

Applications

Form to be used by Head of Office for Final Payment/transfer of balances in the General/Contributory Provident Fund Account to Autonomous Bodies/Other Governments - Form 1.

Form of application for final payment of balance in the Provident Fund Account on death of a Subscriber - Form 2.

Nomination Form for General Provident Fund

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)

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. ***

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

Signature

Station

Name

Date

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

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 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—

Temporary advances

1.
2.
3.
4.

Final withdrawals

-
-
-
-

5. ***

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 nor 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.

Amount of advance/withdrawal	Date	Voucher number
1.
2.
3.
5. ***		

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

²7. 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)

Nomination Form for General Provident Fund

[Rule 5 of General Provident Fund (Central Services) Rules, 1960]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. ~~any gratuity the payment of which may be authorised under rule 44 and Rule 45 of CCS (Pension) Rules~~
- ii. amount that may stand to my credit in the General Provident Fund
- iii. ~~any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980~~

Name, date of birth (DOB) and address of the nominee	Relationship with employee/ pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant
Mobile No.
GPF No

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

Note 3 : The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following Rules :—

1. ~~Central Civil Services (Pension) Rules, 2021 for Gratuity~~
2. General Provident Fund (Central Services) Rules, 1960
3. ~~Central Government Employees Group Insurance Scheme, 1980~~

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Verified that the nomination(s) made by the Government servant is/are in accordance with the provisions of the relevant rules. Entry of receipt of nomination(s) has been made in pageVolume.....of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.