

(Both G. Os. & N.G. Os. Whose P.F. Accounts have been departmentalised).

Form of Application for the Final payment/Transfer to Corporate Bodies/Other Government, of Balance in the.....Provident Fund Account.

To,

**The Accounts Officer (Fund)**  
(Through the Head Office)

Sir,

I am to retire/have retired/have proceeded on leave preparator to retirement for..... months/have been discharged/dissmised/have permanently been Transferred to..... have resigned finally from Govt. Service/have resigned service under..... Govern- ment to take up appointment with.....and my resignation has been accepted with effect from.....forenoon/afternoon. I joined service with.....on..... forenoon/afternoon.

2. My Provident Fund Account No. is.....

3. I desire to receive payment through my office. Particulars of my personal marks of identification. left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signatures (In case of illiterate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government, are enclosed.

**PART-I**

(To be filled in when the application for final payment is submitted upto one year prior to retirement).

4. An amount of Rs..... stood to the credit in my General Provident fund account as indicated in the Accounts statement issued to me for the year.....as appearing in my ledger account being maintained by you. I request that my G.P.F. Account may be reviewed and brought upto date.

5. The undermentioned Life Insurance Policies were being financed by me from my Provident Fund Account.

Policy No.	Name of the company	Sum assured
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

6. It will make another application immediately after last fund deduction has been made from my salary, in Part-II of the form.

Yours faithfully,

Station.....

Signature.....

Date.....

Name.....

Address.....

(FOR USE OF HEAD OF OFFICE)

Forwarded to the Accounts Officer (Fund)..... for necessary action.

2. The Provident Fund Account No. of Shri/Smt./Km. (as verified from the statement issued to him/her from year to year ) is.....

3. He/she is due to retire from Govt. Service on &.....

4. Certified that he/she had taken the following advances in respect of which..... instalment of Rs. ....are yet to be recovered and credited to Fund Account. The details of the final withdrawals granted to him/her after the period covered by the aforesaid accounts statement are indicated below :-

Temporary

Final withdrawals

- 1. ....
- 2. ....
- 3. ....

PART-I

Signature of the Head of Office

PART-II

(To be submitted by the subscriber immediately after the last fund deduction has been made from his salary. This part is also applicable in the case of subscribers who apply for final payment for the first time) after the date of superannuation, discharge, resignation etc.)

In continuation of my earlier application dated.....for the final payment of Provident Fund Balances, I request that entire balance at my credit with interest due under the rules may be paid to me.

or

I request that the entire amount at my credit with interest due under the rules may be paid to me/transferred to be :-

Signature.....

Name.....

Address.....

**(FOR USE OF HEADS OF OFFICE)**

Forwarded to the Accounts Officer (Fund) for necessary **action/in** continuation of endorsement No.....

2. He/she is due to retire from service on.....has **produced on leave** preparatory to retirement for .....months from...../has been discharged/dismitted/permanently transferred to...../has **resigned** finally from Govt. service/has resigned service under.....**Govt. to take** an appointment with..... and his/her resignation has been accepted **with effect from**..... on.....forenoon/afternoon.

3. The last fund deduction was made from his/her pay in this **Office Bill No**..... dated.....for Rs.....(Rupees..... cash voucher No.....of..... Treasury, the amount of deduction being Rs.....and **recovery on account** of refund of advance Rs.....

4. Certified that he/she was neither sanctioned any temporary **advance** nor any final withdrawal from his/her Provident fund Account during the 9 month **immediately** preceding the date on which the last fund deduction has been made from his/her **salary** thereafter.

or

Certified that the following temporary advances final withdrawals **were** sanctioned to him/her and drawn from his/her provident Fund A/C during the 9 month **immediately** preceding the date on which the last fund deduction has been made from his/her **salary** thereafter

Amount of Advances	Date	Voucher No.
1.		
2.		
3.		

5. Certified that no amount was withdrawn/the following amounts **were** withdrawn from his/her Provident Fund account during the nine months **immediately** preceding the date on which the last fund deduction was made from his/her salary/preceding **on leave** preparatory to retirement for there after for payment of insurance premia purchase.

Amount	Date	Voucher No.
1.		
2.		
3.		

6. Certified that he/she has not resigned from Government Service **with** prior permission of the Central Government to take up an appointment in another **Department** of the Central Government or under a State Government or under a body corporate **owned** or controlled by the State

(Signature of the Head office)