

FORM – 1
[SEE RULE 31(3)]

Form of Application for final payment / transfer to Corporation Bodies/ Other Governments of Balance in.....

Provident Fund Account:

To

The Accountant General, Assam
Maidamgaon, Beltola, Guwahati-28
(Through the Head of Office)

Sir,

1. I am to retire / have retired / have proceeded on leave preparatory to retirement for Months / have been discharged / dismissed / have been permanently transferred to
.....have resigned finally from Government Service /have resigned service under the Government of to take up appointment with and my resignation has been accepted with effect from forenoon/ afternoon. I joined service with the Government of on forenoon/ afternoon.
2. My Provident Fund Account No. is
3. I desire to receive payment through the my office/ through
..... Treasury/ Sub-Treasury. Particulars of my personal mark of identification, left hand thumb and finger impression (in case of illiterate subscribers) and specimen signature (in case of literate subscribers) in duplicate duly attested by a Government Gazetted Officer is enclosed

PART I

[Reference Rule No.31 (4) (a)]

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

4. I request that the amount of Rs..... (Rupees.....) standing to the credit in my Provident Fund Account as indicated. The account statement issued to me for the year Is enclosed as appearing in my ledger account being maintained by you may please be arranged to be paid to me as first instalment of final payment.
5. The under mentioned Life Insurance Policies were being financed by me from my Provident Fund Account

Policy No	Name of the company	Sum assured
1.
2.
3.

6. After payment of the first instalment of my Provident Fund balance, I will apply for the payment of subsequent instalment in Part II of the Form immediately on retirement

Yours faithfully

Station.....

Signature.....

Date.....

Name.....

Address after retirement

(This applies when payment is not desired through the Head of Office)

(FOR USE BY THE HEAD OF OFFICE)

Forwarded to the Accountant General, Assam, Maidamgaon, Beltola, Guwahati-28 for necessary action.

The Provident Fund Account Number of Sri/ Smti/ Ms.....
..... (as certified from statements furnished to him/ her from the year to year) is.....

FOR USE OF THE HEAD OF OFFICE/ DEPARTMENT

1. Forwarded to the Accountant General, Assam, Maidamgaon, Beltola, Guwahati-28 for necessary action. The particulars furnished above have been duly verified
2. The Provident Fund Account No. of Shri /Smti/ Ms. (as verified from the Annual Statements furnished to him/ her) is
3. He/ She died on A Death Certificate issued by the Municipal Authorities has been produced/ is not required in this case as there is no doubt about his/ her death.
4. The last Fund deduction was made from his/ her pay for the month ofdrawn in the office of this office Bill No.
Dated..... for Rs.....
(Rupees.....) Cash Voucher No.....dated.....of Treasury.
The amount of deduction being Rs.....
(Rupees.....) only
and recovery on account of refund of advance of Rs.....
(Rupees.....) only.

5. Certified that he/ she was neither sanctioned any temporary advance nor sanctioned any final withdrawal from his/ her Provident Fund Account during the 12 months immediately preceding the date of his/ her death.

or

6. Certified that the following temporary advance / 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 death

Amount of Advances / Withdrawals	Date/ Place of encashment	Voucher No. and Date
1
2
3

7. Certified that no amount was withdrawn/ the following amounts were withdrawn from his / her Provident Fund Account during the 12 months immediately preceding the date of his/ her retirement.

(To be submitted by the subscriber immediately after the last deduction has been made as per Rule 31(4) (I). 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 of 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 after retirement

FOR USE OF THE HEAD OF OFFICE/ DEPARTMENT

1. Forwarded to the Accountant General, Assam, Maidamgaon, Beltola, Guwahati-28 for necessary action/ in continuation of endorsement No.....Dated.....
2. (a) He/ She has finally retired / will proceed on leave preparatory to retirement for Months / have been discharged/ dismissed / has been permanently transferred to / has resigned finally for Government Service / has resigned service under the Government of to take up appointment with..... and his / her resignation has been accepted with effect from forenoon/ afternoon. He / She joined service on In the forenoon/ afternoon.
(b) His/ Her Provident Fund Account No. is
3. The last Fund deduction was made from his/ her pay for the month ofdrawn vide Bill No. Dated...../ Treasury Voucher No..... Dated for Rs.....(Rupees.....) only of Treasury.
The amount of deduction being Rs..... (Rupees.....) only and recovery on account of refund of advance of Rs..... (Rupees.....) only.
(c) Certified that he/ she was neither sanctioned any temporary advance nor sanctioned any final withdrawal from his/ her Provident Fund Account during the 12 months immediately preceding the date of his/ her quitting service under the Government of proceeding on leave preparatory to retirement or thereafter.
or
(d) Certified that the following temporary advance / 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 death

