

G.A.R. 41

(See rule 173)

(To be printed in blue or white paper)

SCHEDULE OF GENERAL/CONTRIBUTORY PROVIDENT FUND DEDUCTIONS

Important Instructions:

1. This form should not be used for transactions of any other Provident Funds. The Account Numbers should be arranged in serial order.
2. Figures in columns 3,4,5 and 7 should be rounded to whole rupees. The total of the schedule should be written both in figures and words.
3. In the Remarks Column,
 - (i) Give reasons for discontinuance of subscriptions such as 'Proceeded on leave', 'Transferred to office', 'Quitted Service', 'Died', or 'Discontinued under Rule 7 of GPF (Central Services) Rules 1960 & CPF Rules, 1962 in the schedule for the relevant month.'
 - (ii) Write description against every new name such as 'New Subscriber', 'Came on transfer from..... office and previous account 'No. kept by (P.A.O.) 'Fresh account number required', 'Resumed subscription'
4. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accountants General/ Pay and Accounts Offices and also separate for G.P.F. and C.P.F. deductions.

Office of the (here write the designation of drawing officer and station)

Deductions made from salary bill no.
for the month of

Name of Accounts Office who maintains these accounts (See Instruction 4)

Account Number with guide letter indicating series	Name	Pay or/and leave salary this month	Monthly subscription	Repayment of advances etc		Total realised	Remarks. Particular of variations from last month's deductions (subscription & refunds) with brief reason thereof
				Amount	No. of installments		
1	2	3 Rs.	4 Rs.	5 Rs.	6	7 Rs.	8

--	--	--	--	--	--	--	--

Date and signature of drawing officer.....
 Designation

For use In the Accounts Office

Voucher No..... Date of encashment.....

Certified that the name, amounts of individual deductions and the total shown in Column 7 have been checked by reference to the bill.

Date.....

Jr./Sr. Accountant (Compilation Section)

Certified that all the Subscriptions/repayments have been posted in respective ledger cards and account numbers allotted to new names and action taken to call for their balances, if any.

Date.....

Jr./Sr. Accountant/Jr. A.O. (G.P.F.Sec)