

## Form of Application for Final Payment of General Provident Fund Balance

[Retirement/Resignation/Removal/Transfer of Balance or Death Case]  
TO BE FILLED IN BY THE APPLICANT

To,

The Accountant General  
Andhra Pradesh, HYDERABAD.

(Through the Head of office in case of Non-Gazetted and  
Through Head of the department in case of Gazetted officers)

1. Name of the Subscriber(in capital letters)  
Personal Mobile No. and Emp ID.(7 digit)
2. Date of Birth :
3. Designation and office to which attached :
4. G.P.F. Account No. With Departmental Suffix :
5. Residential address of the claimant :
6. Copy of the latest Account slip is enclosed: YES/NO
7. i) Date of Retirement :  
or  
ii) Date of resignation  
or  
iii) Date of voluntary Retirement  
or  
iv) Date of dismissal/removal/Compulsory retirement/invalidation
8. Particulars of offices worked during the  
Last 3 years

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Name of Office Address

Working during the period  
From To

Designation

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9. Office/Treasury at which payment is desired

10. If payment is desired out-side the place of :

Last duty enclosed the following documents

- a) Personal marks of identification
- b) Two specimen signatures.
- c) Left/Right hand thumb impression  
(in case of illiterate claimants)

11. CERTIFICATES:

- i) I have not resigned from Government Service to take up appointment in another department of State Government/ Central Government or under a Body Corporate owned or controlled by the state or Central Government.

ii)

Note: This certificate is to be furnished only by a subscriber who resigned from Government service. If resigned to take up appointment elsewhere, the information regarding transfer of balance may be given in the form prescribed in the Annexure.

- iii) I hereby undertake that no appeal shall be preferred by me against my dismissal/removal/compulsory retirement/invalidation)
- iv) I hereby undertake to refund any excess payment arising out of clerical error in the settlement of G.P.F. Claim.

12. In case death the following particulars may be furnished.

- a) Date of death :  
(Copy of death certificate to be enclosed
- b) Religion of Deceased Government :
- c) Details of the surviving members of :  
the family on the date of death of  
the subscriber are furnished below

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Sl.No	Name	Relationship with subscriber	Date of birth	Marital Status as on the Date of death of the subscriber
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Place:  
Date

Signature of the  
Subscriber Claimant

### FOR THE USE OF HEAD OF THE OFFICE/HEAD OF THE DEPARTMENT

The final withdrawal application is forwarded to the Accountant General, Andhra Pradesh, Hyderabad, for authorizing the balance.

13. Certified that all the particulars furnished above have been verified with reference to office records and are found correct.
14. The last fund deduction was made from his/her pay for the month of .....Vide this Office Bill No.....Dt.....for Rs.....(Rupees.....)cash voucher No.....of Treasury, the amount of deduction towards G.P.F subscription being Rs.....and recovery on amount of refund of advance Rs.....
15. Details of G.P.F. Deduction made from the subscriber's salary during the last 12 months immediately preceding the date of retirement (in the proforma appended to G.O. Ms. No. 216. Dated 4-6-1986.
16. Certified that he/she was neither sanctioned any temporary advances nor any part – final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

17. Certified that the following temporary advance part-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/proceeding on leave preparatory to retirement or thereafter.

Amount of Advance/ Part-final withdrawal	Date	Voucher No.
1.		
2.		

18. 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 quitting service/proceeding on leave preparatory to retirement or there-after for payment of insurance premia or for the purchase of a new policy

1. Policy No. and Name of Insurance Company
2. Sum Assured
3. Particulars of Premia paid form G.P.F.

Yours faithfully,

Station:

Date :

SIGNATURE

With date and Designation

Official Mobile /Phone No.

DDO ID:

## ANNEXURE

### TRANSFER OF BALANCE:

In case of absorption in other Departments other state Government/Public/sector under takings Furnish the following information.

- I. Date of absorption :
- II. is absorption on permanent basis :
- III. is absorption without breaks in service :
- IV. in case of break in service whether it is limited to  
joining time allowed on transfer :
- V. Is the absorption with the approval of State  
Government :
- VI. Accounts Officer to whom the balance as to  
be transferred and the new G.P.F. Account  
No. allotted by him :

## **FW APPLICATION INSTRUCTIONS**

### **For GPF Subscribers (Accounts maintained by A.G.Office):**

#### **How to fill GPF (final payment) details**

#### **GPF final withdrawal details can be filled only after furnishing particulars for pension. (A.G. authorised or State Audit authorised)**

Ensure that subscriber particulars (compulsory) are furnished against relevant fields viz;

- a) Employee I.D. assigned by Treasury.
- b) Name of the subscriber in full as per the service register.
- c) Father's name or Husband's name in case of a female employee as per records.
- d) Religion of the employee as per records.
- e) Date of birth as recorded in service register.
- f) Designation & office where the subscriber worked/ working.
- g) Date of retirement (superannuation/voluntary retirement/compulsory retirement) or invalidation or resignation or removal/dismissal from service.
- h) Date of death (In case of death of the subscriber) Copy of death certificate to be enclosed to the F.W. application.
- i) Name of the claimant in case of death of the subscriber. (Should be the nominee or eligible family member as per the definition under Rule.2 of GPF Rules)
- j) Personal mobile number of the subscriber/claimant. (If exists)
- k) Land line phone number with STD code. (If exists)
- l) Personal e-mail I.D. of the subscriber/claimant.
- m) Address for communication in full including Door No & street (essential for urban areas) and PIN code.
- n) Address after retirement.

#### **Now fill up GPF details for final payment**

- o) Select the correct suffix (appearing in the GPF account statement) from the list and enter in the appropriate field provided.
- p) Enter GPF Account Number as mentioned in the GPF account statement. (Enclose copy of latest available statement to the F.W. application)
- q) Furnish details of office from which retired/last worked.
- r) Furnish last fund deduction details including details of STO/DTO/PAO
- s) Furnish (compulsory) particulars of GPF withdrawals (T.A/PFW) during last 12 months.  
**(Certificate or Nil statement counter signed by the GPF loan sanctioning authority is must in the F.W. application)**
- t) Furnish particulars of employment during last 3 years of service.
- u) Furnish list of Family members along with age as on DOD of the subscriber, relationship and marital status.

**In death cases:** This list should contain all family members including pre-deceased, along with dates of death of the pre-deceased. However, GPF shares are to be claimed / recommended only to the eligible family members. Forwarding authorities should not recommend GPF shares to ineligible family members like major sons, married daughters along with other eligible family members and at the same time, should not eliminate any eligible family member like parents and minor children of the subscriber. Guardian in

respect of minor children where ever natural guardian is not there should be appointed by the DDO. Date of marriage in case of second or subsequent marriage should be furnished. Mentioning about first wife (whether not alive or divorced) is a must in these cases. Guidelines under Rule 2 and 30 of GPF Rules should be followed for determining eligibility.

Special attention to be given by DDOs in respect of cases involving judicial orders and they should be forwarded with specific remarks to avoid needless correspondence. Attested copies of all relevant documents should be enclosed to the F.W. application.