

**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.5) : .....

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	Name of the Subscriber	Salary/pay as on 31st March Rs.	Rate of Subscription Rs.	Details of Receipts					DA Arrears From ..... to Date) Rs.	Total Amount (6+9+11) Rs.	Service 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					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	

Grand Total:

In figures Rs.

In words Rs.

Note:

1. The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz., "GA" for General Administration, "Mdl" for Medical etc should be included.
2. The entry in column 4 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 shall include Personal pay, Special pay and Dearness pay but exclude all allowances [vide Rule 12 (23) of Part I of Kerala Service Rules].
4. In the remarks column, give reasons for "enhancement/reduction in subscription amount and difference in refund (fresh temporary advance availed etc)" 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", or "Resumed subscription". If interest is paid on an advance, mention it in this column.
5. Separate schedules should be prepared 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 .....

Name of Treasury .....

**Treasury Officer**

**For use in Audit Office**

Voucher ..... Date of encashment ..... 20.....

1. Certified that the name shown in column 3, amount of individual deductions (Both subscription proper and refund of advance) and the amounts shown in columns 6,9,11 and 12 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 4 have been verified with the amounts actually drawn in the bills.

**Auditor, Department of Audit Section**