

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 subjects.

To,

The Chief Controller of Accounts.
Ministry of External Affairs.
New Delhi
(Through the Head of office)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in _____ Provident Fund Account of Shri/
Smt _____ 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 this 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
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1.

2.

3.

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 of the nominee	Relationship with the subscriber	Age on the date of death
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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:

- i. Personal mark of identification:
- ii. Left/Right hand thumb or finger:
Impressions(in case of illiterate claimants)
- iii. Specimen signatures in duplicate:
(in case of literate claimants)

Yours faithfully

(Signature of the Claimants)

(Full Name and Address)

Station :

Dated :

(For use of Head of Office/Department)

1. Forwarded to the Chief Controller of Accounts. M.E.A. for necessary action. The particulars above have been duly verified.
2. The Provident Fund Account No _____ of Shri/Smt/ Km _____ (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 _____ only) 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.

Amounts of advances
Withdrawals

Date & place
of encashment

Voucher
number

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15. It is certified that no demand/following demands of government is /are due for recovery.

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

(Signature of the Name of the Offices)

PRE-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: