

FORMS
Form-1

**Form of Application for Final Payment/transfer to Corporate Bodies/other
Govt. of Balances in the _____ Provident Fund Account**

To

The Accountant General
Himachal Pradesh, Shimla-3.

(Through the Head of Office)

Sir,

I am to retire/have retired/ have proceeded on leave preparatory to retirement formonths/ have been discharged/dissmissed/have been permanently transferred to...../ have resigned finally form Govt. service/have resigned service under Govt. 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 theTreasury/ Sub-Try. Particulars of my personal marks of identification, left hand thumb and finger impressions (in the case of illiterate subscribes) and specimen signature (in 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 GPF A/c as indicated in the Account statement issued to me for the year(enclosed)/as appearing in my ledger account being maintained by you..... Try/Sub try/Head of office, may please be arranged to be paid to me as first installment of final payment.

5. ***

6. After payment of the instalment of my P.F. balance. I will apply for the payment of subsequent instalment in part II of the form immediately on retirement.

Yours faithfully,

Sign.

Name & Address _____

Station _____

Date _____

This applies only when payment is not desired though the Head of office
(For use by heads of offices)

Forwarded to the Accountant General, Himachal Pradesh, Shimla-3 for necessary action

2. The Provident Fund Account No. of Sh./ Smt./ Kumari (as certified from the statements furnished 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 installment of Rs.are yet to be recovered and credited to the Fund Account. The details of the final withdrawals granted to him/ her are indicated below:-

	Temp. Advances	Final Withdrawals
1.		
2.		
3.		
4.		

5***

Signature of the HOD

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 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 PF 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

Sign.

Name & address _____

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Accountant General Himachal Pradesh Shimla-3 for n/a 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 Govt. service/ has resigned service under Govt. to take up appointment with and his/her resignation has been accepted with effect from forenoon/afternoon. He joined service withon..... 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. try, 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 Funds Account during the 12 months immediately preceding the date of his/ her quitting service under

..... Govt./ proceeding on the 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 Govt/ proceeding on leave preparatory to retirement or thereafter..

No.	Amount of advance/ withdrawal	Date	Voucher
1.			
2.			
3.			

5. ***

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

7. Certified that he/ she has not resigned from Govt. service with prior permission of the Central Govt. to take up an appointment in another Deptts. of the Central Govt. or under a State Govt. service or under a body corporate owned or controlled by the State.

(Signature of Head of office)
with seal

Form-2

Form of application for Final Payment of Balances in the Provident Fund Account of a SUBSCRIBER to be used by the nominees or any other claimants where no nomination subsists

To

The Accountant General,

(Through the Head of Office)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the _____ Provident Fund Account of shri/shrimati_____. The necessary particulars required in this connection are given below---

1. Name of the Government servant_____
2. Date of birth _____
3. Post held by the Government servant_____
4. Date of death _____
5. Proof of death in the form of a death certificate issued by the municipal authorities, etc, if available _____
6. Provident Fund Account No. allotted to the subscriber
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known
8. Details of the nominees alive on the date of death of the subscriber, if a nomination subsists:

	Name of the Nominee	Relationship with the subscriber	Share of the nominee
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

9 In case the nomination is in favour of a person other than a member of the family , the details of the family, if the subscriber subsequently acquired a family:--

Name	Relationship with the Subscriber	Age on the date of death
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber , married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber:

Name	Relationship with The subscriber	Age on the date of death
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

11. In the case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship certificate, as the case may be _____

12. If the subscriber has left no family and no nomination subsists, the names of persons to whom the Provident Fund money is payable (to be supported by letter of probate or succession certificate, etc).

Name	Relationship with The subscriber	Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

13. Religion of the claimant(s) _____
14. The payment is desired through the office of _____/through the _____ Treasury /Sub- Treasury. In this connection the following documents duly attested by a Gazetted Officer in service/Magistrate are attached:-

- (1) Personal marks of identification _____
- (2) Left/Right hand thumb or finger impressions
(in the case of illiterate claimants)
- (3) _____
Specimen signature in duplicate (in the case of literate claimants)_____

Yours faithfully,

Station _____

Dated _____

(Signature of claimant)
(Full name & address)

(FOR USE OF HEAD OF OFFICE/DEPARTMENT)

Forwarded to the Accountant General _____for necessary action. The particulars furnished above have been duly verified.

2 The Provident Fund Account No._____ of Shri/shrimati/kumari_____ (as verified from the annual statements furnished to him/her) is _____

3. He/She died on _____ A death certificate issued by the Municipal authorities has been produced/ is not required in this case as there is no doubt about his/her death.

4. The last fund deduction was made from his/her pay for the month of _____ drawn 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 of Rs. _____.

5. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund Account during the 12 months immediately preceding the date of his/her death.

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 death.

Amount of advances / Withdrawals	Date and place of encashment	Voucher Number
1. _____	_____	_____
2. _____	_____	_____

6. ***

7. It is certified that no demand of Government is /are due for recovery.

8. Certified that no advance/following advance sanctioned in terms of the Ministry of Finance, Office Memorandum No. 10 (3)- E.V. (A)/65, dated the 1st November, 1965, is due for recovery.

(Signature of the Head of office/ Department)