

The Punjab Town Improvement Trusts Provident Fund Rules, 1945

PUNJAB

India

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Rule

THE-PUNJAB-TOWN-IMPROVEMENT-TRUSTS-PROVIDENT-FUND-RULES of 1945

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1. Short title.

(a) These rules may be called the Punjab Town Improvement Trusts Provident Fund Rules, 1945. (b) They shall come into force from the date of this notification.

2. Definitions.

- In these rules, unless there is anything repugnant in the subject or the context, -(a) "Trust" means a Town Improvement Trust established under the Punjab Town Improvement Act, 1922; (b) "Chairman" means the Chairman of the Trust; (c) "family" means -(i) in the case of a male subscriber, the wife or wives and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber: 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 matter to which these rules relate, unless the subscriber subsequently indicates by express notice in writing to the Chairman that she shall continue to be so regarded; (ii) in the case of a female subscriber, the husband and children of the subscriber, and the widows and children of a deceased son of a subscriber: Provided that if a subscriber by notice in writing to the Chairman 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 formally in writing her notice excluding him ;Note I. - "Children" means legitimate children.Note II. - An adopted child shall be considered to be a child when the Chairman, or if any doubt arises in the mind of the Chairman, the Trust is satisfied that, under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child but in this case only.Note III. - In a case in which a person has given his child in adoption to another person and if, under the personal law of the adopter adoption is legally recognised as conferring the status of a natural child, such a child should, for the purposes of these rules, be considered as excluded from the family of the natural father.(d)"Provident Fund" means the Provident Fund established by the Trust :(e)"Interest" means interest accrued on the balance at credit of a subscriber to the Provident Fund calculated as if such balance were a deposit in the [Savings Bank] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment(1)/77, dated 28.4.1997.] or the amount of interest received from investments under rule 9(2) ;(f)"Salary" means monthly salary and includes special pay as defined in the Civil Services Rules (Punjab), but does not include traveling allowance, conveyance allowance, or compensatory allowance ;(g)["Saving Bank" means the State Bank of India or any of its subsidiary Banks or any other Bank as may be approved by the State Government under section 69 of the Punjab Town Improvement Act, 1922.] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1997.](h)"Servant" includes every employee of the Trust who holds a permanent post substantively under the Trust or is officiating in a permanent post in a substantive capacity under any other Trust or local body which maintains a provident fund, but does not include a Government servant employed by the Trust ;(i)"Subscriber" means a servant who is required or permitted to subscribe to the Provident Fund ;(j)"Service" means service of the subscriber from the date of joining the service of the Trust ;(k)['Director' means the Director Local Government, Punjab.] [Substituted by Punjab Notification No. 4894-LB-57/57922, dated 27th June, 1957 and further amended by Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1997.][3. Establishment of Provident Fund.] [Substituted by Punjab Notification No. 4894-LB-57/57922, dated 27th June, 1957 and further amended by Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1997.] - The Trust shall establish a Provident Fund to which its Chairman may, and each of its employees shall subscribe at the rate of [10] [Substituted from 3[8.1/3] and 4[16-2/3] respectively in Punjab under Legislative Supplement Part 3 dated 22.5.1979 Page 219.] Per cent of his salary :Provided that a subscriber, if he so desires, may contribute to the Provident Fund at a higher rate, but not exceeding [20] [Substituted from 3[8.1/3] and 4[16-2/3] respectively vide Punjab Government Legislative Supplementary Part 3 dated 22.5.1979 Page 219.] per cent of his salary.

4. Recovery of subscriptions.

(1)Every subscription to the Provident Fund shall be recovered by means of a deduction of the amount of such subscription from each salary bill of the subscriber : provided that, in calculating the deduction to be made fractions of rupee of salary shall be disregarded.(2)Notwithstanding anything contained in rule 3 or in sub-rule (1) of this rule no servant shall be required or permitted to subscribe to the Provident Fund while he is absent on leave except during earned leave.[5. "Trust's

contribution to the Provident Fund. - The Trust shall contribute to the Provident Fund of each subscriber an amount equal to the amount of his subscription ; Provided that the contribution does not exceed [10] [Substituted vide Punjab Notification No. 4894-LB-57/57922, dated 27-6/4-7-57.] per cent of the salary of a subscriber entitled to subscribe to the Fund.] [--]

