

# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

## NOTIFICATION

Ref. No. F64.V1/REG/1668-19 date 20.09.2019.- In exercise of the power conferred by clause (e) of section 51, *read* with section 46, of the Cooch Behar Panchanan Barma University Act, 2012 (West Ben. Act XXI of 2012), the Executive Council of the Cooch Behar Panchanan Barma University is pleased hereby to make the following Ordinances regulating institution of Provident Fund for the Teachers, officers and employees of the University:-

### *Ordinances*

**1. Short title.-** These Ordinances may be called the Cooch Behar Panchanan Barma University (General Provident Fund) Ordinances, 2019.

**2. Application.-** These Ordinances shall apply to Teachers, officers and other non-teaching employees of the Cooch Behar Panchanan Barma University who have been appointed on whole time basis against the posts and scales as approved by the State Government from time to time.

**3. Definitions.-** (1) In these Ordinances, unless there is anything repugnant in the subject or the context,-

- (a) "Basic Pay means" the Pay in Pay Band plus Academic Grade Pay / Grade Pay which is admissible to be drawn by an employee monthly and which corresponds to a stage in the time scale of pay as approved by the State Government and attached to the post held by him/her similarly approved by the State Government;
- (b) "employee" means teacher, officer and other non-teaching employee of the University who has been appointed on whole time basis against the posts and scales as approved by the State Government from time to time;
- (c) "competent authority" means the Executive Council of the Cooch Behar Panchanan Barma University;
- (d) "leave" means any kind of leave admissible to an employee under the rules applicable to him or her;
- (e) "State Government" means the Department of Higher Education in the Government of West Bengal;
- (f) "University" means the Cooch Behar Panchanan Barma University;
- (g) "Year" means the Financial Year.

(2) Other expression used in these Ordinances but not defined shall have the same meaning either in the Provident Funds Act, 1925 or in the West Bengal Non-Government Educational Institution and Local Authorities (Control of Provident Fund of Employees) Act, 1983.

**4. Constitution and administration of Fund.-** The fund shall be created by opening of a Provident Fund Deposit Account in Government Treasury at Cooch Behar in favour of the Finance Officer, Cooch Behar Panchanan Barma University in terms of the Provident Funds Act, 1925.

**5. Administration and management of General Provident Fund.-** (1) Subject to the control of the University, the administration and the management of the General Provident Fund shall vest in the Executive Council which may from time to time make such rules or issue such general directions as may be consistent with the Regulation for the proper administration and management of the Fund or for defining the responsibilities and the privileges of the subscribers and in consonance with the Provident Funds Act, 1925.

(2) Subject to the directions, if any, of the Executive Council, the Finance Officer shall operate the General Provident Fund on behalf of the University and shall have the power to do all such things as may be necessary for this purpose:

Provided that in the event of the Finance Officer not being available, the Vice-Chancellor and the Registrar shall also severally have the power and authority to operate the accounts or the investments, if any, relating to the Fund.

**6. Nomination.-** (1) Every subscriber shall sign a Declaration Form in Form No.1 (Annexure-1), as appended to these Ordinances, to the effect that he or she has read the General Provident Fund Ordinances and he or she agrees to bind himself or herself and his or her nominees, legal heirs to abide by the provisions thereof. He or she shall also submit to the Finance Officer his or her nomination in Form No. 3 (Annexure -3), as appended to these Ordinances, as may be appropriate in each case, after entering therein the name or names of the person or persons to whom he or she wishes the accumulated amount in respect of his or her Provident Fund account to be paid in the event of his or her death. The subscriber in the presence of two witnesses (who shall certify that the subscriber has signed in their presence) shall sign every such nomination:

Provided that a Subscriber may at any time cancel, revise or modify his nomination by submitting a fresh nomination in Form No. 3 (Annexure -3), filled in the manner mentioned in this Ordinance.

(2) A subscriber shall, in his or her nomination, provide for the disposal of the whole of the accumulated amount in his or her Provident Fund account at the time of his or her death and shall separately specify the share thereof to be paid to each nominee.

(3) No subscriber shall assign in his or her nomination any share of the accumulated amount in favour of a person who is not a member of the subscriber's family if the subscriber has any member of his or her family alive on the date of such nomination.

