FORM 1

Form to be used by Head of Office for Final Payment/transfer of balances in the General/Contributory Provident Fund Account to Autonomous Bodies/Other Governments

The General Provident Fund/Contributory Provident Fund Account Number of Shri/Smt./Km... ....., as certified from the statements furnished to him/her from year to year, is .....

2. He/She is due to retire from Government service/ has proceeded on leave preparatory to retirement for ..... months/has been discharged/dismissed/has been permanently transferred to ..... /has resigned finally from Government service on.....

3. Certified that he/she had taken the following advances in respect of which..... installments of Rs..... each are outstanding.

Amount of Temporary advances	Amount outstanding
1	.....
2.	.....
3.	.....
4.	.....

4. Details of the withdrawals granted to him/her in the current financial year are also indicated below-

Amount of Final withdrawal	Date of withdrawal
1	.....
2.	.....
3.	.....
4.	.....

5. After adjusting the above withdrawals and advances, an amount of Rs..... standing to the credit in his/her Provident Fund Account is appearing in the ledger account.

6. The final payment be made after verifying the records.

Signature
Head of Office

Forwarded to the Pay and Accounts Office ..... for necessary action.

(3)

Form 2
Form of application for final payment of balance in the Provident Fund Account on death of a Subscriber
Part - I

To

The Head of Office,
.....
.....

Sir,

With reference to your letter no. ....., dated ..... it is requested that arrangements may kindly be made for the payment of the accumulations in the General Provident Fund/Contributory Provident Fund Account of Shri/Smt./Km..... ..... The necessary particulars required in this connection are given below –

1. Name of the subscriber.....
2. Post held by the subscriber.....
3. Date of death of the subscriber.....
4. Provident Fund Account number allotted to the subscriber .....
5. Information in 5 A or 5 B below, as applicable:-

5 A. Details of members of family and the nominees alive on the date of death of the subscriber:

Name and address of the nominee/member of family	Date of birth of the nominee/ member of family	Marital status of nominee on the date of death of subscriber	Relationship of the nominee/member with the deceased subscriber	Whether he/she is a nominee
(1)	(2)	(3)	(4)	(5)

Or

5 B. If the subscriber has left no family and no nomination subsists, the name of persons to whom the provident fund money is payable (to be supported by letter of probate or succession certificate, etc).

	Name and address	Relationship with the subscriber	Date of birth
(i)	.....	.....	.....
(ii)	.....	.....	.....
(iii)	.....	.....	.....

-5|16-

6. In case the recipient(s) is/are minor, details of the guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

Note: In case of a minor child whose mother (widow of subscriber) is not a Hindu, the claimant shall submit an Indemnity Bond, or Guardianship certificate, as the case may be.

7. The claimants, shall enclose the following documents, duly attested:

(a) Photograph
(b) Specimen signatures in duplicate (in case of literate claimants)/Thumb or finger impression (in case of illiterate claimants)

8. Other documents to be enclosed:
   (a) Death certificate
   (b) A copy of letter of probate/succession certificate/legal heir certificate, etc. (where applicable).
   (c) Any other document regarding eligibility of the claimant, as per rules

Yours faithfully

Station
Date

(Signature of claimant, including gurdian)
(Full name and address)

PART II

(FOR THE USE OF HEAD OF OFFICE)

Forwarded to the Pay and Accounts Officer ..... for necessary action. The particulars furnished above have been duly verified.

2. The General Provident Fund/Contributory Provident Fund Account No. of Shri/Smt./Kumari ..... is .....

3. The last fund deduction was made from his/her pay for the month of ..... drawn in this office Bill No. ....., dated ..... for Rs ..... (Rupees .....), the amount of deduction being Rs. ..... and recovery, on account of refund of advance being Rs .....

4. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund Account during the 12 months immediately preceding the date of his/ her death; or

Certified that the following temporary advances/final withdrawals were sanctioned to him/ her and drawn from his/ her Provident Fund Account during the 12 months immediately preceding his/ her death.

	Amount and date of advances/withdrawals	Date
(i)	.....	
(ii)	.....	

5. Amount of Provident Fund Money standing to the credit of the subscriber at the time of his/her death is Rs.....

(Signature of the Head of Office)

Form 3

Form for Application for Advance from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber ... ...

2. Account Number (with Departmental suffix) ...

3. (i) Designation
   (ii) Section/Branch ... ...

