



# ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I Scheme)

"Nidhi Bhawan" Basistha, Lalmati, N.H. - 37, Guwahati - 781029

Circular No.PF/GA/2019/20  
Dated Guwahati, the 02/01/2019

## CIRCULAR

Sub: Bank Account Numbers under the Assam Gratuity Act, 1992.

In continuation to Circular No.PF/GA/2018/19 dtd. 07/12/2018, the Bank Account numbers are stated below and deposit challans in respect of SBI/UBI/CBI along with purposes for depositing Gratuity Contribution and Past liabilities, Adm. Cost, Inspection Charges, etc. along with specimen copy of Gratuity Form No.(GF 1) and Contribution register are enclosed for your information and necessary action.

Accounts of	Account No (SBI)	Account No (UBI)	Account No (CBI)
Gratuity Contribution	38130060628	1436050012397	3722237869
Gratuity Settlement	38130061236	1436050012403	3722237814
Gratuity Inspection Charge	38130067136	1436050012412	3722237950
Gratuity Administrative Cost	38130049683	1436050012421	3722237359

Copy of filled in Form No. GF 1 alongwith deposited challan is to be submitted to respective Zonal/Inspectorate office.

- Enclo: 1) Bank deposit challans.  
2) Gratuity Form No.1  
3) Contribution Register.

Sd/-  
**Secretary-Cum-P.F. Commissioner  
&  
Controlling Authority**

Copy to:

1. Managers of all the Tea Estates/Tea Factories for information and necessary action.
2. All Employers' association for information only.
3. Gratuity Commissioner for information and necessary action.
4. Addl. P.F. Commissioner, Esstt-I and Esstt-II Section for information and necessary action.
5. All Officers of Board of Trustees for information and necessary action.
6. Deputy P.F. Commissioner, Computer Cell for uploading in the official website.
7. All Heads of Field offices for information and necessary action.

*[Signature]* 04/01/19  
for Secretary-Cum-P.F. Commissioner  
&  
**Controlling Authority**

Bank Copy

CHALLAN  
UNITED BANK OF INDIA: \_\_\_\_\_ BRANCH  
BRANCH CODE NO.

PAY IN SLIP FOR CASH/TRANSFER

PAID into the CREDIT of  
Assam Tea Employees Provident Fund Organization

Accounts of	Account No	Tick
Gratuity Contribution	1436050012397	
Gratuity Settlement	1436050012403	
Gratuity Inspection Charge	1436050012412	
Gratuity Administrative Cost	1436050012421	

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

On account of \_\_\_\_\_

Payable for the period of \_\_\_\_\_  
under the Assam Gratuity Act, 1992.

On behalf of \_\_\_\_\_  
(name of employer)

Employer's Code No. \_\_\_\_\_

Name &amp; Address: \_\_\_\_\_

Depositor's Signature: \_\_\_\_\_

For receiving Branch

JOURNAL NUMBER: \_\_\_\_\_

Authorized By: \_\_\_\_\_

BRANCH SEAL AND DATE

Z/O Copy

CHALLAN  
UNITED BANK OF INDIA: \_\_\_\_\_ BRANCH  
BRANCH CODE NO.

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ATPPF Copy

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UNITED BANK OF INDIA: \_\_\_\_\_ BRANCH  
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JOURNAL NUMBER: \_\_\_\_\_

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BRANCH SEAL AND DATE

Customer Copy

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Depositor's Signature: \_\_\_\_\_

For receiving Branch

JOURNAL NUMBER: \_\_\_\_\_

Authorized By: \_\_\_\_\_

BRANCH SEAL AND DATE

On the reverse:

Particulars

SL. No.	Cheque No.	Amount (Rs.)
SL. No.	Denomination	
	2000 x	
	500 x	
	200 x	
	100 x	
	50 x	
	20 x	
	10 x	
	5 x	
	1 x	
	Coin	
	TOTAL	

On the reverse:

Particulars

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	100 x	
	50 x	
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	Coin	
	TOTAL	



## Bank Copy

CHALLAN  
CENTRAL BANK OF INDIA: \_\_\_\_\_ BRANCH  
BRANCH CODE NO. \_\_\_\_\_

PAY IN SLIP FOR CASH/TRANSFER

PAID into the CREDIT of  
Assam Tea Employees Provident Fund Organization

Accounts of	Account No	Tick
Gratuity Contribution	3722237869	
Gratuity Settlement	3722237814	
Gratuity Inspection Charge	3722237950	
Gratuity Administrative Cost	3722237359	

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

On account of \_\_\_\_\_

Payable for the period of \_\_\_\_\_  
under the Assam Gratuity Act, 1992.

