

1. Legal heir certificate from court with next of kin certificate
2. Death Certificate
3. Photograph (Application for pension/G.P.F) - 10 copies
4. Birth certificate
 - a. Applicant
 - b. Children
5. State Bank of India A/c details of applicant
6. Applicant's height and identification mark with children
7. Service history (details)
8. No liabilities Certificate
9. Last pay Certificate + G.P.F statement
10. Drawal and non-drawal / G.P.F advanced certificate etc. from D.D.O
11. Last 12 months salary slip.

FORM – ‘C’

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE PROVIDENT FUND ACCOUNT OF A SUBSCRIBER TO BE USED BY THE NOMINEES OF ANY OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS

To,

The Accountant General, Assam
Maidamgaon, Beltola, Guwahati-28

Through the Head of office

Sir,

It is requested that arrangement may kindly be made for payment of the accumulations in the Provident Fund Account of Shri / Srimati the necessary particulars required in this connection are given below:

1. Name of the Government Servant :-
2. Date of Birth :
3. Post held by Government Servant :
4. Date of Death :
5. Proof of death in the form of a :
Death Certificate issued by the
Municipal Authorities, etc., if
available
6. Provident Fund Account allotted :
to the subscriber
7. Amount of Provident Fund money :
standing at the credit of the
subscriber at the time of his
death, if known
8. Details of the nominees alive on :
the death of the subscriber, if a
nomination subsists

Name of the Nominee

Relationship with the nominee
alongwith entitled share

- 1.
- 2.
- 3.

9. In case the nomination is in favour of a person other than a member of the family the details of the family if the subscriber subsequently acquired a family

Name Relationship with the subscriber Age on the Date of Death

- 1.
- 2.
- 3.

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber

Name Relationship with the subscriber Age on the Date of Death

- 1.
- 2.
- 3.

11. In case of amount due to a minor child whose mother (widow of a subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship certificate, as the case may be.

12. If the subscribers left no family and no nomination subsists i.e. names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate etc.)

Name	Relationship with the subscriber	Address
1.		
2.		
3.		
4.		

13. Religion of the claimant(s)

14. The payment is desired through the office of thethrough theTreasury/ Sub-Treasury. In this connection, the following documents duly attested by Magistrate/ Gazetted Officer in service are attached.

- i. Personal Marks of identification :-
- ii. Left/ Right hand thumb and finger impressions :-
(in case of illiterate claimants)
- iii. Specimen signature in duplicate :-
(in case of literate claimants)

Yours faithfully

Station:

Date :

(Signature of claimant)

Full Name and address