6. Ledger accounts of subscribers.

(1)The Trust shall maintain a Provident Ledger in Form P.F.I, of which separate portions shall be assigned to each subscriber and there shall be entered therein each month the amount of each subscription the amount of the Trust's contribution and the monthly balance on which interest is to be calculated.[2] The amount of interest accrued on the balance at the credit of a subscriber shall be calculated at the end of the year, or when the account is closed, to the nearest five paise on the lowest balance, excluding fraction of a rupee, at the credit of the subscriber between the dates during which interest is allowed on the deposits by the Saving Banks.] [Rule 6(2) substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment(1)/77, dated 28.4.1997 before amendment it read.]***** (2)The amount of interest accrued on the balance at the credit of a subscriber shall be calculated at the end of the year, or when the account of a rupee, at the credit of the subscriber between the close of the fourth day and the last day of each month :Provided that no interest shall be credited to the accounts of a Muslim subscriber, if he informs the Trust in writing that he does not wish to receive the interest and that the Trust may utilise it on any subject of general public interest:Provided further that if the subscriber subsequently ask for interest it shall be credited to his account with effect from the day of the year in which he asks for it.(3)The Trust shall maintain a Provident Fund Liabilities Account in Form P.F. 8 which shall be posted upon every day on which amounts are credited or debited to the accounts (P.F.I) of the subscribers.(4)At the end of each year the Trust shall furnish each subscriber with a statement in Form [P.F.2] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] showing the balance at credit of his account at the beginning of the year, the amounts added thereto by way of subscriptions and contributions and the interest accrued during the year and the balance of credit of his account at the end of the year.

7. Payment of subscriptions and contributions to be made mostly to the [Saving Bank]. [Substituted vide ibid.]

(1)The Trust shall open an account to be called. "The Improvement Trust Provident Fund Account" with the Saving Bank, and as soon as may be at the beginning of each month [-] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Sections 73/Amendment (1)/77, dated 28.4.1977.] shall pay into such account the amount of all subscriptions recovered under the provisions of rule 4 and of the contributions payable under the provisions of rule 5. The Chairman shall operate the account.(2)Before a cheque is drawn for payment of subscription and contributions as required by sub-rule (1) a bill shall be prepared in Form P.F. 3 and submitted with the relevant salary and establishment bills for signature to the Chairman or other authorised officer ; provided that the [Chairman] [See Punjab Government Notification No. G.S.R. 47/P.A.4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] may make payment of the subscriptions and contributions on a single bill and by means of a single cheque in respect of all subscribers or on separate bills and

by means of separate cheques in respect of subscribers of different departments.(3)All cheques drawn under the provisions of sub-rule (2) shall be drawn in favour of the [Manager or Agent of the Savings Bank, as the case may be.] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.]

8. Withdrawals.

(1)No sum shall be withdrawn from the provident fund account with the Savings Bank except -(a)under the provisions of sub-rule (1) for the purpose of investment or placement ;(b)under the provisions of sub-rule (1) of rule 10 for the purpose of making an advance to a subscriber ; or(c)under the provisions of rule 13 when a subscriber's account is to be closed for payment to the subscriber or his heirs.(2)Whenever a sum is withdrawn from the provident fund account with the saving bank such sum shall forthwith be credited to the Trust Fund under the head [XIV] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] - Suspense Accounts Deposits" The payment shall be made therefrom for the purpose for which the sum was withdrawn by means of a separate cheque on a contingent bill and such payment shall be debited to be head "XVIII - Suspense Accounts Refunds"; Provided that if any portion of a sum withdrawn is to remain credited to the Trust Fund under the provisions of any rule, such portion of such sum shall be credited by book transfer under the head XII -Unclassified -a corresponding debt being shown under the head XVIII - Suspense Accounts- Refunds.

9. Investment of Provident Fund moneys.

(1)[The Chairman after obtaining the approval of] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] the Trust may from time to time withdraw any sum from the provident fund account with the savings bank and may invest or place such sum subject to the conditions and restriction, if any, applicable to the investment or placement of a portion of the Trust Fund under sub-section (3) of section 69 of the Punjab Town Improvement Act, 1922.(2)The interest obtained by the investment or placement of any sum under sub-rule (1) shall be deposited in the [saving bank] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment(1)/77, dated 28.4.1977.] to the credit or the Trust Provident Fund Account subject to the following conditions :-Conditions

1. The Trust shall establish a Provident Fund Investments Depreciation Fund hereinafter in these conditions referred to as "the fund" which shall be deposited in the [Savings Bank] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.], under the General Account of the General Provident Fund Account.

