

Copy of

GOVERNMENT OF TAMIL NADU
FINANCE (PENSION) DEPARTMENT

Letter No.64/DS(C)/84 dated 10.4.1984.

From

Sukavaneshvar, I.A.S.,
Secretary to Government (Ex-officio)
Finance Department.

To

XXXX

Sir, S

Sub: Tamil Nadu Government Employees' Special Provident Fund-cum-Gratuity Scheme -
Instructions on preparation of schedules and entries to be made in the Service Registers.

Ref: 1. G.O.Ms.No.136, Fin(Pen) dt.29.2.1984.

2. Letter No.64/DS(C)/84, Fin(pen)
dt. 20.3.1984.

As per rule 6 of the Tamil Nadu government Employees' Special Provident Fund-cum-Gratuity Rules no individual schedules need be attached to the pay bills for the deduction made not any separate accounts maintained therefor. In order to maintain proper accounts for the subscriptions recovered from the Tamil Nadu Government employees and also in view of the need for the involvement of the Departmental officers also in reconciling the figures, the Director of Treasuries and Accounts has suggested a simple and consolidated form of schedule to be attached to salary bills. A format of the schedule is enclosed. I am to request you to issue urgent instructions to all Drawing Officers under your control to prepare and attach the schedules to salary bills starting from the salary for April, 1984. In addition, the office copy of the schedule should be kept by each drawing officer in a register form to keep track of the additions and deletions. Necessary amendments in this regard to Rule 6 will be issued separately.

2. The Director of Treasuries and Accounts has also suggested that as it is not proposed to maintain individual ledgers the scope of entries in the Service Registers has to be amplified to provide for monthwise entries. For this purpose required number of additional sheets have to be added to the Service Registers and the entries should indicate the number of instalments in which the subscriptions should be recovered, the amount recovered, the gross and net amount of the bill etc. and attested by the Superintendent/Head Ministerial Officer. A format for making entries in the Service Registers is enclosed. I am to request you to issue instructions to all Heads of offices under your control to make necessary entries in the Service Registers as per the format. Suitable amendments to Rule 7 will issue separately.

Yours faithfully,

Sd/-

for Secretary to Government.

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ANNEXURE - I

Schedule for collections under Tamil Nadu Government
Employees Special Provident Fund-cum-Gratuity
Scheme - 1984.

Districts

Office of.	Months
<u>No. of subscribers</u>	<u>Amount deducted</u>
	Rs.

Note: Office copy should be kept in the Register Form.

ANNEXURE II

(For entries in Service Register)

Tamil Nadu Government Employees Special Provident Fund-cum-
Gratuity Scheme -1984.

Name of Subscriber:-

Name of office	Month & year	Amount reco- vered Rs.	No. of instal- ments.	Gross Amount of the bill	Net amount of the bill	Month in which the recovered	Initials
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Note: The amount of arrear subscription shall be noted against
the month to which it relates.