

Documents required to be submitted with the Application for Final Payment of GPF Balance:

Application for final payment should be forwarded to this office in “Form B” in case of retirement and in “Form C” in death cases and should contain the following details:

1. Signed by the subscriber with date and complete residential address & telephone number of the subscriber.
2. Certificate of advances/withdrawal sanctioned during the last 12 months prior to retirement/Dismissal/Death.
3. Details of last fund deduction
4. Signed by the higher authority competent to sanction NRA to the subscriber.
5. Complete address of the DDO with PIN code in favour of whom authority to be issued.
6. Details of missing credits/debits if any such as voucher No. & date, total amount raised in such voucher and subscription and refund amount.
7. Nomination filed by the subscriber.
8. There should be clear mention of beforenoon/afternoon in case of date of voluntary retirement.

Applicant should submit the following additional details in cases of death/termination/absconding:

9. In death cases, in the absence of nomination **family details of the subscriber with age & marital status in case of daughters on the day of death of the subscriber.**
10. Death certificate duly attested.
11. Basic pay and grade pay of the deceased subscriber on the day of death.
12. Guardian ship certificate/indemnity bond in case of minor children in the absence natural guardian.
13. Termination order in case of dismissal /medical invalidation.

Applicant should submit the following additional details in cases of Absconding:

14. First information report filed with the police authorities in absconding cases.
15. .Verification Report by the Police.