



**Padam Singh**  
**Dy. Financial Adviser**

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**वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्**  
**Council of Scientific & Industrial Research**  
अनुसंधान भवन, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhavan, Rafi Marg, New Delhi 110 001

**No.32-8(4)/Fund/2010-11**  
**Dated: 24.02.2012**

**To**

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

**Sub: Annual Closing of GPF/CPF Accounts for the year 2011-12**

Sir,

As we are approaching the end of the financial year 2011-12, 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.

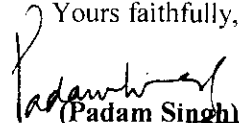
1. The interest on GPF/CPF, Council Contribution, Interest on Council Contribution and Council Contribution Resumed, calculated and entered in individual ledger must be reconciled with the entries made in IMPACT. It should be ensured that the figures appearing on the receipt side under these heads should 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 2011-12 must be reconciled among the three sets of records i.e. Provident Fund Ledger, BROADSHEET and IMPACT figures and the Lab/Instt. has to forward a copy of the same to CSIR Hqrs. Please ensure all Provident Fund remittances/recoupments 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 31.3.2012 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 9<sup>th</sup> of April, 2012 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](mailto: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 2011-12  
**STATEMENT OF ANNUAL CLOSING OF GPF/CPF FOR THE YEAR 2011-12**  
 प्रयोगशाला / संस्थान का नाम : \_\_\_\_\_  
**NAME OF THE LABORATORY/INSTITUTE:** \_\_\_\_\_

**PROFORMA 'A'**  
 प्रोफार्मा अ

| क्रमांक<br>No | Particulars<br>विवरण   | वहीखता/ विस्तृत<br>पुस्तिका के अनुसार | इम्पैक्ट / प्राप्ति और<br>भुगतान खाते के अनुसार | Difference<br>अन्तर/ भिन्नता |
|---------------|--|---------------------------------------|---|------------------------------|
| 1.            | Opening Balance of Broadsheet/ प्रारम्भिक शेष<br>as on 1.4.2011 / 1.04.2011 को   |                                       |   |                              |
| (a)           | General Provident Fund ✓<br>अ सामान्य भविष्य निधि  |                                       |   | 0                            |
| (b)           | Contributory Provident Fund ✓<br>ब अंशदायी भविष्य निधि   |                                       |   | 0                            |
| (c)           | Council Contribution ✓<br>स परिषद अंशदान   |                                       |   | 0                            |
| (d)           | Total (b) + (c) ✓<br>द योग (ब+स)   |                                       |   | 0                            |
| (e)           | Total Opening Balance [(a) + (d)] ✓<br>ई कुल प्रारम्भिक शेष (अ+द)  | 0                                     | 0   | 0                            |
| (f)           | As per Balance-sheet as on 31.03.2012 -<br>फ वार्षिक तलन पत्र के अनुसार 31.03.2012 को                                  |                                       |   |                              |
| (g)           | Diff [(e) broad sheet - (f) IMPACT] if any ✓<br>ज अन्तर (ई) विस्तृत पुस्तिका - (फ) इम्पैक्ट , यदि हो तो                |                                       |   | 0                            |
| 2.            | Total Recoveries (Month-wise details)/ कुल प्राप्ति (माह अनुसार)<br>may be given in the enclosure./ अलग से संलग्न करें |                                       |   | 0                            |
| (a)           | General Provident Fund ✓<br>अ सामान्य भविष्य निधि  |                                       |   | 0                            |
| (b)           | Contributory Provident Fund ✓<br>ब अंशदायी भविष्य निधि   |                                       |   | 0                            |
| (c)           | Total Recoveries [(a) + (b)] ✓<br>स कुल प्राप्ति (अ+ब)   | 0                                     | 0   | 0                            |
| 3.            | Total Payments (Month-wise detail) / कुल भुगतान (माह अनुसार)<br>may be given in the enclosure./ अलग से संलग्न करें     |                                       |   | 0                            |
| (a)           | General Provident Fund ✓<br>अ सामान्य भविष्य निधि  |                                       |   | 0                            |
| (b)           | Contributory Provident Fund ✓<br>ब अंशदायी भविष्य निधि   |                                       |   | 0                            |
| (c)           | Total Payments [(a) + (b)] ✓<br>स कुल भुगतान (अ+ब)   | 0                                     | 0   | 0                            |
| 4.            | Net Recoveries over Payments/ शुद्ध प्राप्ति जो भुगतान से ज्यादा हो<br>[2(c) - 3(c)] / (2(स) - 3स)                     | 0                                     | 0   | 0                            |
| 5.            | Amount credited in subscriber's ledger/ ग्राहक खाते में जमा की गयी राशि  |                                       |   | 0                            |
| (a)           | Interest on GPF ✓<br>अ जी.पी.एफ. पर दिया गया ब्याज   |                                       |   | 0                            |
| (b)           | Interest on CPF ✓<br>ब सी.पी.एफ. पर दिया गया ब्याज   |                                       |   | 0                            |
| (c)           | Council Contribution ✓<br>स परिषद अंशदान   |                                       |   | 0                            |
| (d)           | Interest on Council Cont. ✓<br>द परिषद अंशदान पर ब्याज   |                                       |   | 0                            |
| (e)           | Council Contribution Resumed ✓<br>ई वापस लिया गया परिषद अंशदान   |                                       |   | 0                            |
| (f)           | Total credit to subscriber's ledger [ (a) to (f) ] /<br>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 ✓<br>भुगतान हेतु भविष्य निधि से निकाली गयी कुल राशि                     |                                       |   | 0                            |
| 5.2           | Diff [5(f) - 5.1] if any<br>अन्तर 5फ-5.1, यदि कोई हो तो  | 0                                     | 0   | 0                            |
| 6.            | Transfer In/ अंतः स्थानांतरण :   |                                       |   | 0                            |