4. Basic Pay/ (Pay in the Pay Band+Grade Pay) ... ...

5. Balance at credit of the subscriber on the date of application ..... (if known)

6. Whether any advance is outstanding, if so, the purpose for which advance was taken:

7. Amount of advance required ... ... ₹

8. (a) Purpose for which the advance is required ...
   (b) If advance is sought for House Building, etc,. following information may be given:- ...
      (i) Location and measurement of the plot ...
      (ii) Whether plot is freehold or on lease ...
      (iii) Plan for construction ...
      (iv) If the flat or plot being purchased is from a Group Housing Society, the name of the Society, the location and measurement, etc. ...
      (v) Cost of construction ...
      (vi) If the purchase of flat is from DDA or any other State/city Development authority or any Housing Board or any other Government agency, the location, Dimension etc., may be given ...

   (c) If advance is required for education of children, following details may be given:-
      (i) Name of the son/daughter ...
      (ii) Class and Institution/College where studying ... ...
      (iii) Whether a day-scholar or a hostler ...

-8|16-

(d) If advance is required for treatment of ailing member(s) of family, following details may be given:-

(i) Name of the patient and relationship ...

(ii) Name of the Hospital/Dispensary/ Doctor where the patient is undergoing Treatment ... ...

(iii) Whether outdoor/indoor patient ...

(iv) Whether reimbursement available or not ... ...

Note:- In case of advance under 8 (c) to 8 (e), no certificate or documentary evidence is required.

9. Number of monthly instalments in which theconsolidated advance (total of items 6 and 7) is proposed to be repaid ..... instalments

10. (i) Special reasons for the advance if it is in excess of the limit laid down in rule 12 (1) or if there is an advance outstanding as on the date of application

(ii) Special circumstances if the advance is applied for the reasons other than those mentioned in rule 12 (1)

I certify that particulars given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.

Signature of Applicant

Dated:

Part II
(To be filled in by the Drawing & Disbursing Officer)

1. Balance at credit of the subscriber on the date of application is given below:-

(i)	Closing balance as per statement for the year..... ...	.....₹
(ii)	Credit from..... to ..... on account of monthly subscription	.....₹
(iii)	Refunds	.....₹
(iv)	Amount of advance outstanding ...	.....₹
(v)	Withdrawals during the period from..... to.....	.....₹
(vi)	Net balance at credit ...	.....₹

2. Purpose for which advance was taken earlier.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for advance from Provident Fund

(Signature)

(9)

Form 3 A
Pro forma for sanction of advance from Provident Funds

No. .....
Ministry of.....

To

Accounts Officer
.....
.....

Sir,

I am directed to convey sanction of the Competent Authority underrRule ..... of the General Provident Fund (Civil Services) Rules, 1960/Contributory Provident Fund Rules (India), 1962 ..... to the advance of a sum of ₹ ..... (Rupees ..... only) by Shri ..... (name and designation) from his Account No. ..... to enable him to meet the expenditure on .....

2. The advance will be recovered in ..... monthly instalments of ₹ .....each, commencing from the salary for the month of ..... payable in .....

3. A sum of ₹ ..... (Rupees ..... only) out of advance of ₹ ... sanctioned in ..... and paid to him / her in the consolidated amount as specified below. This amount together with the advance now sanctioned aggregating to ₹ ....., will be recovered in .... monthly instalments of ₹ ..... each, commencing from the salary for the month of ..... payable in .....

4. The balance at the credit of Shri ..... as on ..... is detailed below:-

(i)	Balance as per account slip for the year	...	₹
(ii)	Subsequent deposits and refunds of advance at the rate p.m. from ..... to.....	...	₹
(iii)	Total of Col. (i) and (ii)	...	₹
(iv)	Subsequent withdrawals and advances if any	...	₹
(v)	Balance as on date of sanction Col. (iii) – (iv)	...	₹

5. This issues with the concurrence of ..... vide Dy. No....., dated .....

Sanctioning authority

Copy forwarded to:

1. Drawing and Disbursing Officer.
2. Shri/Smt./Km ..... His/her attention is drawn to the provisions of the Rule 12 of GPF (CS) /CPS (India) Rules and requested that a certificate to the effect that the advance sanctioned above has been utilized for the purpose for which it has been sanctioned may, therefore, please be furnished within three months of the disbursement of the money.
3. Sanction File.
4. Pay and Account Office

Form 4

Pro forma for application for withdrawal from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber ... ...

2. Account Number (with Departmental suffix) ...

3. (a) Designation ... ...
   (b) Section/Branch ... ...

4. Basic Pay/ (Pay in the Pay Band+Grade Pay) ... ...

5. Date of joining service

6. Date of superannuation ...

7. Balance at credit of the subscriber on the date of Application

8. (a) Amount required as withdrawal ...
   (b) Is the application made under rule 15 (1) (C), that is, one year before the date of superannuation — Yes/No
   (c) If no, purpose for which the withdrawal is required

9. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year

Dated:

Signature of Applicant
Name .....

