

FORM 'B' ALL FUND (NON-GAZETTED/GAZETTED OFFICERS).
FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE
IN THE FUND ACCOUNT

To 1) The PCDA HQRS (FR Section) 'G' BLOCK NEW DELHI – 110 011. 2) The PCDA (Pay – II/VI), 'G' Block, NEW DELHI-110 011

Sir,

I am due to retire/voluntary retirement/having retired/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dismissed/have resigned etc. finally from Govt. Service and my resignation has been accepted with effect from _____ (FN/AN).

2. I have not opted for the continuation, retention of my GP Fund money in the fund. I therefore, requested that arrangement may kindly be made to pay the entire amount at my credit with interest due under the rules.

OR

3. I have opted for the continued retention my fund money in the fund and my option has been forwarded vide letter No. _____ dated _____ is attached. I request that arrangement may kindly be made to pay me a sum of Rs. _____.

4. My GPF Account No. is _____. I desire to receive payment through the Head of my office in which I last served viz., CAO/A-3, Ministry of Defence or through the Treasury/Sub treasury Officer/Accountant General (nearest to the place of my residence viz., _____ (particulars of my personal marks of identification preferably those entered in Service Records) specimen signature and copies of photographs in duplicate, not necessary if payment desired through Scheduled Bank) duly attested by the Ledger Folio No. _____.

5. The undermentioned life insurance policies financed by me from my fund account may be released.

<u>S.No</u>	<u>Policy No.</u>	<u>Name of the Company</u>	<u>Sum Assured</u>
-------------	-------------------	----------------------------	--------------------

1.

2.

3.

Station : New Delhi

Yours faithfully

Dated :

FORM 'B' ALL FUND (NON-GAZETTED/GAZETTED OFFICERS).
FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE
IN THE FUND ACCOUNT

(FOR USE BY THE HEAD OFFICE)

Forwarded to the CDA HQs, Pay Section, New Delhi for necessary action and onward transmission to the CDA(Funds), New Delhi.

2. The GP Fund Account No. of Shri/Smt/Km _____ (as verified from our records), is _____.
3. He/She has finally retired/will retire w.e.f _____ (AN/FN) proceeded on leave preparatory to retirement for _____ months/has been discharged/dismissed/has resigned finally from Govt. Service and his resignation has been accepted from _____ (AN/FN)
4. The last fund deduction was made from his/her pay in this office Bill No. _____ dated _____ the amount of deduction being Rs. _____ for subscription and Rs. _____ for recovery on account of refund of advance.
5. Amount actually recovered as GPF Subscription and on account of refund of advance (if any) during the last 6 months are as follows :-

<u>S.NO</u>	<u>Bill No. & Date</u>	<u>Month</u>	<u>Subs</u>	<u>Refund</u>	<u>Dv No.</u>
1.					
2.					
3.					
4.					

6. Certified that he/she was neither sanctioned any temporary advance nor final withdrawal from his GPF A/C during 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter;

OR

Certified that the following temporary advance/final withdrawals were sanctioned to him/her and drawn from his/her GPF Account during the 12 months preceding the date of his quitting service/proceeding on leave preparatory to retirement : -

<u>S.NO</u>	<u>Nature of withdrawal</u>	<u>Amount</u>	<u>Date</u>	<u>Bill No.</u>
1.				
2.				
3.				
4.				

FORM 'B' ALL FUND (NON-GAZETTED/GAZETTED OFFICERS).
FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE
IN THE FUND ACCOUNT

7. Certified that no amount was withdrawn/the following amount were withdrawn from his fund account during 12 months, immediately preceding the date of his quitting service/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of new policy.

<u>S.No</u>	<u>Policy No & Name of Company</u>	<u>Amount</u>	<u>Date</u>	<u>Bill No.</u>
-------------	--	---------------	-------------	-----------------

8. He/She has not opted for the continued retention of his GPF money in the Fund.

He/She has opted for the continued retention of his/her Fund money in the Fund and his option has been forwarded vide this office letter No. _____ dated _____ is attached.

9. Date of commencement of his/her continuous service _____

10. Date of joining the Fund _____

11. Date of Birth _____

12. Whether retired from service after completing 5 years and less than 15 years, service for causes beyond his control, specifying the particulars cause :-

(In all such cases reference to the No. and date of competent authority's decision to be cited No. and date of Unit's letter under which sanction for the same was applied for to be stated)

OR

Note (1) If discharged/resigned on account of ill-health, certificate from the Competent Medical Authority to be furnished.

OR

Whether the discharge/resignation/compulsory retirement was for causes within his control.

13. Whether removed/dismissed for inefficiency or misconduct. If so, the No. and date of Unit's letter under which sanctions for the same was applied for to be stated.

14. It is certified that no demands/following demands of Govt. are due for recovery.

<u>Particulars of Govt. Dues</u>	<u>Amount of Recovery</u>	<u>No. & Date of Unit letter under which sanction for necessary recovery of Govt. Dues applied for</u>
----------------------------------	---------------------------	--

STATION :

For Jt. Secy (T) and CAO

DATED:

No. _____