

APPENDIX – D

FORMS-1

FORM OF APPLICATION FOR FINAL PAYMENT/TRANSFER TO CORPORATION
SODIE.S/OTHER GOVERNMENTS OF BALANCES IN THE _____

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To

The Chief Accounts Officer,
HPSEB, Vidyut Bhawan,
Shimla-171004.

Sir,

I am to retire/have retired/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dissmised/have been permanently transferred to _____ /have resigned finally from Govt. 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 the case of illiterate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government, are enclosed.

PART-1

(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, may please be arranged to be paid to me as first instatement of final payment.
5. 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,

Station:

Dated:

Signature
Name
Address

This applies only when payment is not desired through the Head of office.

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Accountant General _____ for necessary action.

2. The Provident Fund Account No. of Sh./Smt./Kumari (as certified from the statements furnished to him/her from year to year) is _____.

3. He/She is due to retire from Govt. Service. on _____

4. 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

Final withdrawals

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the
Head of office.

PART-II

(To be submitted by the Subscriber immediately after his retirement. The part is also applicable in the case of subscribers who apply for final payment for the first time after 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.

I request that the entire amount at my credit with interest due under the rules may be paid to me/transferred _____ .

Signature

Name

Address

(FOR USE BY HEADS OF OFFICER)

Forwarded to the Accountant General _____ for necessary action in continuation of endorsement No. _____ dated.

2. He/she has finally retired/will proceed on leave preparatory to retirement for _____ months/has been discharged/dissmised/has been permanently transferred to _____ /has resigned finally from Govt. service/has resigned service under _____ Government to take up appointment with _____ forenoon/afternoon. He joined service with _____ on _____ forenoon/afternoon.

3. The last fund deduction was made from his/her pay in the office Bill No. _____ dated _____ for Rs. _____ (Rs. _____) 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 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 _____ Government/ proceeding on leave preparatory to retirement or thereafter.

OR

Certified that the following temporary advances/final withdrawals were sanctioned to him/her drawn from his/her preceding the date of his/her.

FORM

Quitting service under _____ Government/proceeding on leave preparatory to retirement or thereafter.

Amount of advance/ withdrawal.	Date.	Voucher	No.
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- 1.
- 2.
- 3.
- 4.

5. Certificate 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 service under _____ Government/proceeding on leave preparatory to retirement or there after for payment of Insurance premia or for the purchase of a new policy.

Amount	Date	Voucher No.
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- 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 another Department of Central Government or under a State Government or under a body Corporate owned or controlled by the State.

(Signature of Head of
office/Department.)