

**Application for admission to the..... Provident Fund
(To be submitted in duplicate)**

1. Full Name (in Block Letters)
2. Father's /Husband's Name
3. Official designation
4. Date Of Birth
5. Date of Superannuation
6. Office to which attached, if on deputation, state the parent Department, Government also
7. Service to which the applicant belongs
8. Whether applicant's service is pension able or not
9. Whether the applicant is permanent, temporary or re-employed. If temporary, give the date of commencement of service
10. Rate of emoluments drawn per mensem
11. Rate of subscription per mensem
12. Whether the individual is a compulsory or optional subscriber
13. If subscriber is subscribing to any other fund, the name of such fund
14. Whether the applicant has a family or not
15. Account No. to be allotted by the Accounts Officer
16. Remarks

A form of Nomination in the prescribed form, duly filled up, is enclosed.

Station:

Date:

Enclosures:

Signature of applicant
Signature of the Head of Office.
Designation:

Office of theDated:.....the.....20.....

Returned with account number allotted .This number should be quoted in all correspondence connected therewith.

Signature
Designation:

FORM

Office of the.....

Statement of particulars for allotment of
Provident Fund Account Numbers to
Compulsory subscribers for the month
of.....

Please read carefully the instructions
before filling in the form

Head of account to which pay
and allowances are debited

.....

Name of Fund.....

Sl. No.	Name of Govt. Servant	Name of subscriber's father/husband	Date of Birth of subscriber	Date of joining service	Designation	Emoluments	Monthly rate of subscription (in whole rupee)	Month From Which Subscription to commence	Remarks	To be filled in by Accountant-General's Office. Account No. allotted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

No.....Dated.....

Forwarded in duplicate to the Accountant General for necessary action. The Government Servants whose names are included in this statement are required to join the..... Fund under the.....rules of Government of..... Their names have not been included in the previous statements and they are not already members of any provident fund (Nominations are enclosed as mentioned in the remarks column).

(Head of Office.....)

No.....Dated.....

Returned to Account Nos. allotted may be intimated to the subscribers and also noted in the Service Books, nominations and other official records. In all correspondence connected with Provident Fund of any subscriber, the Account No. should be quoted. Receipt of nominations at Sl.No..... is hereby acknowledged.

Accounts Officer,
Office of the Accountant-General

Instructions for filling the statement

- (a) This form should be used only in cases where subscription to this fund is compulsory.
- (b) Separate forms should be used for different Provident Funds. E.g., General Provident Fund, Contributory Provident Fund, etc.
- (c) Separate forms should be used for persons whose pay and allowances are debited to different major and sub-major heads of accounts.
- (d) Name of the fund may be filled in by suitable words (e.g.) General Provident Fund (A.P.) Rules/Contributory Provident Fund Rules (A.P.)
- (e) The Statement should be sent in duplicate. It should include permanent Government Servants who joined service in the previous month and are required to join the Fund compulsorily on entry into Government service and temporary Government servants who will complete one year's continuous service or otherwise become eligible to subscribe to the Provident Fund, three months hence.
- (f) **Column 3** : Husband's name (instead of father's name) may be given in respect of married female subscribers indicating the position.
- (g) **Column 7** : Dearness pay, if any, may be distinctly shown.
- (h) **Column 8** : Please See Rule 9 of General Provident Fund (A.P.) Rules/Rule 7 of Contributory Provident Fund Rule (A.P.)
- (i) **Column 9** : A temporary Government servant who completes one year's continuous service during the middle of a month shall commence subscribing to the General Provident Fund from his/her salary for the month following that in which he/she completes one year's service.
- (j) The nomination should be obtained in the prescribed form from the subscriber and forwarded to the Accountant-General along with this statement making a suitable note in the remarks column.