On behalf of \_\_\_\_\_  
(name of employer)

Employer's Code No. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Depositor's Signature: \_\_\_\_\_

For receiving Branch

JOURNAL NUMBER:

Authorized By:

BRANCH SEAL AND DATE

## Z/O Copy

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CENTRAL BANK OF INDIA: \_\_\_\_\_ BRANCH  
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Depositor's Signature: \_\_\_\_\_

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BRANCH SEAL AND DATE

## Customer Copy

CHALLAN  
CENTRAL BANK OF INDIA: \_\_\_\_\_ BRANCH  
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Employer's Code No. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Depositor's Signature: \_\_\_\_\_

For receiving Branch

JOURNAL NUMBER:

Authorized By:

BRANCH SEAL AND DATE

On the reverse:

Particulars

SL. No.	Cheque No.	Amount (Rs.)
SL. No.	Denomination	
	2000 x	
	500 x	
	200 x	
	100 x	
	50 x	
	20 x	
	10 x	
	5 x	
	1 x	
	Coin	
	TOTAL	

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Bank Copy

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STATE BANK OF INDIA: \_\_\_\_\_ BRANCH  
BRANCH CODE NO. \_\_\_\_\_

PAY IN SLIP FOR CASH/TRANSFER

PAID into the CREDIT of  
Assam Tea Employees Provident Fund Organization

Accounts of	Account No	Tick
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Gratuity Settlement	38130061236	
Gratuity Inspection Charge	38130067136	
Gratuity Administrative Cost	38130049683	

Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only)

On account of \_\_\_\_\_

Payable for the period of \_\_\_\_\_  
under the Assam Gratuity Act, 1992.

On behalf of \_\_\_\_\_  
(name of employer)

Garden/Factory Code No. \_\_\_\_\_  
Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Depositor's Signature: \_\_\_\_\_

For receiving Branch

JOURNAL NUMBER: \_\_\_\_\_

Authorized By: \_\_\_\_\_

BRANCH SEAL AND DATE

Important instructions to SBI Branches:

1. Under no circumstances the branches should use Draft/IOI/Banker's Cheque against the challan.
2. In case of any problem collecting branch should immediately contact SBI Dispur Branch (03030) at the following numbers: 0361-2237801/2261356(fax)
3. Branches should not refuse to accept the challan.
4. Please note to write the journal no. and date in all the challans.

Z/O Copy

CHALLAN  
STATE BANK OF INDIA: \_\_\_\_\_ BRANCH  
BRANCH CODE NO. \_\_\_\_\_

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On behalf of \_\_\_\_\_  
(name of employer)

Garden/Factory Code No. \_\_\_\_\_  
Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Depositor's Signature: \_\_\_\_\_

For receiving Branch

JOURNAL NUMBER: \_\_\_\_\_

Authorized By: \_\_\_\_\_

BRANCH SEAL AND DATE

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On behalf of \_\_\_\_\_  
(name of employer)

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Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
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	50 x	
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	10 x	
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	1 x	
	Coin	
	TOTAL	



Form No G.F. 1

STATEMENT SHOWING THE POSITION OF GRATUITY CONTRIBUTION OF  
THE ASSAM GRATUITY FUND SCHEME, 1993. (PARA 10(2) OF THE SCHEME)

1 Name of Estate \_\_\_\_\_ Code No \_\_\_\_\_

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

A. Nos. of members \_\_\_\_\_

(i) Balance as on last statement \_\_\_\_\_

(ii) Additions: (a) By Transfer \_\_\_\_\_

(b) By New Members \_\_\_\_\_

(iii) Cessations: (a) By Transfer \_\_\_\_\_

(b) By Settlement \_\_\_\_\_

(iv) Net Balance carried forward \_\_\_\_\_

B. Collections:-

(i) Total amount of wage period during the month Rs. \_\_\_\_\_

(ii) Total amount of Gratuity contribution payable for the  
month @ \_\_\_\_\_ % of the wages: Rs \_\_\_\_\_

C. Account Reconciliation:- \_\_\_\_\_

Add: (i) Net Gratuity Contribution-Col. B(ii) \_\_\_\_\_

(ii) Balance brought forward from previous Statement. \_\_\_\_\_

(iii) Net Credit balance of incoming transfers \_\_\_\_\_

Deduct: (iv) Net Credit balance of outgoing transfers \_\_\_\_\_

(v) Settlement as per Form No. GF 3 \_\_\_\_\_

CLOSING BALANCE CARRIED FORWARD \_\_\_\_\_

DEPOSIT COLUMN

Deposited into \_\_\_\_\_ Bank \_\_\_\_\_ on \_\_\_\_\_  
Rs. \_\_\_\_\_ (Net Gratuity Contribution Rs. \_\_\_\_\_ plus Bank  
Charge Rs. \_\_\_\_\_) by Cash/Cheque/Draft No. \_\_\_\_\_ Date \_\_\_\_\_  
on \_\_\_\_\_ Bank.

MANAGER

for use in the office of the Board of Trustees

Verified  
Signature of Assistant

Posted  
Signature of Assistant



Name of the tea garden/tea factory \_\_\_\_\_

Code No. \_\_\_\_\_

### **Contribution Register**

Sl. No.	Month	Nos. of members	Wages	Contribution	Date of deposit
1	2	3	4	5	6

Seal & signature of Garden management