Part II
(To be filled in by the Head of Office)

1. Balance at credit of the subscriber on the date of application is given below:-

(i) Closing balance as per statement for the year .....₹

(ii) Credit from..... to ..... on account of monthly subscription .....₹

(iii) Refunds ... ...₹

(iv) Amount of Advance outstanding .....₹

(v) Withdrawals during the period from..... to..... .....₹

(vi) Net balance at credit ... .₹

2. Purpose for which advance was taken

3. It is certified that the amount of withdrawal exceeds/does not exceed six months pay of the applicant Or half the amount at his/her credit / subscription in the ..... Fund Account, whichever is less / three-fourths of the amount of the credit / subscription of the applicant in the Fund Account.

4. It is certified that the applicant is within 10 years of his retirement on superannuation / has completed ..... years of his Government service on .....

5. It is also certified that the total amount drawn, including the withdrawal from the Provident Fund, from all Government sources by the applicant for house building purposes does not exceed the maximum limit prescribed from time to time under rules 2 (a) and 3 (b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

Note: Strike-out which is not relevant.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)

Form 4 A

Pro forma for sanctioning withdrawals from Provident Funds

No. .....

Ministry of .....

To

Accounts Officer

.....

.....

Sir,

I am directed to convey sanction of the Competent Authority under Rule ..... of the General Provident Fund (Civil Services) Rules, 1960 or under rule ..... of Contributory Provident Fund Rules (India), 1962.....to the withdrawal of a sum of ₹ ..... (Rupees ..... only) by Shri ..... (name and designation) from his Account No. ..... to enable him to meet the expenditure on .....

2. It is certified that the conditions for withdrawal as specified in General Provident Fund (Civil Services) Rules, 1960 have been met.

3. Balance at credit of the subscriber on the date of application is given below:-

(i)	Closing balance as per statement for the year	.....₹
(ii)	Credit from..... to ..... on account of monthly subscription	.....₹
(iii)	Refunds	.....₹
(iv)	Amount of Advance drawn between ..... and	.....₹
(v)	Withdrawals taken between ..... and	.....₹
(vi)	Net balance at credit ...	.....₹

4. This issues with the concurrence of .....vide Dy. No....., dated .....

Yours faithfully,

Sanctioning authority

Copy forwarded to:

1. Drawing and Disbursing Officer.
2. Shri/Smt./Km ..... His/her attention is drawn to the provisions of the Rule 16 of GPF (CS) /CPS (India) Rules and requested that a certificate to the effect that the withdrawal sanctioned above has been utilized for the purpose for which it has been sanctioned may, therefore, please be furnished within three months of the disbursement of the money.
3. Sanction File.
4. Pay and Account Office

Form 5

Pro Forma of Application for conversion of an advance into a final withdrawal

1. Name of the subscriber ... ...

2. Designation and office to which attached ...

3. Pay in Pay Band with Grade Pay ... ...

4. General Provident Fund (GPF)/Contributory Provident Fund (CPF) Account Number ...

5. Balance at credit on the date of application (amount actually subscribed by him along with interest due thereon in the case of GPF subscriber) ...

6. (a) Purpose for which advance taken ...
   (b) Date of payment of the advance ...
   (c) Amount of advance sanctioned ...
   (d) Amount of advance recovered ...
   (e) Amount of advance outstanding
   (f) Interest due on the amount of advance taken ...
   (g) Amount of advance to be converted into a withdrawal ...

7. Particulars of communication under which advance was sanctioned (Copy of sanction to be enclosed) ... ...

8. Whether any advance or final withdrawal has been drawn previously for the purpose mentioned above. If so, particulars thereof ... ...

9. (a) Total service, including broken periods, if any, on date of this application
   (b) The date of superannuation ...

Place: Signature of the Applicant
Date:

Part II

The above particulars have been verified to be correct.

(Signature and designation of DDO)

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)

Pay and Accounts Officer

Form 5-A

ORDER

No. Dated.....

Sanction of .....is hereby conveyed/accorded under rule 16 of the General Provident Fund (Central Services) Rules/rule 17 of the Contributory Provident Fund Rules (India), 1962 for the conversion into final withdrawal of an amount of ₹..... (Rupees ..... only) being the outstanding balance out of the GPF/CPF advance of ₹ ..... sanctioned on ..... and drawn in Bill No. ..... of ..... for the (purpose) ..... to Shri / Shrimathi/ Kumari ..... of the office of the ..... (GPF/CPF Account No. .....)

Signature .....
Designation .....
Dated .....

No.

Copy forwarded to:

(i) PAO
(ii) Individual
(iii) Service Book
(iv) .....

Signature .....
Designation .....

76/16-