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वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन, रफी मार्ग, नई दिल्ली-110 001

Padam Singh
Dy.Financial Adviser

Anusandhan Bhavan, Rafi Marg, New Delhi 110 001

No.32-8(4)/Fund/2014-15
Dated: 24.02.2015

To

The Controller of Finance & Accounts/
Finance & Accounts Officer
All National Labs/Instts.

Sub: Annual Closing of GPF/CPF Accounts for the year 2014-15

Sir,

As we are approaching the end of the financial year 2014-15, your attention is invited towards the Annual Closing of Provident Fund Account for the current financial year. You are requested to take up the following steps and furnish information in the formats enclosed (Proforma A, B & C) for the purpose.

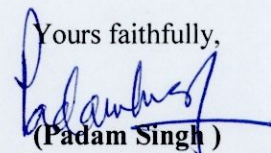
1. The interest on GPF/CPF, Council Contribution, Interest on Council Contribution and Council Contribution Resumed calculated and entered in individual ledger should be reconciled with the entries made in IMPACT. It may kindly be ensured that the figures appearing on the receipt side under these heads should match with the figures appearing under corresponding heads under Provident Fund Reserve Account on the payment side of R&P Account. Any difference in this regard may also be explained properly.
2. Recoveries, Payments, Remittances and Recoupments for the year 2014-15 should be reconciled among the three sets of records i.e. Provident Fund Ledger, BROADSHEET and IMPACT figures and remittance/ recoupment, if any, must be remitted/recouped immediately to avoid appearance of figures of remittance/recoupment due in the Balance Sheet. All Provident Fund remittances/ recoupments routed through RTGS should be taken into Cash Book and accounted for in the Provident Fund accounts in the same year.
3. The differences of previous years, if any, in transfer in/out should also be reconciled before closing of Accounts.
4. It may be ensured that all the 'Transfer IN/OUT' entries have been carried out before closing of March Final Accounts.
5. It may kindly be ensured that the Asset and Liability projected in the P.F. Annual Accounts as on 31.3.2015 matches with the figures in your Ledger/ BROADSHEET and the figures communicated to CSIR Hqrs.

The above information in the prescribed proforma duly reconciled may be forwarded to CSIR by 10th of April, 2015 to enable CSIR Hqrs.to consolidate the Provident Fund Account in time. A soft copy may be mailed to:

E-mail ID sofunds@csir.res.in

The Proforma can be downloaded from the CSIR web site.

Encl: As above

Yours faithfully,

(Padam Singh)

Deputy Financial Adviser

सामान्य भविष्य निधि/ अंशदायी भविष्य निधि वार्षिक समाप्ति विवरणिका 2014-15
STATEMENT OF ANNUAL CLOSING OF GPF/CPF FOR THE YEAR 2014-15
 प्रयोगशाला / संस्थान का नाम : _____
NAME OF THE LABORATORY/INSTITUTE: _____

PROFORMA 'A'
 प्रोफॉर्मो अ

| Sr.No. क्रमांक | Particulars विवरण | As per Ledger/ वहीखता | As per Broad Sheet/ विस्तृत पुस्तिका के अनुसार | As per IMPACT इम्पैक्ट / प्राप्ति और भुगतान खाते के अनुसार | Difference (in any between 3 sets of records) अन्तर/ भिन्नता |
|-------------------|--|--------------------------|--|--|---|
| A | B | C | D | E | F |
| 1. | Opening Balance of Broadsheet/ प्रारम्भिक शेष as on 1.4.2014 / 1.04.2014 को | | | | |
| (a) | General Provident Fund | | | | 0 |
| अ | सामान्य भविष्य निधि | | | | 0 |
| (b) | Contributory Provident Fund | | | | 0 |
| ब | अंशदायी भविष्य निधि | | | | 0 |
| (c) | Council Contribution | | | | 0 |
| स | परिषद अंशदान | | | | 0 |
| (d) | Total (b) + (c) | | | | 0 |
| द | योग (ब+स) | | | | 0 |
| (e) | Total Opening Balance [(a) + (d)] | | 0 | 0 | 0 |
| ई | कुल प्रारम्भिक शेष (अ+द) | | | | |
| (f) | As per Balance-sheet as on 31.03.2014 | | | | |
| फ | वार्षिक तुलन पत्र के अनुसार 31.03.2014 को | | | | |
| (g) | Diff [(e) broad sheet - (f) IMPACT] if any | | | | 0 |
| ज | अन्तर (ई) विस्तृत पुस्तिका - (फ) इम्पैक्ट , यदि हो तो | | | | 0 |
| 2. | Total Recoveries (Month-wise details)/ कुल प्राप्ति (माह अनुसार) may be given in the enclosure./ अलग से संलग्न करें | | | | |
| (a) | General Provident Fund | | | | 0 |
| अ | सामान्य भविष्य निधि | | | | 0 |
| (b) | Contributory Provident Fund | | | | 0 |
| ब | अंशदायी भविष्य निधि | | | | 0 |
| (c) | Total Recoveries [(a) + (b)] | | 0 | 0 | 0 |
| स | कुल प्राप्ति (अ+ब) | | | | 0 |
| 3. | Total Payments (Month-wise detail) / कुल भुगतान (माह अनुसार) may be given in the enclosure./ अलग से संलग्न करें | | | | |
| (a) | General Provident Fund | | | | 0 |
| अ | सामान्य भविष्य निधि | | | | 0 |
| (b) | Contributory Provident Fund | | | | 0 |
| ब | अंशदायी भविष्य निधि | | | | 0 |
| (c) | Total Payments [(a) + (b)] | | 0 | 0 | 0 |
| स | कुल भुगतान (अ+ब) | | | | 0 |

