



CENTRAL ELECTRO CHEMICAL RESEARCH INSTITUTE KARAIKUDI – 630 00

FORM OF APPLICATION FOR FINAL PAYMENT/ TRANSFER TO CORPORATE BODIES/OTHER GOVERNMENT OF BALANCES IN THE _____ GENERAL PROVIDENT FUND ACCOUNT.

To

The Finance and Accounts Officer
CECRI
Karaikudi 630 006

(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 permanently been transferred to _____/have resigned finally from Government 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 General Provident Fund Account No. is _____

3. I desire to receive payment through my office. Particulars of my personal marks of identification, left hand thumb and finger impression (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.

4. An amount of Rs. _____ stood to the credit of my General Provident Fund Account as indicated in the Accounts Statement issued to me for the year _____ as appearing in my ledger account being maintained by you. I request that my G.P.F. Account may be reviewed and brought up-to-date.

5. The undermentioned Life Insurance Policies were being financed by me from my General Provident Fund Account.

S.No.	Policy No.	Name of the Company	Sum assured

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

Yours faithfully

Station:
Date:

Signature
Name
Address

Note: Strike Para 4,5&6 when the application for final payment is not submitted upto one year prior to retirement.

Forwarded to the Finance and Accounts Officer CECRI, Karaikudi for necessary action.

2. The General Provident Fund Account No. _____ of Shri/Smt./Kum./or _____ (as verified/ the statements issued to him/her, from year to year).

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 _____ instalments of Rs. _____ are yet to be recovered and credited to the Fund Account. The details of the Final withdrawals granted to him/her after the period covered by the aforesaid Accounts statement are indicated below: -

S.No.	Temporary Advances	Final Withdrawals

Dated

(SIGNATURE OF THE HEAD OF OFFICE)

PART-II

(to be submitted by the subscriber immediately after the last fund deductions 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 the final payment of Provident Fund balances, 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 the rules may be paid to me/transferred to _____

Signature
Name
Address

1. Forwarded to the Finance & Accounts Officer/ Senior Finance & Accounts Officer CECRI, Karaikudi 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/dissmised/permanently transferred to _____/has resigned service under _____ Government to take up appointment with _____ and his/her resign action 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 _____ CECRI, 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 General 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.

Certified that the following temporary advances, final withdrawals were sanctioned to him/her and drawn from his/her General Provident Fund Account during the 9 months immediately preceding the date on which the last fund deduction has been made from him/her salary or thereafter.

S.No.	Voucher No.	Date	Amount of advance/Withdrawal

5. Certified that no amount was withdrawn/the following amount was not withdrawn from his/her General Provident Fund Account during the nine months immediately preceding the date on which the last fund deduction was made from his/her salary/Preceding on leave preparatory to retirement or thereafter for payment of insurance premia purchase.

S.No.	Voucher No.	Date	Amount

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

(SIGNATURE OF HEAD OF OFFICE)