(4) If, at the time of the death of a subscriber, any member of his or her family be surviving, any nomination assigning a part or the whole of the accumulated amount in his or her account to any person who is not a member of his or her family shall be void to that extent.

(5) If at the time of making nomination, the subscriber has no family, the nomination shall become void in the event of his or her subsequently acquiring a family and he or she shall have to make a fresh nomination.

**Explanation.-** Family means,- (a) in the case of a male subscriber, the wife or wivbs as per law and children of the subscriber, and the widow or widows as per law 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 thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these Ordinances relate, unless the subscriber subsequently indicates by express notification in writing to the Registrar of the University that she shall continue to be so regarded for the purpose of this Ordinance.

(b) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows as per law and children of a deceased son of the subscriber:

Provided that if a subscriber by notification in writing to the Registrar of the University expresses her desire to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these Ordinances relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Here "children" means legitimate children. An adopted child shall be considered to be a child when the Registrar of the University is satisfied that under the law, adoption is legally recognised as conferring the status of a natural child.

(6) When the subscriber leaves no family, nomination made by him or her in favour of any person or persons subsists, the amount standing to his or her credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination

**7. Register of Nominations.-** All the nominations and the register of nominations shall be kept in the safe custody of the Finance Officer.

**8. Subscription to General Provident Fund by the Employees.-** For being eligible to subscribe to the Fund, the service of an employee in Cooch Behar Panchanan Barma University shall have to be confirmed by the University authority. Every new subscriber at the time of admission to the Fund will have to apply in the Form No. 2: Option Form (Annexure-2), as appended to these Ordinances, for Subscription to General Provident Fund.

**9. Rate of contribution.-** Every employee of the University will be required to subscribe to the General Provident Fund at the minimum rate of 8.33 per cent of basic pay and maximum rate of 20 per cent of basic pay or as per the rules of the Government of West Bengal as approved by the Cooch Behar Panchanan Barma University Executive Council, with no contribution from the University. Such subscription shall be deducted from his or her pay when he or she draws the same and credited to his or her account in the Fund. The amount of subscription to be paid in any one instalment shall be rounded off to the nearest rupee.

**10. Right of contribution.-** Unless there is any specific provision to the contrary contained in the terms of the contract of his or her service, no employee shall have the right to subscribe to the Fund if he or she has been appointed to the post he or she holds for a term not exceeding one year or has been appointed to a post under a project or scheme sanctioned and financed for a specified period by any funding agency or agencies and was not a subscriber to the Fund before such appointment.

**11. Transfer of provident Fund.-** When an employee was a subscriber to General Provident Fund with his or her previous employer, the accumulated balance in his or her previous account shall be transferred to the Provident Fund Deposit Account of the Cooch Behar Panchanan Barma University. In case of Contributory Provident Fund, the accumulated amount of employer's share may be transferred to this Fund.

**12. Contribution from the initial appointments.-** Notwithstanding the provisions made in the foregoing Ordinances, in the case of an employee initially appointed for a term of one year or less which is extended beyond one year without interruption, if the employee does not come under the purview of the Ordinance 10, he or she shall be allowed to subscribe to the General Provident Fund from the date of his initial appointment and pay the arrear subscription in such monthly instalments, not exceeding twelve, as the Finance Officer may decide. No interest will be admissible on such arrear contribution on retrospective basis:

Provided that the privilege allowed to an employee in terms of this Ordinance to subscribe to Provident Fund, shall not entitle him / her to confirmation in service, by itself.

**13. No subscription on leave without pay.-** If a subscriber is on leave without pay, no subscription shall be payable for the period of such leave. During suspension period of a subscriber his or her subscription to the Fund is to be deducted from his or her subsistence allowance at his or her request in writing.

**14. Option for change in amount.-** Option for change of the amount of subscription to the General Provident Fund will be entertained only in the months of February and June for deduction from salary payable for the months of March and July, respectively.

**15. Subscription nearing retirement.-** Subscription towards General Provident Fund shall be stopped compulsorily three months before the date of retirement so that processing for final payment can be commenced three months preceding the date of retirement.

**16. Deposition.-** (1) The amount of employees' subscription shall be deposited with the Cooch Behar Treasury, Office of the District Magistrate, Cooch Behar- 736101, in the manner prescribed by the Provident Funds Act, 1925.