2. There shall be credited to the fund immediately on accrual -

(a)all interest accruing on the amount of the fund from time to time ; and(b)one per cent per annum of the sum invested under sub-rule (1) provided that the interest received from investments and available for distribution amongst the subscribers should not be less than the interest obtainable from the [Savings Bank.] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.]

3. After deducting from the interest obtained by the Trust on any sum invested under sub-rule (1) the amount referred to in condition 2(b) above the remainder of the said interest shall be deposited in the [Saving Bank] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] to the credit of the Trust Provident Fund.

4. At the end of each year immediately after the account of each subscriber has been credited with interest in accordance with the provisions of sub-rules (2) and (3) of rule 6 the Secretary of the Trust shall lay before the Trust a statement showing -

(a)the total amount of interest accrued to the Trust Provident Fund Savings Bank Account during the year just closed either earned in the savings bank itself or credited thereto in accordance with the provisions of condition 3 above ; and(b)the total amount of interest credited to subscriber's accounts under the provisions of sub-rules (2) and (3) of rule 6.

5. At the close of five years after the institution of the fund and at regular intervals of five years thereafter the Trust shall furnish to the [Director] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] for scrutiny a statement held by the Trust, and a statement showing the that total amount at the credit of the Fund.

6. If the [Director] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment(1)/77, dated 28.4.1977.] is satisfied at any quinquennial scrutiny that any of the investments held by the Trust out of the Provident Fund have depreciated in value, he may direct that an amount not exceeding the amount of such depreciation shall be drawn by the Trust from the fund and credited the Provident Fund Saving Bank Account.

7. If the [Director] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] is satisfied at any quinquennial scrutiny that the balance in the fund after the withdrawal, if any, of any sum in accordance with condition 6 is sufficient to cover any depreciation likely to occur during the next following period of five years in regard to any of the investments held by the trust as part of the Provident Fund the [Director] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] may direct that for the next five years the amounts to be deposited in the fund in accordance with clause (b) of condition (2) shall be reduced to such sum as he may prescribe, or shall be discontinued for such period not exceeding five years as he may direct.

8. If any reduction or discontinuance of the periodical payments into the fund has been ordered by the [Director] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] under the provisions of condition 7, he may at any subsequent quinquennial scrutiny direct that the payments be restored to the original figure or to any proportion thereof as he may deem fit.

9. (a) The cost of making any investments under the provisions of sub-rule (1) shall be met out of the depreciation fund.

(b) When any investment is realised and the net price obtained after payment of any brokerage and other incidental charges is less than the amount originally invested, the difference shall be credited to the fund.

10. Advance.

(1) With the sanction of the [Chairman] [Substituted for the words 'Deputy Commissioner' vide Punjab Government Notification No. G.S.R. 44(43)CI-72/21072, dated 1.9.1972.] any subscriber may, up to the amount contributed by the subscriber including interest accrued thereon, be granted an advance from his provident fund of an amount not exceeding three times the amount of his salary for either of the following purposes and for no other purpose-(a) to pay expenses incurred in connection with the illness of the subscriber or a member of his family ;(aa)[to pay expenses in connection with the purchase of a plot, purchase of a scooter and construction of a house.] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.].(b) to pay expenses in connection with marriages, funeral or other ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred :Provided that no such

