Account.....
for the month of.....19.....

	<i>Credits</i>	<i>Debits</i>
D.B. Figure
B.S. Figure
(a) Difference :		
Adjustments
F.P. In
(b) Total :		
U.P.
F.P. Out
(c) Total :		
(c)---(b)=(a)		

Sub-Account-wise details of F. P. Items

Credits			Debits		
Sub A/c	F.P. Out	F.P. In	Sub A/c	F.P. Out	F.P. in
(1)	(2)	(3)	(4)	(5)	(6)

Details of adjustment

Credit			Debit		
Year	Items	Amount	Year	Items	Amount
(7)	(8)	(9)	(10)	(11)	(12)
Rs.			Rs.		

APPENDIX—XII-D—(Contd.)

Form No. H-13

*To be returned with reply.*OFFICE OF THE ACCOUNTANT GENERAL,
ANDHRA PRADESH, HYDERABAD.

No. Fds/

Dated197 .

To

.....

Subject.—General Provident Funds—Correct account numbers
called for.

Sir,

It is seen from the General Provident Fund Schedules attached to the pay bill of your Establishment for the month of cashed in that the General Provident Fund account numbers of the subscribers noted in the statement furnished below as indicated against each are incorrect and hence the credits in respect of those subscribers have been kept unadjusted in the books of this office. Their correct General Provident Fund account numbers with the departmental index *i.e.*, G. A., Judl., P.W., etc., may please be furnished against their names. The correct General Provident Fund account numbers may please be invariably noted in the schedules in future.

2. If, however, any of them are subscribers to the Contributory Provident Fund (Andhra Pradesh) or the Contributory Provident Pension Fund their correct account numbers and departmental index in that Fund may be quoted in the schedule attached to the monthly pay bill. It may kindly be strictly ensured in future that separate G.P. F. Schedule forms (Green form No. CF. 319-M) are used for G. P. F. recoveries and that separate C.P.F. (M) schedule forms (form No. TR. 56-A) are used for C.P.F. (M) recoveries. The guide mark "...../P" should invariably be noted in respect of all C.P.P.F. account numbers. The instructions may kindly be noted.

A very early reply is requested.

*Yours faithfully,**Assistant Accountant General**Accounts Officer*

S. No.	Name	Designation	G.P.F. No. wrongly noted as	Correct G.P.F. account No.	Amounts of credit.
--------	------	-------------	--------------------------------	-------------------------------	-----------------------

Rs.

APPENDIX—XII-D—(Contd.)

Form No. H—14

TO BE RETURNED WITH REPLY

Funds..... ..

To

Dated197 .

The Superintendent,

Funds

Subject.—Consolidation of figures for Broadsheet for the month of.....

While consolidating the figures for the Broadsheet, it is noticed that certain amounts on the credit side as well as on the debit side, shown under F.P. out, in respect of the sub-accounts mentioned overleaf, have not been properly responded to by the receiving sub-accounts. Such amounts have been taken as unposted and amounts under F.P. In have been increased/decreased so as to agree with the corresponding figures shown as F.P. Out. Necessary corrections may please be incorporated, in consultation with the originating section wherever necessary, in the Explanation sheets of the respective receiving departments under attestation of the Branch Officer and a certificate to that effect may please be furnished to this section for record while retransmitting this memorandum with a reply.

In this connection, it is pointed out that before closing the broadsheet the sections have to ensure that all the items in the "F. P. Out" register are acknowledged by the auditors who have to receive them. Wherever items have been rejected, they have to be brought back as unposted items, in the Explanation sheets. Once acknowledgement is obtained the responsibility devolves on the receiving auditor to take them as F.P. In and post them in the respective ledger card. This may also be ensured before closing the Broadsheet. A reference in this connection is invited to the funds Co-ordination circular letter dated 24-9-1966. Action as indicated in para 1 above has been taken by this section on the presumption that acknowledgements have been taken for all items included under F.P. Out as per the instructions contained in the above mentioned circular.

for Accounts Officer.

APPENDIX—XII-D—(Contd.)

"F. P. Out" from the following sub-Accounts to the sub-Account/
District.....Department.

<i>F. P. Out Department</i>	<i>Amount</i>	<i>F.P. IN Department or District.</i>	<i>Amount Difference</i>
			*S-A/c 19 Pol.
8 L.R.			
9. EX			Vizag P.O. 1
10, 21, 31, 32 } Miscellaneous }			East Godavari West Godavari
11, C.T.			Krishna
12, 13 Regn.			
15, 16, 30, 39, } 40, 41, 42 :G.A. }			Guntur
17. Judicial			Nellore Cuddapah
18. Jails			Anantapur
20, 29-Ind.			Kurnool
22. Scientific			Chittoor
23. Education			Nizamabad
24. Medical			Kareemnagar
25. P.H.			Warangal
26. Agril.			Khammam
27. CVD			Naigonda
28. Co-op.			Mahboobnagar
33, 35 P.W.			Adilabad
37 Sty. & Printing.			Ongole
38. Forest Bang.			Medak.
M.P.F.			Hyderabad.
S.A. 19 Pol*			

APPENDIX-XII-D—(Contd.)