(2) The Operating Officer of the Cooch Behar Panchanan Barma University, while preparing the pay bills of the employees for any period or month, shall indicate therein, separately,- (a) the amount of Provident Fund subscription, and (b) the amount of instalment of advance, if any, recovered from each subscriber.

(3) No deduction on account of subscription to the Provident Fund shall be made from the monthly pay bill of an employee unless an Account Number is allotted in his or her favour.

(4) The total amount of Provident Fund subscription/ instalment of advance shall be entered on the first page of the pay bill, as an item to be deducted from the gross of the pay bill.

(5) The amount of subscription to the Provident Fund and the amount of the advance recovered shall also be entered into a "Schedule of P.F. Deductions" in the Form No.4 (Annexure 4), as appended to these Ordinances, which shall be attached with the *challan* while making deposits in three copies to be utilised as follows:

- (a) one copy to be retained by the Cooch Behar Treasury;
- (b) one copy to be retained by the authority of the Cooch Behar Panchanan Barma University.
- (c) one copy to be sent to the Director of Pension, Provident Fund and Group Insurance, "Purta Bhavan", 2nd Floor, Salt lake, Kolkata - 700 091.

**17. Payment of Interest.-** Every subscriber to the fund shall be entitled to get interest on the balance in his or her Provident Fund Account at such rate as may be declared, from time to time, by the State Government. Such interest shall be calculated in the manner as prescribed by the State Government from time to time. After the end of month of March every year, the interest which accrued during the preceding twelve months shall be credited to the account of such subscriber after the claim for interest is sanctioned and released by the Director of Pension, Provident Fund and Group Insurance. However, no interest shall accrue on the accumulated amount after the expiry of six months from the date on which the final payment becomes due.

**18. Provident Fund Accounts and Accounting Procedures.-** (1) The Deposit Account shall be purely Banking Account for the purpose of transaction under the Provident Fund deposits of employees of Cooch Behar Panchanan Barma University. All receipts in, and withdrawals from, the Provident Fund account of the employees shall be credited or debited to the Provident Fund Deposit Account under the Major heads and Sub-heads given below:

- I. Receipt Side for Subscription / Recovery / Contribution  
8336-00-800-001-19
- II. Disbursement Side for Withdrawal  
8336-00-800-01-23



(2) The Government shall be liable only to the extent of fund deposited in the respective Deposit Account by the Cooch Behar Panchanan Barma University, and shall not be liable for any irregularity or omission in respect of Provident Fund matters made by any competent authority of the Cooch Behar Panchanan Barma University.

(3) All deposits in the Deposit Accounts shall be made through *challans*, and withdrawals there from shall be made by cheques to be drawn by the Finance Officer of Cooch Behar Panchanan Barma University favouring the subscriber upon sanction by the competent authority.

(4) Cooch Behar Panchanan Barma University shall maintain account for each subscriber and shall reconcile the figures with the Cooch Behar Treasury every month by sending a statement showing subscriber-wise position.

(5) The Finance Officer, Cooch Behar Panchanan Barma University shall reconcile the balances of the Provident Fund Deposit Account at the end of each month with the Cooch Behar Treasury balance. Similarly, at the end of the each financial year, the balance shall be verified with reference to Cooch Behar Treasury figure and certificate of balance shall be forwarded to the Accountant General (A&E), West Bengal, through Cooch Behar Treasury by the 15<sup>th</sup> May of the next financial year.

**19. Personal Ledger Account.-** The Finance Officer shall maintain a Personal Ledger account in Form No. 5 (Annexure-5), as appended to these Ordinances, with respect to each subscriber and all subscriptions made and interest accrued to the credit of the account of the subscriber and also all withdrawals made there from and all refunds of withdrawals made by the employees thereto shall be entered in such Personal Ledger Account.

**20. Annual Statement.-** A statement regarding accumulated amount in the account of each subscriber shall be furnished to him or her in Form No. 6 (Annexure-6), as appended to these Ordinances, as early as possible at the end of each financial year. If a subscriber wishes to point out any mistake or discrepancy in the statement, so furnished, he or she shall bring it in writing to the notice of the Finance Officer within one month from the date of receipt of the statement. If no such objection is received, the statement shall be deemed to have been accepted as correct by the subscriber and any subsequent representation objecting to the correctness for the statement shall be liable to be rejected summarily.