advance shall be sanctioned unless the pecuniary circumstances of the subscriber are such that the indulgence is, in the opinion of the [Chairman] [Substituted for the words 'Deputy Commissioner' vide Punjab Government Notification No. G.S.R. 44(43)CI-72/21072, dated 1.9.1972.] absolutely necessary. Provided further that when an advance has already been granted to a subscriber, a subsequent advance shall not be granted to him until at least twelve months after the final repayment of all previous advances together with interest thereon and except for very special reasons to be recorded in writing by the sanctioning authority. (2) The amount of the advance shall be repayable in not more than [Sixty] [Substituted vide Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.] equal installments as may be fixed by the [Chairman] [Substituted for the words 'Deputy Commissioner' vide Punjab Government Notification No. G.S.R. 44(43)CI-72/21072, dated 1.9.1972.] when sanctioning the advance and such installments shall be recovered as if they were subscription in the manner provided in rule 4. (3) The amount of an advance shall be recorded in column 5 of the Provident Fund Ledger (Form P.F. I) and a note shall be made in column 9 as to the number of installments by which the advance is recoverable. Each month the amount of the advance repaid shall be recorded in red ink in column 2 of the ledger and in column 8 shall be entered the amount of the balance of the advance outstanding. The amount of interest lost on the monthly outstanding balances shall be recovered from the subscriber in the month following the month in which the last installment of the advance is recovered, and at the end of the year shall be added to the interest calculated on the monthly balances shown in column 7; provided that Muslims subscribers whose deposits in the fund carry no interest shall not be required to pay any interest. (4) If under the provisions of the first proviso to rule 5, the whole or any portion of the Trust's contributions is to be withheld when a subscriber's account is closed and if, when [advance granted under rule (1)] [Substituted by GSR 47//77 dated 28.4.77.] is still outstanding, the amount of the advance outstanding plus the amount of interest lost, calculated on the monthly outstanding balances of the advance shall be added to the amount shown at credit of the account in column 7 for the purpose of calculating the Trust's share of the total at credit of the account.

11.

Nomination of persons to receive Provident Fund on the death of the subscriber-(1) Each subscriber shall, as soon after he joins the Provident Fund as possible, be called upon by the [Chairman] [Substituted by ibid.] to furnish a declaration in form P.F. 7 in favour of one or more members of his family, in such proportions as he may like showing what he wishes to be done with the provident fund money at his credit in the event of his death. (2) A subscriber who has no family, may nominate any other person or persons, instead: provided that such a nomination shall be deemed to have been duly made in accordance with these rules only for as long as the subscriber has no family. (3) If a subscriber at any time acquires a family or re-marries, any declaration already made under sub-rule (1) or (2) above as the case may be, shall forthwith become null and void, and unless a revised declaration is received by the Trust the amount of his accumulations shall be dealt with under clause (a) or (b) of sub-rule (1) of rule 13 as the case may be. (4) A nomination may be canceled by a subscriber and replaced by any nomination which is permitted to be made under this rule.

12. [] [Rule 12 omitted in Published vide GS GSR 47/...../77, dated 28.4.77.]

13. Withdrawal of on closing of account.

(1) When a subscriber dies, the amount shown to the credit of his account in column 6 of the Provident Fund ledger (P.F.1) plus interest accrued to date shall be withdrawn from the savings Bank, and payment of such amount shall be made :-(a) When the subscriber leaves a family -(i) If a nomination made by the subscriber in accordance with the provisions of rule 11 in favour of a member or members of his family subsists the amount standing to his credit in the fund or part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination. (ii) If no such nomination subsists or such nomination relates only to a part of the amount standing to the credit of the subscriber, the whole amount or the part not covered by the nomination, shall notwithstanding any nomination purporting to be in favour of any person other than a member of the subscriber's family, become payable as to one moiety to the husband or the widow (or in equal shares to the widows) as the case may be and as to the other moiety in equal shares to the children of the subscriber : Provided that if one or more of his sons have died leaving behind their widows or sons or both, the respective shares of each such deceased son shall be payable in equal shares amongst their sons or widows or both : Provided further if the subscriber has left only a husband or widow or widows, as the case may be, the amount shall become payable to such husband or widow or in equal shares to such widows, as the case may be, or if the subscriber has left only children the whole of the amount shall become payable to such children in equal shares subject to proviso (i) above, or failing both children and widow or widows or husband, as the case may be in equal shares among other members of the family : Provided further that no share shall be payable to -(1) married daughters whose husbands are alive ; and (2) married daughters of a deceased son whose husbands are alive ; if there is any other member of the family in existence. (b) When the subscriber leaves no family :-(i) If a nomination made by him in accordance with the provisions of rule 11 in favour of any person or persons subsists, the amounts so standing to his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominees or nominees in the proportion specified in the nomination. (ii) Or, if no nomination made by him in accordance with the provisions of rule 11 subsists, or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate shall be payable to his legal heirs. Explanation. - (1) For the purposes of this sub-rule a subscriber's posthumous child shall be considered to be a member of his family at the time of his death, and if born alive, shall be treated in the same way as surviving child born before the subscriber's death. (2) The case of a posthumous child already born when the case is taken up by the disbursing officer will present no difficulty. For the rest if the possibility of the birth of a posthumous child is brought to the notice of the disbursing officer the amount which will be due to the child in the event of its being born alive, shall be retained and the balance distributed in the normal way under the sub-rule referred to above. If the child is born alive, payment of the amount retained should be made as in the case of a minor child ; but if no child is born or the child is still born, the amount retained should be distributed among the family in accordance with the sub-rule cited above. (2) Subject to the provisions of rule 14, when a subscriber ceases to be a servant of the Trust, the amount shown to the credit of his account in column 6 of the Provident Fund Ledger (Form P.F.1) plus interest accrued to date shall be withdrawn and shall be

