

**T. R. FORM NO.47**

[See sub-rule (1) of T. R. 6.39]

**SCHEDULE OF GENERAL PROVIDENT FUND DEDUCTIONS**

NAME OF THE OFFICE : _____	Bill No.: _____ Date: __/__/__
DDO Code: _____	T.V. No.: _____ Date: __/__/__
Token No.: _____ Date: __/__/__	
Pay Bill for the Month of _____, 20__	
Salary Head of Account: _____	

*Important Instructions:*

- (1) This form should not be used for transactions of other Provident Funds for which Form No. T. R. 48 has been provided. The Account Numbers should be arranged in serial order.
- (2) In the remarks column, give reasons for discontinuance of subscriptions, such as "Proceeded on leave" "Transferred to \_\_\_\_\_ Office \_\_\_\_\_ Districts" "Quitted Service", "Died" or "Discontinued under Rule 7".
- (3) In the remarks columns write description against every new name, such as "\_\_\_\_\_ subscriber", "came on transfer from \_\_\_\_\_ Office, \_\_\_\_\_ District", "Resumed subscription".
- (4) Separate Schedule should be prepared in respect of persons whose Account Numbers are prefixed by different alphabetical abbreviation.
- (5) In case of Central Government employees on deputation from the office of the Accountant General of this State or any other State the Head of Account may be indicated as "8658 - Suspense Account - 00 - 101 - PAO Suspense - PAO (Audit), Kolkata".
- (6) In case of other Central Government Civil employees on deputation, the Head of Account may be indicated as "8658 - Suspense Account - 00 - 101 - PAO Suspense - (Name of the concerned Ministry)".
- (7) In case of Railway employees on deputation, the Head of Account may be indicated as "8658 - Suspense Account - 00 - 102 - Suspense Account - Civil - (FA & CAO of the concerned Railway)".
- (8) In case of other State Government employees on deputation, the Head of Account may be indicated as "8793 - Inter-State Suspense Account - 00 - 101 - (Name of the concerned State)".
- (9) Arrange the Account Numbers in serial order. If interest is paid in advance mention it in the remarks column.

For Employees: Group-A, B & C									
Payable on: 1 <sup>st</sup> day of _____									
Head of Account Code: _____									
Sl No.	Employee ID No.	Name	G.P.F Account No.	Pay/ Leave Salary (Rs.)	Monthly Subscription (Rs.)	Arrear & Instalment No.	Recovery & Instalment No.	Total Realisation (Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10

Total: Rupees (in words) \_\_\_\_\_ only

Bill Clerk

Accountant

Signature of D.D.O with Designation

Date \_\_\_\_\_

**For use in the Office of the Principal Accountant General (A&E), West Bengal**

Voucher \_\_\_\_\_ Date of encashment \_\_\_\_\_

- (1) Certified that the name, amounts of individual deductions and the total showing Column 8 have been checked with reference to the bill, as per M.S.O. (A&E).
- (2) Certified that the rates of pay as shown in Column 3 have been verified with the amounts actually drawn in the bill.

*Dated initials of the Accountant*