**21. Consolidated Annual Statement.-** At the close of each financial year, the authorities of the Cooch Behar Panchanan Barma University shall prepare a consolidated Annual Statement of Accounts in Form No. 7 (Annexure-7), as appended to these Ordinances, and send it to the Director of Pension, Provident Fund and Group Insurance to claim interest on Provident Fund Deposit and for allotment of fund for payment of interest.

**22. Account to be maintained by Finance Officer.-** The Finance Officer shall maintain an account showing all receipts to, and disbursements and all refunds due from the Fund and such account shall be audited once a year in such a manner as the Executive Council may decide.

**23. Refundable/ Temporary Advances.-** (1) The Vice-Chancellor may sanction an advance to a subscriber on an application made by him or her in Form No. 8 (Annexure-8), as appended to these Ordinances, from the accumulated amount in his or her account subject to the following conditions:

- (a) the total amount of such advance at any time shall not exceed three months basic pay or fifty per cent of the amount standing at the credit of the subscriber in the fund whichever is less;
- (b) the purpose of the advance shall be to meet expenses in connection with any one of the following events:

- (i) illness of the subscriber or a member of his or her family including any person solely dependent on him;

- (ii) marriage of self or son's/ daughter's marriage;
- (iii) any rituals, which by the religion of the subscriber, is obligatory upon him or her to perform;
- (iv) purchase of a residential house site or house, or repair /addition/ alteration of house, or repaying any loan taken expressly for the said purpose, or
- (v) education of children in post school stage.

(2) The Vice-Chancellor may in case of urgent necessity and on the recommendation of the Finance Officer allow a subscriber a further advance or advances from the Fund although any part of a previous advance may be outstanding:

Provided that the total amount due from the subscriber in respect of all such advances including the present advance shall at no time exceed seventy five per cent of the total amount standing at the credit of the subscriber in the Fund.

(3) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the Vice-Chancellor may direct. However, such number shall not be less than twelve months unless the subscriber so chooses, or, in any case, not more than twenty-four months. An instalment shall not include any fraction of a rupee, the amount of the advance being suitably adjusted, if necessary, to ensure this. Direct repayment in lump sum may be allowed subject to acceptance by the Sanctioning Authority.

(4) When an advance is sanctioned before payment of the last instalment of any previous advance, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

(5) No interest shall be payable on advances from the Fund.

(6) In the event of retirement or death of a subscriber before the advance is repaid in full, the amount still outstanding shall automatically be converted into non-refundable advance.

(7) Recovery of an advance shall commence on the first occasion after the advance is made in which the subscriber draws pay for a full month. Recovery shall not be made except with the subscriber's consent while he or she is on long leave or in receipt of subsistence allowance.

(8) Recoveries of advances shall be credited, as they are made, to the subscriber's account in the Fund and the amount be deposited to the Government Account as per Ordinance 16 except in the cases where such exception has been accepted by the State Government.

(9) If the Vice-Chancellor applies for an advance from the accumulated amount in his or her account, the sanctioning authority shall be the Executive Council of the University, which shall also decide any other issues relating to such advance on the basis of these Ordinances.

**24. Non-refundable Withdrawal /Advance before Retirement.-** (1) An employee may draw a non-refundable advance for special purposes at any time after completion of fifteen (15) years of service or within ten (10) years before the date of his or her retirement on superannuation whichever is earlier.

(2) Such non-refundable withdrawal may be sanctioned by the Vice-Chancellor for one or more of the following purposes on application made by the employee in Form No.8 (Annexure- 8), as appended to these Ordinances:

- (i) for education outside India for academic, technical, professional or vocational course beyond High School stage of the subscriber, or for any child of the subscriber;
- (ii) for any medical, engineering or other technical or specialised course in India beyond High School stage of the subscriber or for any child of the subscriber:  
Provided that the course of study is not for less than three years;
- (iii) for meeting the expenditure in connection with marriage of the subscriber or his or her son's or daughter's and any other female relations actually dependent on him or her;
- (iv) for building or acquiring a house or ready built flat for his or her residence including cost of the site, if any;
- (v) for repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his or her residence;
- (vi) for purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (vii) for reconstruction, renovation or making addition or alteration of the existing house owned by the subscriber.

