

**Before sending claim application for Final Payment of G.P.F. money to Pr. Accountant General's office, D.D.O. should ensure submission of the following information/certificates.**

- a. Certificate of drawal or non-drawal of non-refundable advance during the period of 12 months immediately preceding the date of retirement/resignation/death or thereafter.
- b. Certificate of drawal or non-drawal of temporary advance during the period of 12 month immediately preceding the date of retirement/resignation/death or thereafter.
- c. Certificate of drawal or non-drawal of any amount not exceeding 90% of the GPF balance within 12 months immediately preceding the date of retirement on superannuation under F.D. (Audit Branch) memo No. 11830-F dated 05.11.1993.
- d. Details of last Fund deduction viz. amount, T.V. No., Token No. and date, Head of account and place of encashment.
- e.
  - i) An exhaustive list of family member(s) of the deceased subscriber showing their relationship with the subscriber and their respective age on the date of death of the subscriber under the signature of the Head of the Office/Department as prescribed in the application from.
  - ii) In case of daughter(s) the information regarding their marital status as on the date of death of the subscriber. If married, exact date of marriage and whether husband(s) were alive on the date of death of the subscriber.
  - iii) In case the subscriber died without leaving a family and without executing a valid nomination detailed list of dependents of the subscriber (viz. parent, minor brother, unmarried sister, etc., as defined in section 2(c) of the G. P. Fund Act. Of 1925).
- f. Application for final payment should be submitted in proper form prescribed by the Government. Form 10A where the subscriber is alive and Form 10B in case of death of a subscriber.