

Check List of Documents required for grant of GPF on Superannuation of a Govt servant.

S.No.	Documents	DESCRIPTION	REMARKS
1.	Form-1		
2.	Annexure-D Form-I Part-I & II	<u>Form of application for final payment of balance in the Provident Fund Account on Superannuation.</u>	
3.	Undertaking regarding Excess payment		
4.	Specimen signature		

FORM I

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

The General Provident Fund/Contributory Provident Fund Account Number of Shri Smt Km.....as certified from the statements furnished to him her from year to year, is.....

2. He She is due to retire from Government service has proceeded on leave preparatory to retirement for.....months/has been discharged/dismissed has been permanently transferred to...../ has resigned finally from Government service on.....

3. Certified that he/she had taken the following advances in respect of which.....instalments of Rs.....each are outstanding.

Amount of Temporary advances	Amount outstanding
1.....
2.....
3.....
4.....
Amount of	Final withdrawal

4. Details of the withdrawals granted to him/her in the current financial year are also indicated below-

Amount of Withdrawal	Date of Withdrawal
1.....
2.....
3.....
4.....

5. After adjusting the above withdrawals and advances, an amount of Rs.....standing to the credit in his/her Provident Fund Account is appearing in the ledger account.

6. The final payment be made after verifying the records.

Signature of the Registrar

Forwarded to the Controller of Finance..... for necessary action.

**Form of Application for Final Payment/Transfer to Corporate Bodies/Other
Governments of Balances in the
General Provident Fund Account**

To
The Controller of Finance,
.....
.....
(Through the Registrar)

Sir/Madam,

I am to retire/have retired have proceeded on leave preparatory to retirement for.....months/have been discharged/dismissed/have been/ 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 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, my please be arranged to be paid to me as first installment of final payment.

5.*****

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

Yours faithfully

Signature-.....

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 Pay & Accounts Officer.....for necessary action.

1. The Provident Fund Account No.....of Shri/Shrimati/Kumari
(as certified from the Statements furnished to him/ her from year to year)
is.....

2. He/She retire from Government Service
on.....

3. 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 also indicated below:-

Temporary Advances

1.....

2.....

3.....

4.....

Final Withdrawals

.....

.....

.....

.....

Signature of the Registrar

PART-II

[To be submitted by the Subscriber immediately after his/her 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 Controller of Finance..... for necessary action/in continuation of Endorsement No..... dated.....

2. He/She has finally retired/ will proceed on leave preparatory to retirement for.....months/have been discharged/dissmised/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. 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 of deduction being Rs.....and recovery on account of refund of advance Rs.....

4: Certified that he/she was neither sanctioned any tempory 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.

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.....
4.....
5.*****

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

7. Certified that he/she has not resigned from Government service with prior permission of the Central Government to take up an appointment in an other Department of the Central Government or under a State Government or under a body corporate owned or controlled by the State.

Signature of the Registrar

1.Certificate No.6 to be furnished in the case of Contributory Provident Fund only.
 2.Please score out if not necessary.



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078

DECLARATION REGARDING REFUND OF EXCESS PAYMENT

I do hereby declare that the amount of Pension/Gratuity and GPF as authorized by the Pay and Accounts officer if afterwards found to be in excess of the amount by which entitled under the rules, I refund such excess on demand within two months.

Signature :

Name in full :

Address :

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

27

संस्था, आरक्षक, कर्मचारी, आदि का नाम लिखें।