सामान्य भविष्य निधि/ अंशदायी भविष्य निधि वार्षिक समाप्ति विवरणिका 2014-15
STATEMENT OF ANNUAL CLOSING OF GPF/CPF FOR THE YEAR 2014-15
 प्रयोगशाला / संस्थान का नाम : _____
NAME OF THE LABORATORY/INSTITUTE: _____

PROFORMA 'A'
 प्रोफॉर्मो अ

| Sr.No. क्रमांक | Particulars विवरण | As per Ledger/ वहीखता | As per Broad Sheet/ विस्तृत पुस्तिका के अनुसार | As per IMPACT इम्पैक्ट / प्राप्ति और भुगतान खाते के अनुसार | Difference (in any between 3 sets of records) अन्तर/ भिन्नता |
|-------------------|---|--------------------------|--|--|---|
| A | B | C | D | E | F |
| 4. | Net Recoveries over Payments/ शुद्ध प्राप्ति जो भुगतान से ज्यादा हो or vice versa [2(c) - 3(c)] / (2(स) - 3स) [3(c) - 2(c)] / (3(स) - 2स) | | 0 | 0 | 0 |
| 5. | Interest credited in subscriber's ledger/ ग्राहक खाते में जमा की गयी राशि | | | | 0 |
| (a) | Interest on GPF अ जी.पी.एफ. पर दिया गया ब्याज | | | | 0 |
| (b) | Interest on CPF ब सी.पी.एफ. पर दिया गया ब्याज | | | | 0 |
| (c) | Council Contribution स परिषद अंशदान | | | | 0 |
| (d) | Interest on Council Cont. द परिषद अंशदान पर ब्याज | | | | 0 |
| (e) | (-) Council Contribution Resumed ई (-) वापस लिया गया परिषद अंशदान | | | | 0 |
| (f) | Total credit to subscriber's ledger [(a) to (f)]/ फ ग्राहक खाते में जमा कुल राशि अ से फ तक | | 0 | 0 | 0 |
| 5.1 | Total Debit under P.F. Reserve on payment side | | | | 0 |
| 5.1 | भुगतान हेतु भविष्य निधि से निकाली गयी कुल राशि | | | | 0 |
| 5.2 | Diff [5(f) - 5.1] if any | | 0 | 0 | 0 |
| 5.2 | अन्तर 5फ-5.1, यदि कोई हो तो | | | | 0 |

सामान्य भविष्य निधि/ अंशदायी भविष्य निधि वार्षिक समाप्ति विवरणिका 2014-15
STATEMENT OF ANNUAL CLOSING OF GPF/CPF FOR THE YEAR 2014-15

प्रयोगशाला / संस्थान का नाम : _____
NAME OF THE LABORATORY/INSTITUTE: _____

PROFORMA 'A'

