

Annexure-3

Proforma Account in Respect of CPF/GPF

Month _____

Recoveries				Payments			
S.No. No & Date of Bill	Particulars of Amount recovered	Amount Dated	Remarks	S.No. No. & Date of Bill	To whom Paid/remitted	A/c No. Amount	Remarks
			Sign. of A.O				Sign Of A.O

Total

NOTE: This register should be closed at the end of each month and reconciled with the broad sheet of CPF/GPF

Accounts

Annexure-4

Name of the Lab

Month:

Summary of Recoveries/Payments

A. Employees other than those working against common cadre posts

Recoveries

CPF

GPF

Total

Payment

CPF

GPF

Total

Net

B. Employees on common cadre posts

Recoveries

CPF

GPF

Total

Payment

CPF

GPF

Total

Net

Amount remitted for Rs. vide D.D. No.

Amount to be recouped/adjusted from recoveries of subsequent months.

Annexure-5.

Proforma for transferring of balance of CPF/GPF from one Lab. to another Lab.

Name of the Subscriber

Designation

CPF/GPF A/c number

Name of the Lab./Instt.

Months	Subscription		Withdrawal Council			Council Contribution			Remarks
	Regular Monthly	Arrear	Refunds of withdrawals	Total	Advance	Withdrawal for Life Insurance	Monthly balance on which interest is calculated	Emoluments	
On	1	2	3.....	4	5	6	8	9	10
April	197								
May	197								
June	197								
July	197								
August	197								
September	197								
October	197								
November	197								
December	197								
January	197								
February	197								
March	197								
Total									

Balance from 197.... - 197.... Balance of Councils Contribution from 197.... - 197....

Section Officer
(Audit & Accounts)

Accounts Officer

Annexure-6

Name of Lab./Instt.

Statement showing the CPF/GPF subscription and recoveries made from the salary of Officers/Staff borne on the central Cadre posts during the months of 197

S-No.	A/c No.	Name	Designation	Basic Pay	Subscription	Recovery of advances	Total	Remarks
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NOTE: Statement for CPF & GPF may be prepared separately

Annexure-7

Name of Lab./Instt.:

Statement showing payments made out of CPF/GPF to the Officers/Staff borne on the Central Cadre posts during the month of 197

S.No.	CPF A/C No.	Name	Designation	Actual amount paid	Aggregate amount	Rate of recovery	No. of instalments	Remarks
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NOTE :- Statement for CPF/GPF may be prepared separately

Annexure - 8

Name of the Lab./Instt.

Subscriber's PASS BOOK
for CPF/GPF

Name of the Subscriber

CPF/GPF A/c. No.

Instructions

1. The subscriber is requested to satisfy himself/herself as to the correctness of the statement and to bring errors, if any, to the notice of the Accounts Officer.
2. The attention of the subscriber is drawn to the importance of revising his/her declaration, in case any events have occurred which necessitate revision.

3. In case the subscriber has made no nomination in favour of member of his/her family necessary nomination should be made immediately.

4. The subscriber whose Closing Balance is in a fraction of Rupee, is required to deposit the additional Paisa so that the balance is rounded off to the next higher Rupee.

Particular of the Subscriber

CPF/GPF Account No.
 Name
 Date of Appointment
 Date of Admission
 Name of the Nominee
 Relation with Sub-scriber
 Age on

Section Officer (A&A)

**Statement of General/Contributory Provident Fund Account
 For The Year Ending**

1977-78 1978-79 1979-80 1980-81 1981-82 1982-83 1983-84 1984-85

Opening Balance,

Deposit During the year,

Interest.

With draws during the year

Closing Balance,

Council' Contribution,

Interest.

Closing Balance,

Remarks,

Calculated By
 Checked By

S.O. (A&A)

Annexure - 9

Name of the Lab./Instt.

Consolidated month-wise statement for CPF/GPF Recoveries/Payments and Recoupment for the year

S.No.	Month	Total Reco- Veries	Total Pay- ments	Excess Pay- ment	Total Excess Reco- veries	Excess Pay- ment	Excess Reco- veries	D.D. No. & Date	Excess Pay- ments	No. & Date	Remarks	
			of the month	of the month	to pre- vious month	over pre- vious month, if any	Payover remits be adjusted during the months (total of 4 & 5)	ment (Dif of 3 & 6)	Reco- veries (Diff. of 6 & 3)	to the Central Office	ped from Central Office	
1	2	3	4	5	6	7	8	9	10	11	12	13