| क्रमांक<br>No   | Particulars<br>विवरण  | वहीखता/ विस्तृत<br>पुस्तिका के अनुसार | इम्पैक्ट / प्राप्ति और<br>भुगतान खाते के अनुसार | Difference<br>अन्तर/ भिन्नता |
|---|---|---------------------------------------|---|------------------------------|
|   | (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/ वाह्य 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 वाह्य स्थानांतरण (अ+द)  |                                       |   | 0                            |
| 8. Closing balance of Provident Fund/ भविष्य निधि का अंतिम शेष<br>as on 31.3.2012/ जैसा 31.03.2012 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                            |
|   | [1(c)+5(c)+5(d)-5(e)+6-7(b)]  |                                       |   | 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 31.03.2012 को हो                             |                                       |   | 0                            |
|   | (f) As per Balance Sheet as on 31.3.2012                              |                                       |   | 0                            |
| REMITTANCES/RECOUPMENTS DURING THE YEAR   |   |                                       |   |                              |
| ( Detail may be given in the enclosure )  |   |                                       |   |                              |
| प्रेषण/ आगमन जैसा वर्ष में हो ( अलग से सलग्न करे)   |   |                                       |   |                              |
|   | (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                            |
| NOTE: PLEASE ENSURE THAT THE FIGURES ARE TALLYING WITH THE FIGURES<br>ADOPTED IN <b>IMPACT</b> TO AVOID AUDIT OBSERVATIONS. |   |                                       |   |                              |
| टिप्पणी: कृपया सुनिश्चित करे की सभी गणनाओं का मिलन सूचारु रूप से इम्पैक्ट से कर लिया गया है।                                |   |                                       |   |                              |

PROFORMA-'B'

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

| MONTH          | RECOVERIES/ प्राप्ति |     |           | PAYMENTS/ भुगतान |     |           | NET/ शेष    | CSIR/ सीएसआईआर   | ROM CSIR/ सीएसआईआर | NET/ शेष  | REMITTANCE/ |             |             |
|----------------|----------------------|-----|-----------|------------------|-----|-----------|-------------|------------------|--------------------|-----------|-------------|-------------|-------------|
| माह            | GPF                  | CPF | TOTAL     | GPF              | CPF | TOTAL     | VERIES/ प्र | AMOUNT D NO & DA | AMOUNT D NO & DA   | REMITTANC | 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  
(With reference to cheque/DD no & date)

- 1.
- 2.
- 3.

|   |                   |   |                                      |  |                  |   |
|---|-------------------|---|--------------------------------------|--|------------------|---|
| <b>ANNUAL STATEMENT OF GPF/CPF TRANSFERS IN/OUT FOR THE YEAR 2011-12</b>                    |                   |   |                                      |  |                  |   |
| <b>जीपीएफ/सीपीएफ के वर्ष 2011-12 के अंतः स्थानांतरण / बाह्य स्थानांतरण का वार्षिक विवरण</b> |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  | <b>PROFORMA - "C"</b>   |
| <b>Name of the Laboratory/Institute:</b> _____  |                   |   |                                      |  |                  | <b>प्रयोगशाला/ संस्थान का नाम</b>   |
| <b>A. List of GPF/CPF Transferred In:</b>   |                   |   |                                      |  |                  | <b>जीपीएफ/सीपीएफ के अंतः स्थानांतरण की सूची</b>   |
| वर्ष 2011-12<br>Year 2011-12  | क्रमांक<br>Sl.No. | कर्मचारी का नाम<br>Name of the Employee | पदनाम<br>Designation                 | टी ई संख्या<br>और दिनांक<br>TE.No.& Date | धनराशि<br>Amount | स्थानांतरित लैब का नाम<br>Name of the Transferring Lab.                                     |
|   |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  |   |
| योग   |                   |   | Total transferred in during 2011-12  |  |                  |   |
|   |                   |   |                                      |  |                  |   |
| <b>B. List of GPF/CPF Transferred Out:</b>  |                   |   |                                      |  |                  | <b>जीपीएफ/सीपीएफ के बाह्य स्थानांतरण की सूची</b>  |
| Year<br>वर्ष 2011-12  | Sl.No.<br>क्रमांक | Name of the Employee<br>कर्मचारी का नाम | Designation<br>पदनाम                 | TE.No.& Date<br>टी ई संख्या              | Amount<br>धनराशि | Name of the Transferee Lab.<br>स्थानांतरित लैब का नाम                                       |
|   |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  |   |
| योग   |                   |   | Total transferred out during 2011-12 |  |                  |   |
|   |                   |   |                                      |  |                  |   |
| <b>Note: Net Transfer may be tallied with the figures appearing in the Annual Accounts.</b> |                   |   |                                      |  |                  |   |
| <b>टिप्पण: कृपया शुद्ध हस्तांतरण को वार्षिक लेखा से मिलान करें।</b>                         |                   |   |                                      |  |                  |   |
|   |                   |   |                                      |  |                  | <b>वित्त एवं लेखा नियंत्रक/ वित्त एवं लेखा अधिकारी</b><br><b>Signature of COFA/F&amp;AO</b> |