प्रोफॉर्मो अ

| Sr.No. क्रमांक | Particulars विवरण | As per Ledger/ वहीखता | As per Broad Sheet/ विस्तृत पुस्तिका के अनुसार | As per IMPACT इम्पैक्ट / प्राप्ति और भुगतान खाते के अनुसार | Difference (in any between 3 sets of records) अन्तर/ भिन्नता |
|-------------------|---|--------------------------|--|--|---|
| A | B | C | D | E | F |
| 6. | Transfer In/ अंतः स्थानांतरण : | | | | |
| | (a) General Provident Fund | | | | 0 |
| | अ सामान्य भविष्य निधि | | | | 0 |
| | (b) Contributory Provident Fund | | | | 0 |
| | ब अंशदायी भविष्य निधि | | | | 0 |
| | (c) Council Contribution | | | | 0 |
| | स परिषद अंशदान | | | | 0 |
| | (d) Total (b) + (c) | | 0 | 0 | 0 |
| | द कुल (ब+स) | | | | 0 |
| | (e) Total transfer in [(a) + (d)] | | 0 | 0 | 0 |
| | ई कुल अंतः स्थानांतरण (अ+द) | | | | 0 |
| 7. | Transfer Out/ बाह्य स्थानांतरण | | | | |
| | (a) General Provident Fund | | | | 0 |
| | अ सामान्य भविष्य निधि | | | | 0 |
| | (b) Contributory Provident Fund | | | | 0 |
| | ब अंशदायी भविष्य निधि | | | | 0 |
| | (c) Council Contribution | | | | 0 |
| | स परिषद अंशदान | | | | 0 |
| | (d) Total (b) + (c) | | 0 | 0 | 0 |
| | द कुल (ब+स) | | | | 0 |
| | (e) Total Transfer out [(a) + (d)] | | 0 | 0 | 0 |
| | ई कुल बाह्य स्थानांतरण (अ+द) | | | | 0 |
| 8. | Closing balance of Provident Fund/ भविष्य निधि का अंतिम शेष as on 31.3.2015/ जैसा 31.03.2015 को हो | | | | |
| | अ सामान्य भविष्य निधि | | | | 0 |
| | (a) General Provident Fund | | 0 | 0 | 0 |
| | [1(a)+2(a)+5(a)+6(a)-3(a)-7(a)] | | | | 0 |
| | ब अंशदायी भविष्य निधि | | | | 0 |
| | (b) Contributory Provident Fund | | 0 | 0 | 0 |
| | [1(b)+2(b)+5(b)+6(b)-3(b)-7(b)] | | | | 0 |
| | स परिषद अंशदान | | | | 0 |
| | (c) Council Contribution | | 0 | 0 | 0 |

सामान्य भविष्य निधि/ अंशदायी भविष्य निधि वार्षिक समाप्ति विवरणिका 2014-15
STATEMENT OF ANNUAL CLOSING OF GPF/CPF FOR THE YEAR 2014-15
 प्रयोगशाला / संस्थान का नाम : _____
NAME OF THE LABORATORY/INSTITUTE: _____

PROFORMA 'A'

प्रोफॉर्मो अ

| Sr.No. क्रमांक | Particulars विवरण | As per Ledger/ वहीखता | As per Broad Sheet/ विस्तृत पुस्तिका के अनुसार | As per IMPACT इम्पैक्ट / प्राप्ति और भुगतान खाते के अनुसार | Difference (in any between 3 sets of records) अन्तर/ भिन्नता |
|---|---|--------------------------|--|--|---|
| A | B | C | D | E | F |
| | [1(c)+5(c)+5(d)-5(e)+6(c)-7(c)] | | | | 0 |
| | द कुल (ब+स) | | | | 0 |
| | (d) Total (b) + (c) | | 0 | 0 | 0 |
| | ई कुल अंतिम शेष (अ+द) | | | | 0 |
| | (e) Total Closing Balance [(a) +(d)] | | 0 | 0 | 0 |
| | फ तुलन पत्र के अनुसार जैसा 31.03.2015 को हो | | | | 0 |
| | (f) As per Balance Sheet as on 31.3.2015 | | | | 0 |
| | REMITTANCES/RECOUPMENTS DURING THE YEAR | | | | |
| | (Detail may be given in the enclosure) | | | | |
| | प्रेषण/ आगमन जैसा वर्ष में हो (अलग से संलग्न करें) | | | | |
| | (a) (i) Remittances made to CSIR | | | | 0 |
| | during the year (relating to current year) | | | | 0 |
| | अ सीएसआईआर को वर्तमान वर्ष में किया गया प्रेषित राशि | | | | 0 |
| | (b) (i) Recoupment received from CSIR | | | | 0 |
| | during the year (Relating to current year) | | | | 0 |
| | सीएसआईआर से प्राप्ति राशि | | | | 0 |
| | (c) Net remittance [(a) (i) - (b) (i)] | | 0 | 0 | 0 |
| | शुद्ध प्रेषण | | | | 0 |
| | (d) Remittance (+)/Recoupment (-) due in previous | | | | 0 |
| | year but adjusted in current year | | | | 0 |
| | प्रेषण(+)/ प्राप्ति(-) पिछले वर्ष का शेष वर्तमान वर्ष में समेकित राशि | | | | 0 |
| | (e) Remittance/Recoupment due in | | | | 0 |
| | current year (but not adjusted during the year) | | | | 0 |
| | वर्तमान वर्ष में देय प्रेषित/ प्राप्ति हेतु राशि | | | | 0 |
| It is certified that the figures appearing in all the three sets of records viz ledger, Browsableheet and IMPACT tally with each other. | | | | | |
| SIGNATURE OF COFA/FAO | | | | | |

ANNUAL STATEMENT OF GPF/CPF TRANSFERS IN/OUT FOR THE YEAR 2014-15

जीपीएफ/सीपीएफ के वर्ष 2014-15 के अंतः स्थानांतरण / बाह्य स्थानांतरण का वार्षिक विवरण

