

Form GFR 10 – A
(FOR GAZETTED OFFICERS)
FORM OF APPLICATION FOR FINAL PAYMENT

To

The Director,
Punjab Engineering College,
(Deemed to be University),
Chandigarh.
(Through the head of Department)

Sir,

I am due retire / have retire / have proceeded on leave preparatory to be retirement for _____ month / have been discharged dismissed / have been permanently transferred to _____ have resigned finally from government service under _____ government to take up appointment with and my resignation have been accepted, with effect from _____ F.N / A.N.

2. My provident fund account no. is _____
3. My specimen signatures in duplicate duly attested by another gazette officer are enclosed.

Part I

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

4. I request that the amount of Rs. _____ standing to the credit in my GPF Account as indicated in the accounts statement issued to me for the year _____ (enclosed) / as appearing in my ledger account being maintained by you, may please be arranged to be paid to met through _____ Treasury / Sub Treasury.
5. Certified that I had taken the following advances in respect of which _____ installments of Rs. _____ are yet to be repaid to the fund account. I had taken the following final withdrawals.

	TEMPORARY ADVANCE	FINAL WITHDRAWALS
1		
2		
3		
4		
5		

6. Certified that the following accounts were withdrawn be me to finance my life insurance policy from my P.F. accounts: -

1	
2	

7. Certified that after the payment of first installment of my provident fund balance, I will apply for the payment of the subsequent installments in Part II of the form immediately on retirement.

Signature of the subscriber

Name _____

Address _____

Certification by the Head Officer/ Department

Certified that the above information has been verified from the record being maintained in this office and is correct.

Signature of Head of Department

PART – II

1. In continuation of my application for the final payment sent to you vide no. _____ dated: _____ I request that the balance in my provident fund account may please 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 through _____ Treasury / Sub- Treasury may be transferred to my provident fund account. My P F account No. is _____.

2. A sum of Rs. _____ Rs. (_____) was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of _____ for Rs. _____ encashed on _____ at _____ Treasury / Sub-Treasury.
3. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my provident fund account during the 12 months immediately proceeding the date of my quitting service under _____.

OR

Details of the temporary advances drawn by me / final withdrawals made by me from my provident fund account during the 12 months preceding the date of my quitting service under _____ Government / proceeding on leave, preparatory to retirement or thereafter are given below:

	Amount of advance	Date
1		
2		

4. I hereby certify that no amount was withdrawn / the following amounts were withdrawn by me from my provident fund account during the 12 months immediately preceding the date of my quitting service under _____ Government / Proceeding on leave preparatory to retirement or thereafter for payment of insurance / policies or for the purchase of new policy.

	Amount	Date
1		
2		

5. The particulars of the life insurance policies financed by me from provident fund which are to be released by you are given below: -

	Policy No.	Name of the Company	Sub Assured
1			
2			
3			

**Station
Dated:**

Yours faithfully

Signature of the subscriber

Name _____

Address _____

Para – 4 applies only when payment is desired at the treasury other than the one at the District headquarters where the subscriber last served. Otherwise it may be struck out.

Certificate by the Head of Department

1. Forwarded in continuation of endorsement No. _____ Dated: _____
 - a. It is certified after due verification with reference to the records in my officer, that no temporary advance / final withdrawal was sanctioned to the applicant from his / her provident fund account during the 12 months immediately / proceeding on leave preparatory to retirement or thereafter.

OR

2. It is certified that after due verification with reference to the records in my office that the following temporary advances / final withdrawals were sanctioned to and drawn by the applicant from his / her provident fund account during 12 months immediately proceeding the date of his / her quitting service under _____ Government / proceeding on leave preparatory to retirement or thereafter.

	Amount of advance / withdrawal	Date	Voucher No.
1			
2			

3. It is certified that no demands / following demands of Government are due for recovery.
4. Certified that he / she have not resigned from Government Service with prior permission of the Central Government to take up and appointment in another department of the Central Government or under a state Government or under a body corporate owned or controlled by the state.

Signature of Head of Department

UNDERTAKING

1. I _____ working / worked as _____ is going to be retired / has retired on _____. I hereby undertake that in case, if there is any excess payment is made in respect of GPF final withdrawal from GPF A/C No. PEC-DU-IV _____ on account of any reasons, I shall refund the said excess payment and further authorize the Director, Punjab Engineering College, (Deemed to be University) to make recoveries of such excess payments from pension etc.

2. Further, I hereby also undertake that in case, if the rate of GPF interest is decreased from ___ % for the payment is made in respect of GPF final withdrawal from GPF A/C No. PEC-CU-IV_____, I shall refund the said excess payment and further authorize the Director, Punjab Engineering College, (Deemed to be University) to make recoveries of such excess payments from my pending dues / pension etc.

Signature of applicant

Name _____

Designation _____

Address _____

Mobile No. _____

**Official is required to submit No Due Certificate along with application form.*