

¹³⁴, "FORM" XV"
[Rule 31(1)]
Form of Application for Final Payment/of Balances in the General
Provident Fund Account

To

The Pay and Accounts Officer/Accountant General,
Meghalaya (A&E), Shillong,
(Through the Head of Office)

Sir,

I am due to retire with effect from the _____ afternoon, I joined service with State Government on _____ forenoon/afternoon.

2. I request that the entire amount at my credit with interest due under the rules may be paid to me through Shillong South Treasury/Sub-Treasury. My Provident Fund Account No is _____

PART – I

(To be filled in when the application for final payment is submitted upto one year prior to retirement)

3. An amount of **Rs.**_____ with interest stood to the credit in my Provident Fund Account as indicated in the Accounts statement issued to me for the year _____ a appearing in my ledger account being maintained by you. I request you that my Provident Fund Account may be reviewed and brought up-to-date.

4. The under mentioned Life Insurance Policies were being financed by me from my Provident Fund Account.

Number	Name of the Company	Sum assured
1.		
2.		
3.		

5. I will make another application immediately after last fund deduction has been made from my salary, in part II of the Form.

Yours faithfully,

Signature _____

Station _____

Date _____

Name: _____

Address: _____

(FOR USE BY HEADS OF OFFICE)

Forwarded to the pay and Accounts Officer/Accountant General, _____ for necessary action.

2. The Provident Fund Account No./of _____, **IAS** as verified from the statement issued to him from year _____.

3. He/she is due to retire from Govt. Service with effect from _____ afternoon.

4. Certified that he had taken the following advances in respect of which _____ instalments of Rs. _____ are yet to be recovered and credited to the Fund Account. The details of the final withdrawals granted to him after the period covered by the aforesaid accounts Statements are as indicated below:-

	Temporary advances	Final withdrawals
1.	_____	_____
2.	_____	_____
3.	_____	_____

Signature of the Head of Office

PART II

(To be submitted by the subscriber immediately after the last fund deduction has been made from his salary. 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 _____ for the final payment of Provident Fund balance, I request that 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 rules may be paid to me/transferred to _____

Signature _____

Name _____

Address _____

(FOR USE BY HEADS OF OFFICE)

Forwarded to the Pay & Accounts Officer/Accountant General,
_____ for necessary action/in continuation of endorsement
No. _____

2. He/she is due to retire from service on _____/has proceeded on leave preparatory to retirement for _____ months from _____/has been discharged/dismissed/permanently transferred to _____/has resigned finally from Government service/has resigned service resignation has been accepted with effect from _____ forenoon/afternoon. He/she 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 deduction being Rs. _____ and recovery on account of refund of advance Rs. **NIL.**

4. Certified that he/she was neither sanctioned any temporary advances nor any final withdrawals from his/her Provident Fund Account during the 9 months immediately preceding the date on which the last fund deduction has been made from his/her salary of 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 9 months immediately preceding the date on which the last fund deduction has been made from his/her salary or thereafter.

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

(Signature of Head of Office)