PROFORMA - "C"

प्रोफॉर्मा स

Name of the Laboratory/Institute: _____ प्रयोगशाला/ संस्थान का नाम _____

A. List of GPF/CPF Transferred In:

जीपीएफ/सीपीएफ के अंतः स्थानांतरण की सूची

| वर्ष 2014-15 Year 2014-15 | क्रमांक Sl.No. | कर्मचारी का नाम Name of the Employee | पदनाम Designation | टी ई संख्या और दिनांक TE.No.& Date | धनराशि Amount | अंतरण लैब का नाम Name of the Transferring Lab. |
|------------------------------|-------------------|---|-------------------------------------|--|------------------|---|
| | | | | | | |
| योग | | | Total transferred in during 2014-15 | | | |

B. List of GPF/CPF Transferred Out:

जीपीएफ/सीपीएफ के बाह्य स्थानांतरण की सूची

| Year वर्ष 2014-15 | Sl.No. क्रमांक | Name of the Employee कर्मचारी का नाम | Designation पदनाम | TE.No.& Date टी ई संख्या | Amount धनराशि | Name of the Transferee Lab. अंतरिती लैब का नाम |
|----------------------|-------------------|---|--------------------------------------|-----------------------------|------------------|---|
| | | | | | | |
| योग | | | Total transferred out during 2014-15 | | | |

Note: Net Transfer may be tallied with the figures appearing in the Annual Accounts.

टिप्पण: कृपया शुद्ध हस्तांतरण को वार्षिक लेखा से मिलान कर ले।

वित्त एवं लेखा नियंत्रक/ वित्त एवं लेखा अधिकारी
Signature of COFA/F&AO

ANNUAL STATEMENT OF GPF/CPF TRANSFERS IN/OUT FOR THE YEAR 2014-15

जीपीएफ/सीपीएफ के वर्ष 2014-15 के अंतः स्थानांतरण / बाह्य स्थानांतरण का वार्षिक विवरण

प्रयोगशाला / संस्थान का नाम : _____

NAME OF THE LABORATORY/INSTITUTE: _____

PROFORMA-'B'

| MONTH | RECOVERIES/ प्राप्ति | | | PAYMENTS/ भुगतान | | | NET/ शुद्ध RECOVERIES/ प्राप्ति | REMITTANCE TO CSIR/ सीएसआईआर को प्रेषित राशि | | RECOUPMENT FROM CSIR/ सीएसआईआर से | | NET/ शुद्ध प्रेषण | REMITTANCE/ |
|----------------|----------------------|-----|-----------|------------------|-----|-----------|---------------------------------------|---|-----------------|--------------------------------------|-----------------|-------------------|-------------|
| माह | GPF | CPF | TOTAL | GPF | CPF | TOTAL | 8 = 4 - 7 | AMOUNT | DD NO & DATE | AMOUNT | DD NO & DATE | REMITTANCE | RECOU. DUE |
| 1 | 2 | 3 | 4 = 2 + 3 | 5 | 6 | 7 = 5 + 6 | 8 = 4 - 7 | 9 | 10 | 11 | 12 | 13 = 9 - 11 | 14 = 8 - 13 |
| MARCH | | | | | | | | | | | | | |
| मार्च | | | | | | | | | | | | | |
| APRIL | | | | | | | | | | | | | |
| अप्रैल | | | | | | | | | | | | | |
| MAY | | | | | | | | | | | | | |
| मई | | | | | | | | | | | | | |
| JUNE | | | | | | | | | | | | | |
| जून | | | | | | | | | | | | | |
| JULY | | | | | | | | | | | | | |
| जुलाई | | | | | | | | | | | | | |
| AUGUST | | | | | | | | | | | | | |
| अगस्त | | | | | | | | | | | | | |
| SEPTEMBER | | | | | | | | | | | | | |
| सितम्बर | | | | | | | | | | | | | |
| OCTOBER | | | | | | | | | | | | | |
| अक्टूबर | | | | | | | | | | | | | |
| NOVEMBER | | | | | | | | | | | | | |
| नवम्बर | | | | | | | | | | | | | |
| DECEMBER | | | | | | | | | | | | | |
| दिसम्बर | | | | | | | | | | | | | |
| JANUARY | | | | | | | | | | | | | |
| जनवरी | | | | | | | | | | | | | |
| FEBRUARY | | | | | | | | | | | | | |
| फरवरी | | | | | | | | | | | | | |
| TOTAL/ कुल योग | | | | | | | | | | | | | |

LIST OF REMITTANCE/RECOUPMENT REMITTED/RCEIVED
IN PREVIOUS YEARS BUT ACCOUNTED FOR
IN THE CURRENT YEAR

- 1.
- 2.
- 3.