

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/dismissed/have been permanently transferred to...../ have resigned finally from 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 subscribers) 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. ***

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

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ddl. S
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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 through 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.)

..... 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 Depts. 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