

FORM XV [Rule 31(1)]

Form of Application for Final Payment/ of Balances in the _____
_____ Provident Fund Account.

To

The Pay and Accounts Officers/Accountant General,

(Through the Head of Office.)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dismissed/have permanently been transferred to service/have resigned service under _____ Govt. to take up appointment with _____ and my resignation has been accepted with effect from _____ forenoon/afternoon. I joined service with _____ on _____ forenoon/afternoon.

2. I request that the entire amount at my credit with interest due under the rules may be paid to me through A.O., W.B. Sectt. Treasury/Sub-Treasury. My Provident fund Account No. is _____

.PART-I

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

3. An amount of Rs. _____ stood to the credit in my Provident Fund Account is indicated in the Accounts statement issued to me for the year _____ as appearing in my ledger "accounts " being maintained by you. I request you that my Provident Fund Account may be reviewed and brought-up-to-date.

4. The under mentioned Life Insurance Policies were being financed by me from My Provident Fund Account.

	<u>Number</u>	<u>Name of the Company</u>	<u>Sum assured</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

5. I will make another application immediately after last fund deduction has been made from my salary, in Part II of the Form.

Yours faithfully,

Station í í í í í í í í í .

Signature: í í í í í í í í í í

Date: _____ ..

Name: _____ .

Address _____

(FOR USE BY HEADS OF OFFICERS)

Forwarded to the pay & Accounts Officer/Accountant General, _____
_____ for necessary action.

2. The Provident Fund Account No. of Shri/Smt./Kum. _____
_____ as verified from the Statement issued to him/her from
year. _____ .

3. He/She is due to retire from Government Service with effect from _____ afternoon.

4. Certified that he/she had taken the following advances in respect of which _____
installments of Rs. _____ are yet to be recovered and credited to the Fund Account. The
details of the Final withdrawals granted to him/her after period covered by the aforesaid accounts
statements are as indicated below: -

<u>Temporary advances</u>	<u>Final Withdrawals</u>
1) _____	1. _____
2) _____	2. _____

(Signature of the Head of Office.)

PART-II

(To be submitted by the subscribed immediately after the last fund deduction has been made from his
salary. 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 applications dated _____ for the final payment of Provident
Fund balance, I request that 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 OFFICERS)

Forwarded to the Pay & Accounts Officer/Accountant General, _____
_____ for necessary action/in continuation of endorsement
No. _____.

2. He/She is due to retire from service on _____ has proceeded on leave preparatory to
retirement for _____ months from _____ has been discharged/dissmised 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/She
joined service with _____ on _____ forenoon/afternoon.

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

4. Certified that he/she was neither sanctioned any temporary advances nor any final withdrawals
from his/her provident fund account during the 9 months immediately proceedings to the date on which
the last fund deduction has been made from his/her salary or 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 9 months immediately preceding the date on
which the last fund deduction has been made from his/her salary or thereafter.

	<u>Amount of advance/withdrawal</u>	<u>Date</u>	<u>Voucher Number</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

(Signature of the Head of Office.)

6. Provident Fund Account Number allotted to the subscriber.
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known
8. Details of the nominees alive on the date of the subscriber if a nomination subsist.

Name of the Nominee	Relationship with the subscriber	Share of nominee
1.		
2.		
3.		

9. In case 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 birth
1.		
2.		
3.		

10. In case nomination subsists the details of the surviving members of the family on the death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber, if should be stated against her name whether her husband was alive on the date of the subscriber.

Name	Relationship with the subscriber	Age on the date of birth
1.		
2.		
3.		

11. In the case of amount due to minor child whose mother (widow of subscriber) is not a Hindu, the claim should be .

12. If the subscriber has left no family and no nomination subsists, the names of persons to who the Provident Fund money is payable (to be supported by letter of probate of succession certificate etc.)

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

13. Religion of the claimant(s)

14. The payment is desired ¹³³ through the office of í í í í í .. through the í í í í í í í í í í í í í í í í Treasury/ Sub-Treasury. In this connection the following documents duly attested by a Gazette Officer in Service/ Magistrate are attached.

- (i) Personal marks of identification.
- (ii) Left/Right hand thumb and finger impression (in the case of illiterate claimants).
- (iii) Specimen signature in duplicate (in the case of literate claimant.)
- (iv) Photographs in duplicate.

Yours faithfully,

(Signature of claimant)

Full name and Address

Station í í í í í í í í í í í í í í í í

Date í í í í í í í í í í í í í í í í

(FOR USE OF HEAD OFFICE/ DEPARTMENT)

Forwarded to the Accountant General í í í í í í í í í í í . for necessary action. The particulars furnished above have been duly verified.

2. The Provident Fund Account No. í í í í í í í í .. of Shri/ Smt/ Kumari (As verified from the annual statement furnished to him/ her) is í í í í í í í í í í í í í í í ..

3. He/ She died on í í í í í í í . A death certificate issued by the Municipal authorities has been produced/ is not required in this cases there is no doubt about his/ her death.

¹³³ This applies only when payment is not desired through the Head Office

4. The last fund deduction was made from his/ her pay for the month of í í í í í drawn in this office Bill í í í í í .No í í í í í dated í í í í í .for Rsí í í í í .. (Rupees í í í í í í .í í í í í í í í) Case Voucher No í í í í í í of í í í í í Treasury the amount of deduction being Rsí í í í í í .. and recovery on account of refund of advance Rs í í í í í í í í ..

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

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 death.

Amount of advance/ withdrawal	Date of place of encashment	Voucher No.
1.		
2.		
3.		

6. 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 death for payment of insurance premier or for the purchase of a new policy.