(3) Any sum withdrawn by a subscriber in terms of this Ordinance shall not exceed seventy five per cent of the accumulated amount standing to the credit of the subscriber's account.

(4) A subscriber, after making non-refundable withdrawals, will have to satisfy the sanctioning authority within six months that the whole of the amount withdrawn has been utilised for the purpose for which it was withdrawn. If he fails to do so, the amount withdrawn or so much thereof as has not been utilised for the purpose of withdrawal shall be refunded forthwith in one lump sum.

**25. Final Withdrawal.-** (1) Every subscriber on his or her retirement on superannuation shall be entitled to receive the accumulated amount in his or her account calculated up to the date of his retirement subject to the right of the University to deduct there from any sum due from the subscriber:

Provided that the total sum so deducted shall not exceed the total of all subscriptions made by the subscriber to the account and any interest accrued thereon.

(2) Final withdrawal shall also be allowed in the following cases:

- (i) death of the subscriber during service;
- (ii) resignation;
- (iii) termination of appointment due to abolition of the post, or to expiry of the term of the contract of service;
- (iv) retirement on medical grounds;
- (v) termination of service on disciplinary ground;
- (vi) employee is missing / disappearing'

(3) When a subscriber is suddenly missing or disappearing and his or her whereabouts are not known, the balance to the credit of his or her General Provident Fund account can be paid to his or her family having regard to the nomination made by the employee after one year from the date of such missing / disappearing as per the report of the Police Station subject to the following conditions.

- (i) The family must lodge a report with the Police Station concerned and obtain a report that the employee has not been traced after all efforts have been made by the Police.
- (ii) An Indemnity Bond shall be taken from the nominee/ dependents of the employee to the effect that the payment will be adjusted against the payments due to the employee in case he or she reappears and makes any claim.
- (iii) Interest will be allowed on the balance to the credit of such subscriber's General Provident Fund account up to six months from the date on which the report has been obtained by the family from the Police Department that the employee has not been traced after all efforts have been made by the Police or till the payment is made whichever is earlier.

(4) No final withdrawal will be allowed in case the employee resigns and joins other organisation where continuity of service is allowed for the purpose of retirement benefits. In such cases, the balance to the credit of his or her General Provident Fund account shall be transferred to the organisation where he or she joins, if his or her application was routed through proper channel and competent authority accords proper permission.

(5) The lien of service granted to an employee shall not be treated as break of service and the period shall count toward service for the purpose of retirement benefits, as prescribed or may be prescribed by the University or the State Government. The Provident fund balance held in the credit of such subscriber shall continue to earn interest at the rate last granted till the date of superannuating or termination of lien, whichever is earlier.

(6) Every application for final withdrawal of the accumulated amount at the credit of a subscriber shall be made in Form No. 9 (Annexure-9), as appended to these Ordinances.

(7) On the death of a subscriber, the accumulated amount in his or her account shall, subject to the provisions of Ordinance 6(4), be paid in accordance with the terms of the subscriber's nomination to his or her nominees surviving on the date of his or her death or to their legal heirs in equal share in the absence of nominees.

(8) If any of the nominees of the subscriber has predeceased him or her, the whole of the amount which would have been payable to such nominee had he or she been surviving on the date of the death of the subscriber shall be paid to such other person (referred to hereinafter as a substitute nominee), if any, on whom the right to receive such payment has been conferred in accordance with the relevant provisions of the Provident Funds Act, 1925.

(9) If there are no nominees or substitute nominees surviving at the time of the death of the subscriber, the accumulated amount shall be paid to the subscriber's legal heirs or such other person or persons as may be declared by a competent Civil Court to be entitled to receive the same:

Provided that if the amount does not exceed Rs. 20,000/- (rupees twenty thousand), it may be paid to such person or persons as the Executive Council may consider to be the proper person or persons to receive the same on submission of an Indemnity Bond.

**26. Assignment or Encumbrance.-** Subject to the provisions of the Provident Funds Act, 1925, the University shall not be bound by, or recognise, any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulated amount in accordance with the Cooch Behar Panchanan Barma University General Provident Fund Ordinances.

