

**FORM – A**

**APPLICATION FORMS FOR FINAL PAYMENT OF BALANCES IN THE  
PROVIDENT FUND (FOR GAZETTED OFFICER)**

Form of Application for final payment/Transfer to Bodies Corporate/Other Governments  
of Balance in the \_\_\_\_\_ Provident Fund Account.

To

THE ACCOUNTANT GENERAL, (A&e),

\_\_\_\_\_  
\_\_\_\_\_

(Through \_\_\_\_\_ the Head of Office/Deptt.)

Sir,

I am due to retire/have proceed on leave preparatory to retirement for  
\_\_\_\_\_ months/have been discharged/dismissed/have been permanently transferred to  
\_\_\_\_\_ have resigned finally from Government 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. My specimen signature in duplicate, duly attested by another Gazetted officer, is enclosed.

**Part – I**

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

4. I requested that the amount of ₹ \_\_\_\_\_ standing to the credit in my General 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, may please be arranged to be paid to me through \_\_\_\_\_ Treasury/Sub Treasury.

Contd/- 2.....

5. Certified that I had taken the following advances in respect of which \_\_\_\_\_ installments of ₹ \_\_\_\_\_ are due to be repaid to the fund account. I had taken the following final withdrawals:

Temporary Advance	Final withdrawal
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

6. Certified that the following amounts were withdrawn by me to Finance my Life Insurance Policy from my Provident Fund Account:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

7. Certified that after the payment of first installment of my Provident Fund balance, I will apply for the payment of the subsequent installments in Part-II of the form immediately on retirement.

Station \_\_\_\_\_

Signature of the Subscriber.

Date \_\_\_\_\_

Name and Address.

**CERTIFICATION BY THE HEAD OF OFFICE/DEPARTMENT**

Certified that the above information had been verified from the records being maintained in the office and is correct.

Signature of Head of Office/Department

**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.,).

4. In continuation of my application for final payment sent to you, vide No. \_\_\_\_\_ dated \_\_\_\_\_ I request that the balance in my Provident fund Account may please 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 through \_\_\_\_\_ Treasury/Sub-Treasury/ may be transferred to my Provident Fund Account No. is \_\_\_\_\_.

5. A sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) (is last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of \_\_\_\_\_ for ₹ \_\_\_\_\_ encashed on \_\_\_\_\_ at \_\_\_\_\_ Treasury/Sub- Treasury.

6. I certified that I have neither drawn any temporary advance nor made any final withdrawal from my Provident fund Account during the 12 months immediately proceeding the date of my quitting service under \_\_\_\_\_.

**OR**

Details of the temporary advances drawn by me/final withdrawals made by me from my Provident fund Account during the 12 months proceeding the date of my quitting service under \_\_\_\_\_ Government/proceeding on leave preparatory to retirement or thereafter are give below:

Amount of advance	Date
1. ....	.....
2. ....	.....

7. I hereby certified that no amount was withdrawn/the following amounts were withdrawn by me from my Provident Fund Account during the 12 months immediately/proceeding the date of my quitting service under \_\_\_\_\_ Government/proceeding on leave preparatory to retirement or thereafter for payment of insurance premia or for the purchase of a new policy.

No.	Amount	Date
1.	_____	_____
2.	_____	_____

8. The particulars of the Life Insurance Policies finance by me from the Provident Fund which are to be released by you are given below:

	Policy	Name of the Company	Sum assured
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Yours faithfully,

Station \_\_\_\_\_

Signature \_\_\_\_\_.

Date \_\_\_\_\_

(Name & Address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE BY THE HEAD OF OFFICE/DEPARTMENT**

Forwarded in continuation of endorsement No. \_\_\_\_\_ Dated \_\_\_\_\_.

1. (a) It is certified after due verification with reference to the records in my office, that no temporary advance/final withdrawal was sanctioned to the applicant 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

2. (a) It is certified after due verification with reference to the records in my office, the following temporary advances/final withdrawal were sanctioned to and drawn by the applicant 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. It is certified that no demands/following demands of Government are due for recovery.
4. Certified that he/she has not resigned from Govt. service with prior permission of the State Government to take up an appointment in another Department of the State Government or under a Central government or under a body corporate owned or controlled by the Central Government.

(Signature of the Head of Office/Department)