

**APPENDIX – D**  
**FORMS**

1

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

To  
The .....  
.....  
(Through the Head Office).

Sir,

I am to retire/ have proceeded on leave preparatory to retirement for ..... months/  
have been discharges/ dismissed/ 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. 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 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 your ..... Treasury/Sub-  
Treasury/head of Office, may please be arranged to be paid to me as first instalment of final  
payment.

5. \*\*\*

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

Yours faithfully

Station .....  
Date.....

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 Shri./Shrimati/Kumari (as certified from the statements furnished to him/her from year to year) is .....

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 are also indicated below:-

**Temporary Advances**

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

**Final Withdrawals**

- .....
- .....
- .....
- .....

5 \*\*\*

Signature  
Of the Head of Office

**PART II**

**( To be submitted be the Subscriber immediately after his 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 balance, 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 Accountant-General ..... For necessary action/in continuation to of Endorsement No ..... dated .....

2. He/she has finally retired will proceed on leave preparatory to retirement for ..... months/ has been discharges/ dismissed/ has been permanently transferred to ...../ has resigned finally from Government service/ has resigned service under ..... Government to take up appointment with ..... and his/her resignation has been accepted with effect from ..... forenoon/afternoon. He joined services with ..... on ..... forenoon/afternoon.

3. the last fund deduction was made from her/his pay in this Office Bill No. .... dated..... for Rs..... ( Rupees ..... ) cash voucher No..... of ..... Treasury, the amount of deduction being Rs..... and recovery an account of refund of advances of Rs.....

4. Certified that he/she was neither sanctioned any temporary advances 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 of thereafter.

Or

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 of thereafter.

Amount of advance/withdrawal	Date	Voucher number
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

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 the Central Government or under a State Government or under a body corporate owned or controlled by the State.

.....  
(Signature of head of Office/  
Department)