

FORM T.R 104

[See Rule 163 (1) K.T.C Vol.I]

Name of the Accounts Officer who maintains the Accounts (See Note No.6) :

Name of the Provident Fund:

Statement showing deductions on account of subscription towards the State/ General Provident Fund in the pay bill of the

Office of

Officers noted below during 20.....

Serial Number	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March Rs.	Rate of Subscription Rs.	Details of Receipts					DA Arrears From To (Govt. Order No. & Date) Rs.	Total Amount (7+10+12) Rs.	Head of Account	Remarks
						Subscription Proper		Refund of Advance						
						Amount Rs.	Month to which it relates	No. of instalment	Amount Rs.	Month to which it relates Rs.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Grand Total:

(In figures) Rs.

(In words) Rs.

N.B.--

1. The account numbers should be arranged in serial order. The guide letters allotted to the Department viz. "GA" , for General Administration, "Medl" for Medical etc. should be included.
2. The entry in column 5 should show the rate of salary/pay drawn in respect of the last day of the preceding financial year [vide Rule 11 (2) of the General Provident Fund (Kerala) Rules]
3. Salary/Pay will include Personal Pay, Special Pay and Dearness Pay but exclude all allowances [Vide Rule 12 (23) of Part I of the Kerala Service Rules].
4. In the remarks column, give reasons for discontinuance of subscription such as "proceeded on leave", "Transferred to Office District", "Quitted Service", "Died". In this column, write description against every new name such as "New Subscriber", "Came on transfer from office District", "Resumed subscription". If interest is paid on an advance, mention it in this column.
5. Column 3 to be filled in by the ledger poster in the Accountant General's Office
6. Separate schedules should be presented in respect of persons whose accounts are kept by different Accounts Officers

Head of Office

Certified that a sum of Rs..... (Rupees in words)
..... has been deducted in the Establishment/Salary Bill of the officer.

Cashed on 20

Name of Treasury

Treasury Officer

For use in Audit Office

Voucher Date of encashment 20.....

1. Certified that the name shown in column 4, amount of individual deductions (Both subscription proper and refund of advance) and the amounts shown in columns 7,10,12 and 13 have been checked with reference to the bill.
2. For schedules attached with March pay bills, certified that the rates of salary/pay as shown in column 5 have been verified with the amounts actually drawn in the bills.

Auditor, Department of Audit Section