Form No. H—15

F.P. out from Sub-Account

Credits/Debits

No.....Department.....to the following:—

F.P. Out	Sub-A/c	Deptt	F.P. in	Difference	
8		L. R.			*19 Vizag
9		Excise			„ E.G.
11		C.T.			„ W.G.
10, 21	}	Misc.			„ Krishna
31, 32					
12, 13		Regn.			„ Guntur
15, 16	}	G.A.			„ Nellore
30, 39					
40, 41					
42					„ Cuddapah
17		Judl.			„ Anantapur
18		Jails.			„ Kurnool
22		Scientif.			„ Chittoor
34		Elect			„ Nizamabad
23		Edn.			„ K. Nagar
24		Medl.			
25		P.H.			„ Ongole
26		Agri.			
27		CVD			„ Warangal
28		Co-op.			„ Khammam
29	}	Indts.			„ Nalgonda
20					
33	}	PW.			„ Adilabad
35					
37		Sty and Print.			„ M. Nagar
38		Forest			„ Hyderabad
		Bangana pally			

*19 Pol.

APPENDIX-XII-D-(Contd.)

FORM No. H. 16.

*To be returned with reply immediately**Returned with reply*Office of the Accountant General,
Andhra Pradesh, Hyderabad.Office of the
.....

Lr. No. Fds./

Dated :

Lr. No.

Dt.

From

To

To

The Accountant General,
Andhra Pradesh,
Hyderabad.The Accountant General,
Andhra Pradesh,
Hyderabad.

Sir,

Sub :—Sub Account No. 1.
 Month 2.
 General Provident Fund—
 Defects noticed on the 3.
 scrutiny of G.P.F. schedules.

I am to request you to furnish the following
 information immediately, so as to enable this
 office to post the provident fund amount to the
 account of the subscribers concerned.

Yours faithfully,

1. The account Number/Numbers of Shri/
 Sarvasri.....
 noted in item No./ Nos. of the schedules is /are not
 noted. The same may be furnished.

2. The correct account number together with the
 Departmental suffix of the following
 subscribers may be furnished as account
 Numbers.....

 noted in the schedule are incorrect.

3. The total of the figures shown in the
 schedules actually works out to Rs.
 whereas in the schedule it is noted as Rs.....
 This discrepancy may please be reconciled
 pointing out the details for the difference.

4. Immediate action is requested.

Yours faithfully,

Accounts Officer

APPENDIX-XII-D-(Contd.)

Form No. H. 17

BY REGISTERED POST :

TOP PRIORITY

(To be returned with reply within a week)

Office of the Accountant General, Andhra Pradesh, Hyderabad.

D. O. Lr. No. Fds.

Dated :197 .

Dear Sri.....

Subject :—Account No.....Provident Fund-Unadjusted credit/debit to Subscriber's Provident Fund Account-Particulars, etc., Called for.

Will you kindly refer to the items detailed below which have been kept un-posted to the credit/debit of the subscriber's provident fund account for want of particulars noted against them. I shall be thankful if you would kindly arrange to furnish the required information urgently.

Yours sincerely,

Sri.....

District Treasury Officer,

Item No. of Explanation Sheet	Month of Account	Amount unposted	A/c No. with department suffix	GPF CPF	Want of full details/ schedules.	Remarks
1	2	3	4	5	6	7

Rs.

APPENDIX-XII-D-(Contd.)

REGISTER OF MISSING CREDITS/DEBITS.

Name of the Department..... Year.....

Sl.No.	Name of the Subscriber	Account Number	April	May	June	July	Aug.
1	2	3	4	5	6	7	8

Sept.	Oct.	Nov.	Dec.	January	February	March	Remarks
9	10	11	12	13	14	15	16

APPENDIX-XII-D-(Contd.)

Register of Scrutiny of Premia Receipts.

[illegible]

APPENDIX—XII-D—(Contd.)

Register showing the dates of Maturity of Policies financed from Provident Fund.

Year 19.....

Jan.	Feb.	March	April	May	June	July
1	2	3	4	5	6	7

Aug.	Sept.	Oct.	Nov.	Dec.	Remarks
8	9	10	11	12	13

Register of amounts realised on Policies or Dividend Warrant, etc.

Serial Number.	Name and designation of the policy-holder and address.	Provident Fund Account Number.	Policy Number.	Name of Company.	Nature and amount due from the company.	Date of return of the policy, discharge certificate, or dividend warrant to the company duly signed by Accounts Officer.	Amount & date of receipt of cheque or bank draft issued by the company.	Number and date of letter forwarding the cheque or bank draft to the Reserve Bank of India for realisation.	Date of realisation of credit in Bank Account, acknowledgement of schedule by Accounting Section and date of credit of amount in the subscriber's account.	Remarks.
1	2	3	4	5	6	7	8	9	10	11

APPENDIX-XII-D-(Contd.)

Form of the Register to call for Final Withdrawal Applications and details required to finally close P. F. Accounts.

Sl. No.	Name of the Government Servant (Subscriber).	Account No. if known.	Office to which attached.	Event necessitating closure and date of event.
(1)	(2)	(3)	(4)	(5)

No. and date of letter, reminders issued to call for F. W. application.	Date of receipt of F. W. application and the No. allotted to the same in the F. W. application Register.	Action taken to call for details required to close the Account finally.	
		No. and date of letter, reminder issued.	No. and date of reply received.
(6)	(7)	(8)	(9)

APPENDIX-XII-D—(Concl'd.)

Register of items transferred to "Unclaimed Provident Fund Deposits".

Sl. No.	Name and designation of subscriber.	Account Number	Amount	Particulars.	Date of application for payment.	Autho- rity for payment.	Date of payment.	Re- marks
1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Rs.

Register of Accounts of Subscribers closed on their dismissal or on their ceasing on leave preparatory to retirement.

Name and A/c. No. of the subscriber.	Amount paid.	Date of retire- ment.	Date of joining duty.	Initials of Supdt.	Date of refund of amount paid.	Remarks.
(2)	(3)	(4)	(5)	(6)	(7)	(8)

Rs.



ACCOUNTANT GENERAL
ANDHRA PRADESH.
HYDERABAD.

1971