**27. Resolution of Disputes.-** Subject to the provisions of the Provident Funds Act, 1925 and the rules made under it, every question arising in respect of the interpretation of these Ordinances shall be decided by the Executive Council whose decision shall be final. In case of any confusion the matter may be referred to the State Government in the Department of Higher Education for decision.

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 1

(See Ordinance 6)

Memorandum No. 396-Edn (SE) dated 19.06.1986.

I, Shri /Smt. ...., hereby declare that  
I have joined the University service on and from .....(F.N./A.N.) as  
.....of .....Department and my  
retirement benefit (Death-cum-Retirement) will be governed as per G.O. No. 396-Edn(SE) dt.19.06.1986. I  
agree to bind myself and my nominees and legal heirs to abide by the Cooch Behar Panchanan Barma University  
General Provident Fund Ordinances. I have no objection if any contribution to General Provident Fund is kept in  
the GPF Account to be maintained by the Kolkata Pay & Accounts Office-III. I further authorise the Cooch Behar  
Panchanan Barma University to take appropriate action with the relevant Departments(s) of the Government of  
West Bengal at the appropriate time.

Date:  
Address:

.....  
(Signature of the subscriber)

Accepted

.....  
Registrar  
Cooch Behar Panchanan Barma University

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 2

(See Ordinance 8)

Option form for subscription to the General provident Fund Account

I, Shri /Smt. ...., Son/Daughter/wife of  
..... do hereby opt to  
subscribe to my General Provident Fund Account at the monthly rate of Rs. ....  
(Rupees ..... ) only / ( .....  
percent of my Basic Pay).

I also request you to deduct my arrear P.F. Subscription from my salary in .....  
number of equal monthly installments.

(See Note Below)

Signature of the subscriber in full:

Designation &amp; Department:

Email ID &amp; Contact No.:

Date of Birth:

Date of Joining in Post:

Date of Confirmation in Service:

Accepted

.....

Registrar

Cooch Behar Panchanan Barma University

**Note:**

- (i) The amount of subscription may be fixed either in lump sum rupees or in percentage of Basic Pay (i.e. Pay in Pay Band Academic Grade Pay/ Grade Pay) but in both the cases the amount will be at the rate of 8.33% minimum and 20% maximum of Basic pay.
- (ii) Arrear P.F. subscription shall be deducted in the number of monthly installments as opted by you subject to a maximum of 12 monthly installments.

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 3  
(See Ordinance 6)  
NOMINATION FORM

**GPF Account No. ....**

I, \_\_\_\_\_, Designation \_\_\_\_\_ Department \_\_\_\_\_, hereby nominate the person(s) mentioned below who is/are member(s)/ non-member(s) of my family as defined in ordinance 6(6) of Cooch Behar Panchanan Barma University General Provident Fund Rules, to receive the amount that may stand to my credit in the General Provident Fund Account as indicated below in the event of my death before that amount has become payable or having become payable has not been paid.

Name and Full address of the nominees(s)	Relationship with the Subscriber	Age of the nominee(s)	Share payable to each nominee
1	2	3	4

Contingencies on the happening of which the nomination will become invalid	Name, Address & relationship of the person(s), if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	If the nominee is not a member of the family as provided in the ordinance 6(3), indicate the reasons
5	6	7

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Two witnesses to Signature

Certified that the subscriber has signed in my presence.

Name and Address	Signature	Signature of the Subscriber
1.		
2.		

Name in Block Letters

Space for use by the Head of Office

Designation

Nomination by Shri/Smt./Kumari \_\_\_\_\_

Designation \_\_\_\_\_

Signature of the Head of Office

Date of receipt of nomination \_\_\_\_\_

Designation

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 4

(See Ordinance 16)

**SCHEDULE OF PROVIDENT FUND DEDUCTION**

For the month of \_\_\_\_\_ 20 \_\_\_\_\_

(Name of Employee)*	P. F. A/C No.*	P. F. Deduction			
		Subscription		Loan	Total
		Current	Arrear	Repayment	
		1	2	3	(1+2+3)

\* For details vide enclosed statement

Certified that the sum of Rs. \_\_\_\_\_ (in words) as detailed above in respect of \_\_\_\_\_ number of employees of Cooch Behar Panchanan Barma University have been deducted from the pay bill for the month of \_\_\_\_\_ (name of the month), 20\_\_\_\_\_ (Year).

