Office of the ……..
……...
……..

Statement of particulars for allotment of Provident Fund Accounts Numbers to compulsory subscribers for the

Please read carefully the instructions printed on the reverse before filling in the form.

Head of Account to which pay and allowances are debited ……

Name of Fund……..

Sl. No.	Name of Government Servant (Subscriber)	Name of subscriber's father/husband	Date of birth of subscriber.	Date of joining service.	Designation	Emoluments	Monthly rate of subscription (in whole rupees)	Month from which subscription to commence.	Remarks	To be filled in by Accountant General's Office. Account No. allotted.
1	2	3	4	5	6	7	8	9	10	

No…….. Dated……....

Forwarded in duplicate to the Accountant General for necessary action. The Government servants whose names are included in their statement are required to joint the ……Fund under the …… rules of Government of …….. Their names have not been included in the previous statements and they are not already members of any provident Fund (Nominations are enclosed as mentioned in the remarks column.)

Certified that all the employees whose names are shown above are eligible to subscribe to the provident fund in accordance with the relevant rules.

(Head of Office) ……..

No. …… Dated……..

Returned to …… Account Nos. allotted may be intimated to the subscribers and also noted in the Service Books, nominations and other official records. In all correspondence connected with Provident Fund of any subscriber, the account number should be quoted. Receipt of nominations at Sl. Nos. …… is hereby acknowledged.

Accounts Officer

Office of the Accountant General ……....
……
……

(Reverse of the Form)

Instructions for filling the statement:

(a) This Form should be used only in cases where subscription to the Fund is compulsory.

(b) Separate forms should be used for different provident funds, e.g., General Provident Fund, Contributory Provident Fund, etc.

(c) Separate Forms should be used for persons whose pay and allowances are debited to different Major and Sub-Major Heads of Account.

(d) Name of the Fund may be filled in by suitable words (e.g.) General Provident Fund (Central), Contributory provident fund (India) etc.

(e) The Statement should be sent in duplicate. It should include permanent Government Servant who joined service in the previous month are required to join the fund compulsorily on entry into Government Service and temporary Government servants who will complete one year's continuous service or otherwise become eligible to subscribe to the provident fund, three months hence.

(f) Column 3 Husband's name (instead of father's name) may be given in respect of married female subscribers indicating the position.

(g) Column-7 Dearness pay, if any, may be distinctly shown.

(h) Nominations of gazetted officers appointed directly to gazetted post whose service records are maintained by the Accountant General shall be sent to the Accountant General's office for safekeeping. In case of non-gazetted government servants and gazetted officers whose pay and allowances are drawn by Head of the office in Establishment bills, the nominations will be kept by the Head of Office.