paid to him :Provided that -(a)if he is transferred otherwise than temporarily to the service of another local body which maintains a provident fund, or when having been transferred temporarily from the service of another local body he reverts to such service the amount withdrawn shall be paid to such other local body for credit to his provident fund account with such local body ; and(b)if he is transferred temporarily to the service of another local body, the amount shown to the credit of his account in column 6 of the Provident Fund Ledger (Form P.F.1) shall not be withdrawn but shall remain to the credit of his account.(3)When a subscriber -(a)has proceeded on leave preparatory to retirement, or(b)while on leave, has been permitted to retire or declare by competent authority to be unfit for further service, the amount shown at the credit of the account in column 6 of the Provident Fund Ledger (Form P.F.1) shall, upon application made by him in that behalf, become payable to him subject to the provisions of rule 5 :Provided that the subscriber, if he returns to duty shall, it required to do so by the Trust, repay to the Provident Fund for credit to his account, the whole or part of any amount paid to him from the Provident Fund in pursuance of this sub-rule with interest thereon in cash or securities or partly in cash or partly in securities, by installments or otherwise by recovery from his salary, or otherwise as the Trust may direct.(4)Notwithstanding anything contained in sub-rules (1), (2) or (3) no amount shall be withdrawn for payment to a subscriber or his heir under the provisions of those sub-rules unless such payment can be made immediately; provided that if such payment can be made within one year if the amount at credit of the subscriber's Provident Fund Account is ten rupees or less, or within three years if such amount is more than ten rupees, the Trust shall withdraw such amount and credit it to the Trust Fund under the head XII - Unclassified, and no payment shall thereafter be made to the subscriber or his heirs except under the orders of the Deputy Commissioner.(5)When an account is closed under the provisions of this rule, a line shall be drawn in red ink across the page below the last entry in the Provident Fund Ledger Account P.F. (1) and the number and date of the challan with which the amount at credit of the account is remitted to the Treasury shall be recorded below the line together with the number, date and amount of the bill or bills on which payments of the amount are subsequently made and if the amount is withdrawn under the provisions of sub-rule (4) the words "dead Account" shall be added.

14. Amount to be withheld when the account is closed.

(1)Notwithstanding anything contained in rule 13, if any sum is due from a subscriber to the Trust at the time when his account is closed, Trust may deduct the amount of such sums, but not exceeding in any case the total amount of its contributions credited to the account of the subscriber and interest accrued thereon before making payment under rule 13 of the amount at the credit of his Provident Fund Account.(2)When the subscriber who is required or permitted to subscribe to the Provident Fund resigns within five years of the commencement of his service except on account of illness or any other cause which the Chairman may deem to be a sufficient cause or has been dismissed from the service of the Trust, the Trust may deduct from the sum standing to his credit in the Provident Fund, the whole or any part of the contribution made by it to his Provident Fund and the interest thereon.

15. General accounts to be maintained by the Trust.

- The Trust shall maintain-(1)a Provident Fund Account in P.F. 4 ;(2)a Provident Fund Investments Accounts in Form P.F. 5 ;(3)a Provident Fund Investments Interest Account in Form No. P.F. 6, or if a Provident Fund Investment Depreciation Fund is maintained, a Provident Fund Interest Account in Form P.F. 6-A and a Provident Fund Investment Depreciation Fund Account in Form P.F. 6-B ; and(4)an account in Form P.F. 9, showing the amount available for payment of insurance premia of the Provident Fund Subscribers.(Form P.F. 1)(Rule 6(1)Theimprovement TrustProvident Fund LedgerNumber of Account----- Name of Subscriber ----- Folio Number Establishment Check Register-----