Finance Officer,  
Cooch Behar Panchanan Barma University



**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101

West Bengal, India

FORM No. 5

(See Ordinance 19)

**PERSONAL LEDGER ACCOUNT IN RESPECT OF GENERAL PROVIDENT FUND**

Name of the subscriber

General Provident Fund Account Number

Month & Year	Opening Balance	Deposit during the year		Withdrawal during the year	Closing Monthly Balance	Interest allowed	Closing Balance at the end of the year (including interest)
		Subscription	Recovery of advance				
1	2	3	4	5	6	7	8

Date: .....

Signature .....

Designation .....

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 6  
(See Ordinance 20)

Statement of Accounts for the period between 1<sup>st</sup> April, \_\_\_\_\_ and 31<sup>st</sup> March, \_\_\_\_\_

Name of Subscriber	Designation	PF balance as on 1 <sup>st</sup> April, 20	Monthly rate of Subscription	Total Contribution(s) made during the financial year	Refund Withdrawal, if any, during the financial year	Interest credit to the account annually	Withdrawal made during the financial year	Closing Balance of the PF amount as on 31 <sup>st</sup> March 20.....
1	2	3	4	5	6	7	8	9

Finance Officer,

Cooch Behar Panchanan Barma University.

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 7  
(See Ordinance 21)

**ANNUAL STATEMENT OF PROVIDENT FUND DEPOSITS AND WITHDRAWAL  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 20.....**

Month	Opening Balance	Deposit during the year		Withdrawal during the year	Closing Balance at the end of the year (including interest)
		Subscription	Recovery of advance		

Date: .....

Signature .....

Designation .....

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 8

(See Ordinances 23 And 34)

**FORM OF APPLICATION FOR REFUNDABLE/ NON-REFUNDABLE/ ADVANCE FOR GENERAL PROVIDENT FUND**

To  
The Registrar  
Cooch Behar Panchanan Barma University,  
Vivekananda Street, Cooch Behar - 736101.

1. Name of the Subscriber	
2. General Provident Fund Account No.	
3. Designation & Department	
4. Basic Pay (pay in Pay Band + AGP/GP)	
5. Balance at credit of the subscriber of the date of application	
6. Amount of advance outstanding - if any and the purpose for which advance was taken then	
7. Amount of advance required	
8. Name of Advance (Refundable/ Non-refundable)	
9. Purpose for which the advance is required	
10. Amount of the consolidated advance (items 6 & 7)	
11. Number and amount of monthly Installment in which the consolidated advance is proposed to be paid	
12. Full particulars of the pecuniary circumstance of the subscriber, justifying the application for the temporary withdrawal	
13. Date of joining	
14. Date of Retirement	

15. Whether the applicant has completed 15 years of his/her service (for non-refundable advance only)	
16. Whether the applicant has taken any non-refundable advance previously, if so the particulars thereof	

Date:.....

.....  
**Signature of the Applicant**

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**Recommended/Non-recommended**

**Signature of the Finance Officer,  
Cooch Behar Panchanan Barma University**

Date:.....

**Sanctioned/non sanctioned**

**Signature of the Registrar,  
Cooch Behar Panchanan Barma University.**

Date:.....

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar - 736101  
West Bengal, India

FORM No. 9  
(See Ordinances 25)

**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE IN THE GENERAL PROVIDENT FUND**

To  
The Registrar  
Cooch Behar Panchanan Barma University  
Vivekananda Street, Cooch Behar - 736101

Dear Sir/Madam,

I am due to retire/have retired on \_\_\_\_\_ \*

I have been discharged / dismissed from the service in Cooch Behar Panchanan Barma University w.e.f. the date \_\_\_\_\_ (forenoon/afternoon)\*.

I have resigned from the service in Cooch Behar Panchanan Barma University and my resignation has been accepted w.e.f. the date \_\_\_\_\_ (forenoon/afternoon)\*. [Please enclose photocopy of the proof]

My General Provident Fund Account No. is \_\_\_\_\_ desire to receive the final payment through your office.

Yours faithfully,

(Signature)

Designation: \_\_\_\_\_

Name in full: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

[\* Please strike out which not applicable]

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By order,

Vice-Chancellor,  
Cooch Behar Panchanan Barma University