Policy No. and name of the company	Amount	Date	Voucher No.
1.			
2.			
3.			

7. It is certified that demands of/ following demands Government are due for recovery.

(Signature of the Head of Office/ Deptt.)

Note.- Certificate No. 7 to be furnished in the case of C.P.F. only

¹³⁴ **FORM "XV"**

[Rule 31(1)]

Form of Application for Final Payment/of Balances in the _____ Provident Fund Account.

To,

The Pay and Accounts Officer/ Accountant General,

(Through the Head of Office)

Sir,

I am due to retire/ have retired/ have proceeded on leave preparatory to retirement for _____ months/have been discharged/ dismissed/ have permanently been transferred to 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. I requested that the entire amount at my credit with interest due under the rules may be paid to me through _____ Treasury/ Sub-Treasury. My Provident Fund Account No. is _____.

PART- I

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

3. An amount of Rs. _____ stood to the credit in my Provident Fund Account as

¹³⁴ Modified vide DP&T Notification No. 11.26/15/84-AIS-III dated 22.10/1986

indicated in the Accounts statements issued to me for the year _____ as appearing in my ledger account being maintained by you. I request you that my Provident Fund Account may be reviewed and brought up-to-date.

4. The undermentioned Life Insurance Policies were being financed by me from my Provident Fund Account.

Number	Name of the Company	Sum assured.
1.	_____	_____
2.	_____	_____
3.	_____	_____

5. I will make another application immediately after last fund deduction has been made from my salary, in part II of the Form.

Yours faithfully,

Signature _____

Station _____

Date _____

Name _____

Address _____

(FOR USE BY HEADS OF OFFICE)

Forwarded to the pay and Accounts officer/ Accountant General, _____ for necessary action.

2. The Provident Fund Account No./ of Shri/ Smt./ Kum. _____ as verified from the statement issued to him/ her from year _____.

3. He/ She is due to retire from Govt. Service with effect from _____ afternoon.

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 after the period covered by the aforesaid accounts Statements are as indicated below :-

	Temporary advances	Final withdrawals
1.	_____	_____
2.	_____	_____
3.	_____	_____

Signature of the Head of Office

PART II

(To be submitted by the subscriber immediately after the last fund deduction has been made from his salary. This part is also applicable in the case of subscribers who apply for final payment for the first payment for the first time after date of superannuation, discharge, resignation etc.)

In continuation of earlier application, dated for _____ for the final payment of Provident Fund balance, I request that balance at my credit with interest due under the rules may the rules may be paid to me.

OR

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

Signature _____

Name _____

Address _____

(FOR USE BY HEADS OF OFFICE)

Forwarded to the pay and Accounts officer/ Accountant General, _____ for necessary action/ in continuation of endorsement No. _____

2. He/ She is due to retire from service on _____/ has proceeded on leave preparatory to retirement for _____ months from _____ /has been discharged/ dismissed/ permanently transferred to _____/has registered finally from Government service/ has registered

service under _____ Government to take appointment with _____ and his/ her resignation has been accepted with effect from _____ forenoon/ afternoon. He/ She joined service with _____ on _____ forenoon/ afternoon.

3. The last fund deduction was made from his/ her pay in this office Bill No. _____ dated _____ for Rs _____ (Rupees) _____, Cash Voucher No. _____ of Treasure, the amount deduction being Rs. _____ and recovery on account of refund of advance Rs. _____

4. Certificated that he/ she was neither sanctioned any temporary advances nor any final withdrawals from his/ her provident fund account during the 9 months immediately preceding the date on which the last fund deduction has been made from his/ her salary or thereafter.

OR

Certificated that the following temporary advances final withdrawals sanctioned to him/ her and drawn from his/ her Provident Fund Account during the 9 months immediately preceding the date on which the last fund deduction has been made from his/ her salary or thereafter.

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

(Signature of the Head of Office)

APPENDIX- I

Copy of Letter No. 10026/6/67- AIS III dated 13.10.1987 of Government of India, Ministry of Personal, Public Grievances and Pensions Department of Personnel & Training.

Subject : All India Service (Provident Fund) Rules, 1955- Introduction of Pass- Book for AIS Officers.

I am directed to say that in pursuance of the recommendation of the Fourth Pay Commission it has been decided that the system of Pass ó Book on a voluntary basis for Provident Fund accounts should be introduced by the Central Government in respect all Group ~~A~~ employees and All India Services officering in the Center. The system will be introduced from the financial year 1988-89. In this connection, a copy of the Office Memorandum dated 1st September, 1987 issued by the Department of Pensions & Pensioners Welfare is enclosed.

2. The State Government may consider introducing the system of Pass- books on a voluntary basis for Provident Fund accounts should be introduced by the Central Government in respect all Group ~~A~~ employees and All India Services officers serving under them. The scheme may be operated as under:

(a) The Passbook may be in the annexed to the OM of 1.9.1987 referred to above.

(b) As soon as the scheme is introduced, the State Government shall inform the members of the All India Service(borne on the cadre of that State) serving under the State and also on Central deputation.

(c) In the case of officers on Central Deputation, the State Government concerned may obtain the option and in case where the option has been exercised in favour of passbook, entries upto the month upto which Provident Fund Contribution was made may be completed and the following certificate recorded in the passbook :

Provident Fund account transferred to _____ vide Government of _____ letter No. _____ dated _____ consequent on the deputation of Shri _____ to _____ w.e.f. _____ The passbook will then be sent to the member of the Service.ø

(d) When a member of the AIS is transferred on Central deputation, the entries in the PF account shall be completed upto the month for which the PF contribution has been made by the member of the Service concerned and the pass book shall be given to the officer at the time of his transfer.