19	Deposits	Contributions	Total	Withdrawals	Actual monthly balance in hand	Monthly balance on which interest is calculated	Monthly balance of withdrawals on which loss of interest iscalculated	Remarks
1	2	3	4	5	6	7	8	9
	[Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.]	
Opening balance	:							
April	:							
May	:							
June	:							
July	:							
August	:							
September	:							
October	:							
November	:							
December	:							
January	:							
February	:							
February	:							
March	:							
Total	:							
Interest for 19								
Balance on 31st March								

19 :

[***] [See Punjab Government Notification No. G.S.R. 47/P.A. 4/22/Section 73/Amendment (1)/77, dated 28.4.1977.]Form P.F. 2[(See rule 6(4))(Pass Book Form)

Title Page (1)Improvement
Trust

Provident Fund Pass Book

Shri| of(Improvement Trust Employee)

N.B. - (1) This Pass Book the presented every year in July for entry.(2)If the Pass Book is lost, duplicate Pass Book will be supplied on payment of one rupee.(Inside title cover) Page 2 -

1. Name of subscriber

2. Father's name

3. Date of birth

4. Designation

5. Department

6. Address

7. Date of employment

8. Mark of identification

9. Signature of subscriber

Page 3-

1. P.F. Account No. -----Financed.

2. No. of Insurance Policy out of the Fund-----

3. Maturity Date-----

4. Nominee(s) declared-----

5. Date of payment of premium -----

6. Date of premium -----

7. Total amount of premium paid up to 31st March,

8. Investment into N.S.C.

Date	Amount Invested	No. of certificate(s)	Date of maturity	Initial of Head	Accountant
Date of entry	Year	Balance in the beginning of the year	Amount credited during the year	Interest accrued	Total
1	2	3	4	5	6
Amount advanced during the year	Balance at the close of the year	Initials of Accountant	Remarks		
7	8	9	10		

(Form P.F. 3)[See rule 7(2)]TheImprovement TrustProvident Fund Bill

No.....	Year.....	Month.....		
Detailed Head of Account	Number and date of salary or establishment bill	Amount of subscription	Amount of contribution	Total
Total				
Date.....Pay			Signature of	
Rs.....Examined and entered			Secretaryor Head of Department	
	Accountant		Signature of Officer Authorised to order Payment	

(Form P.F. 4)Rule 15The Improvement TrustProvident Fund Account

Remitted to	Withdrawal from Savings
SavingsBank_____	Bank_____

Date Bill
No. Amount

Rs. A.P.

Disposal of sums
withdrawn

Investments Payments to subscriber Payment to subscriber or his
by way of advance heirs on closure of account

Refunded to Trust
Fund

Bill No.	Amount	Bill No.	Amount	Bill No.	Amount
	Rs		Rs		Rs

Form P.F. 5(See rule 15)TheImprovement TrustProvident Fund Investments Account
Purchase of
Investment

Serial No.	Date	Bill No.	Description of investment	Nominal value	Actual price debatable to Provident Fund	Cost	Total cost	Interest	Amount
						Brokerage and other charges debatable to TrustFund		Rate	
1	2	3	4	5	6	7	8	9	10
									Rs.

Sale of
Investments

Net price realised				Disposal of proceeds	Number of bill for repayment to provident Fund account inSaving Bank			Difference debited(-) or credited (+) to Trust Fund
Number of challan with which remitted to treasury	Amount	Brokerage and other charges on account of sale	Gross price realised		Amount repaint			
11	12	13	14	15	16	17		
	Rs.		Rs.		Rs.			

The amount to be shown in this column should be the same amount as is shown in column 6.Form P.F. 6See rule 15TheImprovement TrustProvident Fund Investments Interest Account

Installments
of interest
due

19

Installments
interest
received

Serial No. in Provident Fund Investment Account(L.I.T./P.F.5)	Date Account	Date	Number and date of chalan with which remitted totreasury	Amount
		Rs		Rs
		19		
Disposal of proceeds	Instalments of interest received	Disposal of proceeds		
Paid into Provident Fund		Paid into Provident Fund		
Number and date of Bill	Amount	Paid into Trust Fund	Date	Number and date of chalan with which remitted totreasury
	Rs			Amount
				Number and date of Bill
				Amount
				Paid into Trust Fund
				Rs
				Rs
Instalments of interest received		Disposal of proceeds		
	Paid into Provident Fund			
	Number and date of chalan with which remitted totreasury	Amount	Number and date of Bill	Paid into Trust Fund
Date			Amount	Date
		Rs		Rs
Instalments of interest received		Disposal of proceeds		
	Paid into Provident Fund			

