

FORM No. 2

(see sub-rule (2) of rule 6)

KARNATAKA GENERAL PROVIDENT FUND

Monthly statement of subscription, etc., realized by deduction in the pay bill of the office of the
 for the month of 20.. encashed at
 District/Taluk Treasury during the month of20..

Sl. No.	Name of the Subscriber	G. P. F. Account No. (in full)	Pay	Amount deducted				No. of present installment of the Refund	Remarks
				Subscription proper	Refund of withdrawal	Interest	Total	No. of total installment sanctioned	
1	2	3	4	5	6	7	8	9	10
			Rs.	Rs.	Rs.	Rs.	Rs.		
Total									

N. B:- If more names are required to be entered, the reverse of this Form may be used, with columns 1 to 10.

Station:

Date:

Signature and Designation of Drawing Officer

FOR USE IN THE AUDIT OFFICE

Voucher No.

Date of Encashment

(1) Certified that the names, amount of individual deduction and the total deduction have been checked by reference to the bill.

(2) For schedule attached with March Bill certified that the rates of pay as shown in column No. 4 have been verified with the amounts actually drawn in the bill.

Initials of the Auditor, DAD/GAD/FAD

Date

(Section

Instructions to Drawing Officers

1. Great care should be taken in nothing the Account Numbers correctly, as otherwise the amounts deducted (recovered) are likely to be posted wrong accounts.
2. Account Numbers should be written in "Serial Order" (Under Col. 3) irrespective of the order in which the names of the subscribers occur in respective pay bill.
3. The amounts (in figures) under Columns 5, 6 and 7 should always be in "whole rupees" only transactions involving in Naye Paise being particularly avoided.
4. No entries without an Account Number should be made.
5. The account number in the previous month's statements should be repeated and the reasons for the non-recovery of subscription and refunds of temporary Advance (withdrawals), such as "Proceeded on Leave" from "Transferred to Office District", "Quitted Service", Died on", "Subscription discontinued", etc., should invariably be furnished in the "Remarks" column (No. 10), or overleaf.
6. When new names are entered in the statement other than those found in the previous month's statement, the reason therefore (such as, "New Subscriber", "Returned from Leave", "Transferred from Office District", "Resumed subscription", etc., should invariably be noted in the remarks column overleaf).
7. With regard to supplemental claims, the month(s) to which the original claim (s) relates should be furnished clearly and correctly in line 2 above, i.e., at the top of the Form (or in the body of the Form if more space is required).
8. Ordinarily only one line should be used for each subscriber, entries between lines being, however, strictly avoided.
9. The blanks against Total Deductions, Signature and Designation of Drawing Officer, Station and Date, etc., should invariably be filled in only in the respective spaces allotted thereof and not in the middle of the Form.
10. The Account Numbers should be furnished in full, i.e., with the guide notation or letters, such as GA (for General Administration), EDN (for Education), PW (for Public Works), etc., as intimated by the Accountant General.