

Information/Documents which are required to be submitted by the concerned DDO/Head of office along with forwarding letter at the time of allotment of new account no. of GPF and Final Payment cases

Allotment of New Account No. of GPF

- i. Forwarding Letter.
- ii. Statement of particulars for allotment of Provident Fund Account numbers to compulsory subscribers [See Decision below Rule 4]
- iii. Form of Nomination [Rule 5(3)]
- iv. Appointment order/promotion order
- v. Age Proof Certificate
- vi. MGEL No/CPIS No.
- vii. A separate statement showing
 - a) Name of the subscriber
 - b) Designation/Name of the post held
 - c) Basic pay/Pay
 - d) Name of the Treasury
- viii. Any other information as may be necessary.

Final Payment Case

- i. Forwarding Letter
- ii. Prescribed Application Form for FP
- iii. Form 1
 - a) Appendix D [For final payment/Transfer to corporate Bodies/Other Govts] (in case of retirement or superannuation)
 - b) Form 2 Appendix D (to be used by the nominee or other claimants where no nominee subsists)
- iv. Retirement or Termination order
- v. GPF Withdrawal or non withdrawal certificate for the last 12 month immediately preceding during the date of retirement.
- vi. Last three years GPF balance Statement issued by O/o the Principal Accountant General (A&E), Manipur, Imphal.
- vii. Legal Wife/Husband certificate from the competent authority in case of death of the subscriber.
- viii. List of Family members eligible claimants when no nominee subsists.
- ix. Death certificate of the nominee in case of death of nominee.