

ANNEXURE – II
(See Para 4 (iv))
PAY ROLL SAVINGS SCHEME

Schedule of deductions for N.S. Cs..... for the month of

Sl. No.	Name of employee	Amount	Date of remittance	Remittance by cash/cheque (if cheque state cheque No. and name Of the bank on Which drawn	Net amount of working expenses due to the employer
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					

Note :- Working expenses are payable to employers against Savings collected through Pay Bill @ 0.5 % on 6 – year N.S.Cs (VII – Issue).

- (1) The amounts as shown above were deducted from the pay bill of the employees concerned against their authorization slips.
- (2) The amounts were not invested through an authorised agent or agents.
- (3) The amounts do not include Provident Fund or other Funds representing accumulations of past savings.
- (4) The savings certificates will be delivered to the investors or kept in our safe custody according to their instruction.

Place.....
Date

Signature and rubber Stamp of employer

It is certified that a total sum of Rs. has been received and 6 – year N.S.Cs (VII-Issue) of the face value of Rs. have been issued.

Date – Stamp

Signature of Postmaster

ANNEXURE – III
(See Para 4 (vi))
PAY ROLL SAVINGS SCHEME

**Schedule of deductions for of Post Office PPF/RD/TD accounts for
the month of**

Sl. No.	Name of employee	Amount	Date of remittance	Remittance by cash/cheque (if cheque state cheque No. and name Of the bank on Which drawn).	Account number	Net Amount of working expenses due to the employer
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						

Note 1:- Working expenses are payable to employers @ 25 % on deposits in RD/ 5 – year TD accounts, @ 1% on 2/3 year TD accounts and @ .5 % on P.P.F accounts.

Note 2:- In case of new accounts, a remarks “New Account” is to be made in column 6.

It is certified that : -

- (1) The amounts shown above were deducted from the pay bills of the employees concerned against their authorization slips
- (2) The amounts were not invested through an authorised agent or agents.
- (3) The amounts do not include Provident Fund or other Funds representing accumulations of past savings.
- (4) The pass books will be delivered to the investors or kept in our safe custody at investor’s request.

Place.....
Date

Signature and rubber Stamp of employer

It is certified that Rs. has been received and 6 – year N.S.Cs (VII-Issue) of the face value of Rs. have been credited to..... PPF/ .

Date – Stamp

Signature of Postmaster

ANNEXURE – IV
(See Para-5)
PAY ROLL SAVINGS SCHEME
Monthly Statement under Master Schedule System for the
Month of

1. Amounts due as per schedule of the month.							
Number of members of the Group							
Amount Rs							
2. New members of the Savings Group.							
Sl No.	Account No.	Name of the member	Amount of recovery				
	(To be left blank)		Rs.				
							Total
							Rs.
3. Total Amount due this month. (Total of item, 1&2)							
4. Particulars of members who have withdrawn or were transferred during the month.							
Sl. No.	Account No.	Name of the members	Amount deducted				
							Total
							Rs.
5. Net amount due this month. (item 3-4)							
6. Particulars of members from whom arrear recoveries have made for other reason.							
Sl. No.	Account No.	Name of the members	Amount due				
							Total
							Rs.
7. Net amount recovered this month (item 5-6)							
8. Particulars of members from whom recovery could not be effected during this month.							
Sl. No.	Account No.	Name of member	Months for which Recovery has Been effected	Amount recovered	Amount of interest	Total	Remarks
1	2	3	4	5	6	7	8
9. Total net amount actually recovered this month							
(Item 7 + 8)							

Note :- The amount shown against item No.5 will become the amount due for subsequent month.