

Form of Application for Final Payment

Transfer to Corporate Bodies / Other Governments of Balances in the

General Provident Fund.

To
The Chief Controller of Accounts,
Ministry of External Affairs,
New Delhi

(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 _____ FN/AN.

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 case of illiterate subscribers) and
specimen signatures (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 upto 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 _____ (copy enclosed) as appearing in my ledger account being maintained
by you, may please be arranged to be paid to me as first installment of final payment.

5. After payment of the first installment of my Provident Fund balance, I will apply for
payment of subsequent installments in Part II of the form immediately on retirement.

Signature _____

Station : _____

Name _____

Date : _____

Address _____

(FOR USE BY HEAD OF OFFICE)

Forwarded to the office of the Chief Controller of Accounts, Ministry of External Affairs, New Delhi for necessary action.

2. The Provident Fund Account No of Shri /Smt./Km _____
(as certified from the statements furnished to him/her from year to year) is

3. He/she is due to retire from Government 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 also indicated
below:-

| | Temporary Advances | Final Withdrawals |
|----|--------------------|-------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

**Signature
Of Head of Office**

PART II

[To be submitted by the subscriber immediately after his retirement. This part is also applicable in the case 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 HEAD OF OFFICES)

Forward to the office of the Chief Controller of Accounts, Ministry of External Affairs, New Delhi for necessary action/ in continuation of 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 services/ 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 _____ FN/AN.

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 12 months immediately preceding the date of his/her quitting service under Central 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 Central Government/ proceeding on leave preparatory to retirement or thereafter.

| | Amt.of adv/withdrawal | Date | Voucher No |
|----|------------------------------|-------------|-------------------|
| 1. | | | |
| 2. | | | |

5. It is certified that no demands/following demands of Government are due for recovery.(Certificate to be furnished in the case of Contributory Provident Fund only)

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 Head of Office

RECEIPTED BILL

Received the sum of Rs _____ being the total of entitlement of

Rs _____ from the Insurance Fund/Savings Fund accrued to

Shri/Smt/Km _____ (Designation) _____

Who belongs to Group _____ under the Central Government Employees

'Group Insurance scheme, 1980.

Signature of Recipient on
Revenue stamp (Re 1/-)

Name :