



FORM M.P.T.C. 60

[See Subsidiary Rule 526]

*Schedule ofProvident Fund Deduction

1. This Form should not be used for transactions of General Provident Fund or which From M.P.T.C. 59 has been provided. The Account Numbers should be arranged in serial order.
2. In Column (1) quote Account Number unfaithfully. The guide letter e.g., Any (for I.C.S Provident Fund) Cy (for Contributory Provident Fund), should be invariably prefixed to Account Numbers.
3. In the remarks column, give reasons for discontinuance of subscriptions such as "Proceeded on leave" "Transferred to Office District, "Quitted Service," "Died" or Discontinued under rule 6(l),"
4. In the remarks column write description against every new name such as "New Subscriber," "Came on Transfer from..... office..... District Resumed Subscription etc.
5. Separate schedules should be prepared in respect of persons whose account are kept by different Accountant-General.
6. If interest is paid on advance mention in the remarks column.
7. Figures in columns (3), (4), (5) and (7) should be rounded to whole rupees.
8. Do not waste space. Use smaller form if the names are few.
9. The total of schedule should be written both in figures and words.

*Please fill in the name of the Provident Fund.

Office of the (here write the designation of the Drawing Officer and Station)

Deduction made from the salary for payable on 1st

Name of Account Officer who maintain these accounts

[See Instruction 5].....

Account No.	Name	Pay or/and Leave Salary this month	Monthly Subscription	Refund of withdrawals		Total rallied	Remarks Particular of variations from last month's deduction (Subscriptions and refunds) with brief reasons therefore
				Amount	Number of installment		
1.	2.	3.	4.	5.	6.	7.	8.
			Rs.	Rs.		Rs.	

Dated.....20

(Signature of Drawing Officer)

(Designation.....)



For use in the Audit Office: Voucher No.....Date of encasement.....

1. Certified that the name, amounts of individual deduction and total shown in column(7) have been checked by reference to the bill, vide paragraph 224 of the Audit Manual.
2. Certified that the rates of pay as shown in column(3) have been verified with the amounts actually drawn in the bill.

Initials of the Auditor, Audit Section

Civil

_____ (unrequired word should be cancelled)

Defense