

APPENDIX D

FORMS

1

**Form of Application for Final Payment/Transfer to Corporate
Bodies/Other Governments of Balances in the.....
Provident Fund Account**

To
The Accountant-General,
.....

(Through the Head of Office)

Sir,

I am to retire/have retired/have proceeded on leave preparatory to retirement for.....months/have been discharged/dismissed/have been permanently transferred to...../have resigned finally from Government service/have resigned service under..... Government 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/through the..... Treasury/Sub-treasury. Particulars of my personal marks of identification, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate 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 up to one year prior to retirement)*

4. I request that the amount of Rs.....standing to the credit in my Provident Fund Account as indicated in the Accounts Statement issued to me for the year.....(enclosed)/as appearing in my ledger account being maintained by you..... Treasury/Sub-Treasury/Head of Office, may please be arranged to be paid to me as first instalment of final payment.

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

<i>Policy number</i>	<i>Name of the Company</i>	<i>Sum assured</i>
1.
2.
3.

6. After payment of the first instalment of my Provident Fund balance, I will apply for the payment of subsequent instalments in Part II of the Form immediately on retirement.

Yours faithfully,

Station..... Signature.....
 Date..... Name.....
 Address.....

This applies only when payment is not desired through the Head of Office.

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Accountant-General.....for necessary action.

2. The Provident Fund Account No. of Shri/Shrimathi/Kumari (as certified from the Statements furnished to him/her from year to year) is

2. He/She is due to retire from Government 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 the Fund Account. The details of the final withdrawals granted to him/her are also indicated below—

<i>Temporary advances</i>	<i>Final withdrawals</i>
1.
2.
3.
4.

5. Certified that the following amounts were withdrawn from his/her account to finance the Life Insurance Policy:—

1.
2.
3.
4.

Signature of the Head of Office

PART II

(To be submitted by the Subscriber immediately after his retirement. 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 the 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.....

Signature.....
Name.....
Address.....

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Accountant-General.....for necessary action/in continuation of Endorsement No....., dated.....

2. He/She has finally retired/will proceed on leave preparatory to retirement for.....months/has been discharged/dismissed/has been permanently transferred to...../has resigned finally from Government service/has resigned service under.....Government to take up appointment with.....and his/her resignation has been accepted with effect from.....forenoon/afternoon. He joined service with.....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 or any final withdrawal from his/her Provident Fund Account during the 12 months immediately preceding the date of his/her quitting service under.....Government/proceeding on leave preparatory to retirement or thereafter.

Or

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her Provident Fund Account during the 12 months immediately preceding the date of his/her

quitting service under.....Government/proceeding on leave preparatory to retirement or thereafter.

Table with 3 columns: Amount of advance/withdrawal, Date, Voucher number. Rows 1, 2, 3.

5. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her Provident Fund account during the twelve months immediately preceding the date of his/her quitting service under.....Government/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of a new policy.

Table with 3 columns: Amount, Date, Voucher number. Rows 1, 2, 3.

*6. It is certified that no demands/following demands of Government are due for recovery.

**7. 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 Head of Office/ Department)