Number and date of chalan with which remitted totreasury	Amount	Number and date of Bill Rs	Amount	Paid into Trust Fund Rs
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[Form P.F. 6-A](See rule 15)TheImprovement TrustProvident Fund Investments Interest Account

Amount of interest on investments during thecurrent financial year	Amount of interest received on the sum depositedin the Post Office	Total	Amount creditable to the depreciation fund	Balance to be distributed, amount subscribed atthe close of March each year	Remarks
1	2	3	4	5	6

Note. - The amount dubitable to the depreciation fund under sub-rule 3 (a) and (b) of rule 9 should be shown as minus entries in column 4 of this form and the particulars given in column 6.From P.F. 6B[See rule 15]TheImprovement TrustProvident Fund Investments Depreciation Fund Account

		Amount credited to the Provident FundInvestment Depreciation Fund in the Post Office Savings Bankor Imperial Bank		Payments					
				Interest earned on the Investment DepreciationFund money in the Post Office Savings bank or Imperial Bank		No.and date of the order of the Comm- issioner s Amount sanctioningwithdrawal from the fund		Balance 4-5	
Date	Balance at credit	Folio No. of register						Amount	Remarks
1	2	3(a) [Rupees-Paise]	3(b)	4 (Rupees-Paise)	5(a)	5(b)	6	7	

L.I.T./

P.F. Amount
6-A

[***] [See Legislative Supplementary Part 3, 6th May, 1997, page 253.]Form P.F. 7See rule 11(1)The..... Improvement TrustThe Provident FundForm of DeclarationForm SubscriberI hereby declare that in the event of my death the amount at my credit in the Provident Fund shall be distributed among the person mentioned below in the manner shown against their names.The amount due to nominee who is a minor at the time of my death should be paid to the person whose

name appears in column -

1

2

Names and address of the nominee or nominees

Relationship with the subscriber

Here state unmarried, married or widower

Two witnesses to signature as subscriber -

Signature of subscriber

Witness No. 1 -

Witness No. 2 -

Signature.....Occupation.....Address..... Signature.....

Note. - A subscriber having a family as defined in rule 2 is not permitted in his Form of Declaration to leave the amount of his accumulation, in the fund or any part of it to any one outside his family. Form P.F. 8 See rule 6(3) The Punjab Town Improvement Trusts Provident Fund Liabilities Account for the Year 195

April

No. of depositor	Name and designation	Opening balance	Date of credit	Deductions from salary	Trust's contributions	Total
May						
Date of credit	Deductions from salary	Trust's contribution	Total	Date of credit	Deductions from salary	Trust's contributions Total
July						
Date of credit	Deductions from salary	Trust's contributions	Total	Date of credit	Deduction from salary	Trust's contribution Total
September						
Date of credit	Deduction from salary	Trust's contribution	Total	Date of credit	Deductions from salary	Trust's contribution Total
October						
Date of credit	Deductions from salary	Trust's contribution	Total	Date of credit	Deductions from salary	Trust's contribution Total

November				December			
Date of credit	Deductions from salary	Trust's contributions	Total	Date of credit	Deductions from salary	Trust's contribution	Total
January				February			
Date of credit	Deductions from salary	Trust's contribution	Total	Date of credit	Deductions from salary	Trust's contributions	Total
March							
Date of credit	Deductions from salary	Trust's contribution	Total	Date of credit	Deductions from salary	Trust's contribution	Total
Interest added for the year	Total carried to next year's account	Remarks					

Withdrawal, if any are to be noted in re ink after for the month in which it occurs, the next balance being the shown from the next month onward. Form P.F. 9 Rule 11 The..... Improvement Trust Register showing the amount available for payment of insurance premia of provident fund subscriber P.F. Account No..... Name.....

Provident Fund subscription available for insurance _____

(a)		(b)	
Date	Amount of deposit made by the subscriber since the last withdrawal for payment of insurance premium was made	Interest earned since the date of last withdrawal on subscriber's own deposits	Total of columns 2(a), 2(b) and 4
1		2	3

Note. - The fact that the insurance policy has been assigned to the Trust as well as the number of policy should be noted in the remarks column on the register.