

Office of the

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

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

Head of Account to which pay and allowances are debited

[See Decision below Rule 4]

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	11

No., dated

No., dated

Forwarded in duplicate to the Accountant-General for necessary action. The Government servants whose names are included in their statements are required to join 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).

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.

Certified that all the employees whose names are shown above are eligible to Subscribe to the Provident Fund in accordance with the relevant rules.

Accounts Officer

(Head of Office)

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 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 and 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) Column 8 Please see Rule 8 of GP Fund (Central Services) Rules, 1960/Contributory Provident Fund (India) Rules.
- (i) Column 9 Under the GP Fund (Central Services) Rules, 1960, a temporary Government servant who completes one year's continuous service during the middle of a month shall commence subscribing to the GP Fund from his/her salary for the month following that in which he/she completes one year's service.
- (j) The nomination should be obtained in the prescribed form from the subscriber and forwarded to the Accountant-General along with this statement making a suitable note in the remarks column.

ASSAM UNIVERSITY, SILCHAR

FORM OF NOMINATION

[Rule 5 (3)]

Account No

I,..... hereby nominate the person(s) mentioned below who is/are member(s)/non-members(s) of my family as defined in Rule 2 of the General Provident Fund (Central Services) Rules, 1960, to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s) 1	Relationship with the subscriber 2	Age of the nominee(s) 3	Share payable to each nominee 4	Contingencies on the happening of which the nomination will become invalid 5	Name, address and relationship of the person(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber 6	If the nominee is not a member of the family as provided in Rule 2, indicate the reasons 7

Dated this day of 20.....at

Signature of the subscriber.....
Name in Block letters.....
Designation.....

Two witnesses

Name and address

Signature

1.

2.....

Space for use by the Head of Office/Pay & Account Office

Nomination by Shri/Smt/Kumari

Designation.....

Date of receipt of nomination.....

Signature of Head of Office/Pay & Account Officer

Designation.....

Date.....

Instructions for the subscriber-

- a) Your name may be filled in.
- b) Name of the fund may be completed suitably.
- c) Definition of term “family” as given in the General Provident Fund (Central services) Rules, 1960, is reproduced below.

Family means -

- i) In the case of a male subscriber, the wife or wives, parents, children, minor brothers, unmarried sisters, deceased son’s widow and children and where no parent of the subscriber is alive, a paternal grandparent:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these rules relate unless the subscriber subsequently intimates in writing to the Head of Office/Account Officer that she shall continue to be so regarded.

- ii) In the case of a female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son’s widow and children and where no parent of the subscriber is alive, a paternal grandparent:

Provided that if a subscriber by notice in writing to the Head of Office/Account Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these rules relate unless the subscriber subsequently cancels such notice in writing.

NOTE – Child means legitimate child and includes an adopted child where adoption is recognized by the personal law governing the subscriber or a ward under the Guardians and Wards Act, 1890 (8 of 1890) who lives with the Government servant and is treated as a member of the family and to whom the Government servant has, through a special will, given the same status as that of a natural born child.

- d) Column 4. If only one person is nominated, the words “in full” should be written against the nominee. If more than one person is nominated, the share payable to each nominee over the whole amount of the Provident Fund shall be specified.
- e) Column 5. Death of nominee(s) should not be mentioned as contingency in this column.
- f) Column 6 Do not mention your name.
- g) Draw line across the blank space below last entry to prevent insertion of any name after you have signed.