	Amount of Advances / Withdrawals	Date/ Place of encashment	Voucher No. and Date
1
2
3

(e) Certified that no amount was withdrawn/ the following amounts were
withdrawn from his / her Provident Fund Account during the 12 months
immediately preceding the date of his/ her retirement.

(To be submitted by the subscriber immediately after the last deduction has
been made as per Rule 31(4) (I). 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 of 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 after retirement

FOR USE OF THE HEAD OF OFFICE/ DEPARTMENT

1. Forwarded to the Accountant General, Assam, Maidamgaon, Beltola, Guwahati-28 for necessary action/ in continuation of endorsement No..... Dated
2. (a) He/ She has finally retired.
(b) His/ her Provident Fund Account No. is.....
3. The last Fund Deduction was made from his / her pay for the month of Drawn vide Bill No.....
Dated..... /Treasury Voucher No.....
Dated..... For Rs.....
(Rupees..... only)of
..... Treasury. The amount of deduction being
Rs..... (Rupees.....
only) and recovery on account of Refund of advance of Rs.....
(Rupees..... only).
4. Certified that he/ she was neither sanctioned any temporary advance or any final withdrawal from his / her Provident Fund Account during the 12 months immediately preceding the date of his/ her quitting service under the Government of Assam proceeding for Leave preparatory to retirement or thereafter

Or

Certified that the following temporary advances/ final withdrawal/ final withdrawal as 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 the Government / proceeding on leave preparatory to retirement or thereafter.

Amount of Advances/ Date Voucher Number

Rs.....
(in words)

Rs.....
(in words)

Rs.....
(in words)

5. Certified that the amount was withdrawn / the following amount were withdrawn from his/ her Provident Fund Account during the twelve months immediately preceding the date of his/ her quitting service under the Government of Assam/ proceeding on leave preparatory to retirement of thereafter for payment of Insurance premium or for the purchase of a new policy.

Amount of Advances/ Date Voucher Number

Rs.....
(in words)

Rs.....
(in words)

Rs.....
(in words)

6. 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 State Government to take an appointment in another department of the State Government or under the Central Government or other State Government or under a body corporate owned or controlled by any State Government/ Central Government.

.....
Signature of the Head of the Department

Certificate No.6 to be furnished in the case of Contributory Provident only.

HEIGHT AND IDENTIFICATION MARK OF THE APPLICANT

(Name of Pensioner and retiring rank)

1. Height :
2. Identification mark :

Attested By

HEIGHT AND IDENTIFICATION MARK OF THE APPLICANT

(Name of Pensioner and retiring rank)

1. Height :
2. Identification mark :

Attested By

DESCRIPTIVE ROLL OF THE APPLICANT
(To be submitted in triplicate)

1	NAME	
2	DATE OF BIRTH (BY CHRISTIAN ERA)	
3	HEIGHT	
4	MARK OF IDENTIFICATION	
5	PERMANENT RESIDENTIAL ADDRESS SHOWING VILLAGE STREET, LANE, PINCODE, POLICE STATION, DISTRICT AND STATE	

Date

Attested By

Signature of pensioner

FAMILY DESCRIPTIVE ROLL OF THE APPLICANT

(To be submitted in triplicate)

Sl No	NAME OF THE MEMBER OF THE FAMILY	RELATIONSHIP WITH THE EMPLOYEE	DATE OF BIRTH	HEIGHT	MARK OF IDENTIFICATION	PERMANENT ADDRESS
1						
2						
3						

Date

Attested By

Signature of pensioner