

Circular No.14/91

Sub: MVs. Dept. - Family benefit scheme - Maintenance of
accounts - instructions issued-reg.
Ref: G.O.(P)405/77/Fin dated 19.10.1977.

A family benefit scheme for Government employees was introduced as per G.O. cited. The procedure of maintenance of accounts is envisaged in para 25 of the "Hand Book on Family Benefit Scheme". It says that all drawing and disbursing officers should maintain a printed Register Cum-Broad sheet in the form given in Annexure IV, which is appended below:-

ANNEXURE IV

Register-cum-broadsheet of deductions under Family Benefit scheme for the year 19..... 19.....

Name of the Office: _____

Sl.No.	Name and Designation of the subscriber	Credit at the commencement of the year.	April	May	June	July	August	September	October	November	December	January	February	March	Total	Payments	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Total as per Broadsheet

Total of Treasury Figure

Signature of the Drawing and Disbursing Officer

2. The procedure for reconciliation, verification, transfer of accounts etc. are detailed in subsequent para of the Hand book. However the following further instructions are issued to reiterate the same for strict compliance in Motor Vehicles Department.

3. The self drawing officers of Motor Vehicles Department are requested to handover the second copy of the schedule of Family Benefit scheme deduction to the Drawing and Disbursing Officers concerned duly noting the date of encashment of their pay bill vide para 7(ii) of the Hand Book, enabling him to maintain the accounts up dated and reconciliation done in time.

contd...2.