

Check List to be attached to the General Provident Fund final payment applications by the Head of Offices/ Departments after indicating compliance against each item.

1. Prescribed Form: -

(1) Whether Final payment application is in the Prescribed Form- 1 & 2 (Death Case)

2. Name: -

3. Designation: -

4. Birth Date: -

5. Date of Joining Service: -

2. Particulars to be filled in by the subscriber/claimants and Head of Office.

(a) If Form 1

(1) Whether the event, Fund Account Number and place of payment have been correctly shown against para No.1,2 and 3 of application by the subscriber.

(2) Whether Para 2 of the portion for use by Heads of Offices regarding event has been correctly and completely filled in.

(3) Whether last Fund deduction has been correctly shown in Para 3 with all relevant details.

(4) Whether the subscriber had opted for discontinuing his General Provident Fund subscription six months prior to date of his retirement and the month from which actually discontinued have been shown correctly under Para 3.

(5) Whether certificate of non-withdrawals of Temporary Advance/ Part Final Withdrawals has been correctly given or the details of Temporary Advances and Part Final Withdrawals during last 12 months have been fully recorded after the due verification vide Para 4 and 5 of the form.

(6) In case of resignation (Para 7) for taking up appointment in another department etc. whether full details as to the office, where to be appointed and designation etc. have been brought out.

(b) If Form 2

(1) Whether particulars against Sr. No. 1 to 7 have been correctly filled in and a certified copy of death certificate has been sent.

(2) Whether required details of nominees have been correctly given against Sr. No. 8 & 9 of the form.

- (3)** If no nomination whether details of surviving members of the family as on the date of death are fully recorded against Sr. No. 10 and whether for a Non-Hindu minors share, indemnity Bond or Guardianship Certificates are attached (vide Sr. No. 11).
- (4)** If no nomination and also no family member whether letters of probate or succession certificate etc. have been produced by the claimant.
- (5)** For payments through Treasury whether personal marks of identification/ left hand thumb impression and specimen signatures accompany the application.
- (6)** Whether full residential address of the claimant has been recorded.
- (7)** Whether the portion to be filled in by Head of Office vide Para No. 2,3,4 have been correctly filled in and whether full details of temporary Advances/ Part Final Withdrawals sanctioned and drawn during last 12 months have been recorded after verification (vide para 5 of the form).