

**Form GPF 10 - B**  
**(FOR NON GAZETTED OFFICERS)**  
**FORM OF APPLICATION FOR FINAL PAYMENT IN THE GENERAL PROVIDENT FUND**  
**ACCOUNT NO. \_\_\_\_\_**

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. I desired to receive payment through my office / through the treasury / sub treasury \_\_\_\_\_.

**Part I**

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

4. I request that the amount of Rs. \_\_\_\_\_ standing to the credit in my GPF account is indicated in the account statement issued to me for the year \_\_\_\_\_ (enclosed as per in my ledger account being maintained by you may please be arranged to be paid to me as first installment of my final payment at \_\_\_\_\_.
5. The under mentioned life insurance policies were being finance by me from my Provident Fund Account.

	Policy Number	Name of Company	Sum Assured
1			
2			
3			
4			
5			

6. After payment of the first installment of my provident fund balance, I will apply for the payment of the second installment in Part II of the form immediately on retirement.

**Yours faithfully**

**Station:**

**Signature of the subscriber**

**Dated:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(FOR USE BY HEAD OFFICE)

1. Forwarded to the Accountant General \_\_\_\_\_ for necessary action.
2. The Provident fund account no. of Sh. \_\_\_\_\_ (as verified from the statement furnished to him / her from year to year) is \_\_\_\_\_
3. Certified that he / she had taken a temporary advance in respect of which \_\_\_\_\_ installment of Rs. \_\_\_\_\_ are yet to be recovered and credited the final account. The details of the final withdrawal granted to him / her also indicated below: -

	Temporary advances	Final withdrawals
1		
2		

Certified that the following amounts were withdrawn from him / her account to finance the life insurance policies: -

	Policy Number	Name of Company	Sum Assured
1			
2			

**Signature of the Head Office**

**PART II**

in continuation of my earlier application dated \_\_\_\_\_ for the final payment of provident fund balance, I request that the entire balance at my credit with interest due under the rules may 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 / transferred to \_\_\_\_\_

**Signature****Name** \_\_\_\_\_**Address** \_\_\_\_\_

\_\_\_\_\_

**(FOR USE BY HEAD OFFICE)**

1. Forwarded to the Accountant General \_\_\_\_\_ for necessary action in continuation of Endst. No. \_\_\_\_\_ dated \_\_\_\_\_.
2. He / She has finally retired / will proceed on leave preparatory to retirement for \_\_\_\_\_ months / has been discharged / dismissed / has been transferred to \_\_\_\_\_ has resigned finally from Government services / has resigned under \_\_\_\_\_ Government to take appointment with \_\_\_\_\_ and his resignation has been accepted w.e.f. \_\_\_\_\_ F.N. / A.N.
3. The last fund deduction was made from his pay in this office bill no. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ voucher no. \_\_\_\_\_ of \_\_\_\_\_ Treasury / Office, the amount of deduction being Rs. \_\_\_\_\_ and recovery on account of advance of Rs. \_\_\_\_\_.
4. Certified that he was not sanctioned any temporary advance of final withdrawal from his General Provident Fund Account during 12 months immediately proceeding the date of his quitting service under \_\_\_\_\_ Govt. / proceedings on the leave preparatory to retirement.
5. Certified that the following temporary advance / final withdrawal were sanctioned to him and drawn from his Provident Fund Account during the 12 months immediately proceeding the date of his quitting service under \_\_\_\_\_ Govt. / Proceeding on leave preparatory to retirement or thereafter.

	Amount of advance / withdrawal	Date	Voucher no.
1			
2			
3			

6. Certified that no amount was withdrawn / the following amounts were withdrawn from his GPF account during the 12 months immediately proceeding the date of his quitting service under \_\_\_\_\_ Govt. / Proceeding on leave. Preparatory to retirement or thereafter for payment to insurance premium or for purchase of new policy: -

	Amount	Dated	Voucher no.
1			
2			

7. It is certified that no demand / following demands on Govt. are due to recover.

8. Certified that he /she was not resigned from Govt. service with permission of the Central Govt. to take up appointment in another department of the Central Govt. or in a State Govt. of a body corporate owned or controlled by the State \_\_\_\_\_.

**Signature of the Head of Department**

Note: - Certificate no. 7 to be furnished in the case of contributory funds only.

## **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.*