



Dy. Financial Adviser

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वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्  
Council of Scientific & Industrial Research  
अनुसंधान भवन, रफी मार्ग, नई दिल्ली-110001

Anusandhan Bhavan, Rafi Marg, New Delhi 110 001

No.32-8(4)/Fund/2009-10

Dated: 15.02.2010

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

**Sub: Annual Closing of GPF/CPF Accounts for the year 2009-10**

Sir,

As we are nearing to the closure of the financial year 2009-10, your attention is invited towards the Annual Closing of Provident Fund Account for the current financial year. You are, therefore, requested to kindly 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 must be reconciled with the entries made in IMPACT. It must 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. Recovery, Payments, Remittances and Recoupments for the year 2009-10 must be reconciled among the three sets of records i.e. Provident Fund Ledger, Broadsheet and IMPACT figures. Please ensure all Provident Fund remittance/recoupment routed through RTGS are taken into Cash Book and accounted for in the Provident Fund account.
3. The differences of previous years, if any, in transfer in/out should also be reconciled before closing of Accounts.
4. It may kindly be ensured that all the 'Transfer IN/OUT' entries have been carried out before closing of March Final Accounts.
5. It may be ensured that the Asset and Liability projected in the P.F. Annual Accounts as on 31.3.2010 matches with the figures in your Ledger/ Broadsheet and the figures communicated to CSIR Hqrs.

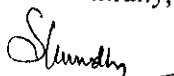
The above information in the prescribed proforma duly reconciled may be forwarded to CSIR by 6<sup>th</sup> of April, 2010 to enable CSIR Hqrs. to consolidate the Provident Fund Account in time. A soft copy may be mailed to:

1. E-mail ID [sofunds@csir.res.in](mailto:sofunds@csir.res.in)
2. E-mail ID [fundesir@yahoo.co.in](mailto:fundesir@yahoo.co.in)

The Proforma can be down loaded from the CSIR web site.

Encl: As above

Yours faithfully,

  
(S. Chandrabhas)

Deputy Financial Adviser

# STATEMENT OF ANNUAL CLOSING OF GPF/CPF FOR THE YEAR 2009-10

NAME OF THE LABORATORY/INSTITUTE: \_\_\_\_\_

PROFORMA 'A'

SI No	Particulars	As per Ledger/ Broad sheet	As per IMPACT R & P A/C	Difference
1.	Opening Balance of Broadsheet as on 1.4.2009			
	(a) General Provident Fund			0
	(b) Contributory Provident Fund			0
	(c) Council Contribution			0
	(d) Total (b) + (c)			0
	(e) Total Opening Balance [(a) + (d)]	0	0	0
	(f) As per Balance-sheet as on 31.03.2010			0
	(g) Diff [(e) broad sheet - (f) IMPACT] if any			0
2.	Total Recoveries (Month-wise details may be given in the enclosure.)			0
	(a) General Provident Fund			0
	(b) Contributory Provident Fund			0
	(c) Total Recoveries [(a) + (b)]	0	0	0
3.	Total Payments (Month-wise detail may be given in the enclosure.)			0
	(a) General Provident Fund			0
	(b) Contributory Provident Fund			0
	(c) Total Payments [(a) + (b)]	0	0	0
4.	Net Recoveries over Payments [ 2(c) - 3(c) ]	0	0	0
5.	Amount credited in subscriber's ledger			0
	(a) Interest on GPF			0
	(b) Interest on CPF			0
	(c) Council Contribution			0
	(d) Interest on Council Cont.			0
	(e) Council Contribution Resumed			0
	(f) Total credit to subscriber's ledger [ (a) to (f) ]	0	0	0
5.1	Total Debit under P.F. Reserve on payment side.			0
5.2	Diff [5(f) - 5.1] if any	0	0	0

SI No	Particulars	As per Ledger/ Broad sheet	As per IMPACT R & P A/C	Difference
6.	<u>Transfer In</u>			
	(a) General Provident Fund			0
	(b) Contributory Provident Fund			0
	(c) Council Contribution			0
	(d) Total (b) + (c)	0	0	0
	(e) Total transfer in [(a) + (d)]	0	0	0
7.	<u>Transfer Out</u>			
	(a) General Provident Fund			0
	(b) Contributory Provident Fund			0
	(c) Council Contribution			0
	(d) Total (b) + (c)	0	0	0
	(e) Total Transfer out [ (a) + (d) ]	0	0	0
8.	<u>Closing balance of Provident Fund as on 31.3.2010</u>			
	(a) General Provident Fund [1(a)+2(a)+5(a)+6(a)-3(a)-7(a)]	0	0	0
	(b) Contributory Provident Fund [1(b)+2(b)+5(b)+6(b)-3(b)-7(b)]	0	0	0
	(c) Council Contribution [1(c)+5(c)+5(d)-5(e)+6-7(b)]	0	0	0
	(d) Total (b) + (c)	0	0	0
	(e) Total Closing Balance [(a) +(d) ]	0	0	0
	(f) As per Balance Sheet as on 31.3.2010			0
<b>REMITTANCES/RECOUPMENTS DURING THE YEAR</b> ( Detail may be given in the enclosure )				
	(a) (i) Remittances made to CSIR during the year (relating to current year )			0
	(b) (i) Recoupment received from CSIR during the year (Relating to current year)			0
	(c) Net remittance [ (a) (i) - (b) (i) ]	0	0	0
	(d) Remittance (+)/Recoupment (-) due in previous year but adjusted in current year			0
	(e) Remittance/Recoupment due in current year (but not adjusted during the year)			0
NOTE: PLEASE ENSURE THAT THE FIGURES ARE TALLYING WITH THE FIGURES ADOPTED IN <b>IMPACT</b> TO AVOID AUDIT OBSERVATIONS.				

NAME OF THE LABORATORY/INSTITUTE:

PROFORMA "B"

MONTH	RECOVERIES			PAYMENTS			NET RECOVERIES	REMITTANCE TO CSIR		RECOUPMENT FROM CSIR		NET REMITTANCE/RECOU. DUE	
	GPF	CPF	TOTAL	GPF	CPF	TOTAL		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													
APRIL													
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
JANUARY													
FEBRUARY													
TOTAL													

LIST OF REMITTANCE/RECOUPMENT REMITTED/RECEIVED  
IN PREVIOUS YEARS BUT ACCOUNTED FOR  
IN THE CURRENT YEAR  
(With reference to cheque/DD no & date)

- 1.
- 2.
- 3.

**PROFORMA - "C"**

Name of the Transferring Lab.

**Total transferred in during 2009-10**

## Name of the Transferee Lab.

Total transferred out during 2009-10

Signature of COFA/F&AO