

CHALAN

ORIGINAL / DUPLICATE / TRIPLICATE

(For instructions see reverse)

Chalan No. and Date :

Chalan for payment to **Kerala Panchayat Employee Provident Fund** Money into District Treasury at / Sub Treasury at for the month of

To be filled by the remitter

To be filled by the Department / Treasury / Sub-Treasury Officer

By whom remitted	Name & Designation of the subscriber(s) on whose behalf money is paid	PF Account No. with departmental prefix	Subscription	Amount remitted towards refund of advance		Total	Head of Account	Accounts Officer by whom adjustable	*Order to the Bank
				Amount	No of instalments				
	-						8009 - 01 - 101 - 93		
Total									

Date:

Correct / Receive and Grant Receipt

Signature and Full designation of the Officer ordering money to be paid

* To be used only when remittance is made into the bank after the Chalan is checked by the Department / Treasury / Sub Treasury Officer

Recieved in payment Rupees

Shroff / Treasurer

Accountant

Date

Sub Treasury Officer
Assistant Treasury Officer
Treasury Officer

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				Amount	No of instalments				

Grant Total :

Date:

Correct / Receive and Grant Receipt

.....
Signature and Full designation of the Officer ordering money to be paid

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Recieved in payment Rupees

Shroff / Treasurer

Accountant

Date

Sub Treasury Officer
Assistant Treasury Officer
Treasury Officer

N.B:- (1) The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz., "G.A." for General Administration, "Med!" 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 preceeding financial year [vide Rule 11 (2) of the General Provident Fund (Kerala) Rules]

(3) Salary/pay will include Personal pay, Special pay and Dearness pay but exclude all allowance [vide Rule 12 (23) of Part I of the Kerala Service Rules].

(4) In the remarks column, give reasons for 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) Column 12 to be filled in by the ledger poster in the Accountant General's Office.

(6) 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 bill / Salary bill of the Officer

Cashed on2015

Name of Treasury.....

Treasury Officer

(For use in the Audit Office)

VoucherDate of encashment2015

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 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 amount actually drawn in the bills.

Auditor, Department of Audit Section