

FORM XV
Rule 31(1)

Form of Application for Final Payment/ of Balances in the _____
_____ Provident Fund Account.

To
The Pay and Accounts Officers/Accountant General,
_____,
(Through the Head of Office.)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dismissed/have permanently been transferred to service/have resigned service under _____ Government to take up appointment with _____ and my resignation has been accepted with effect from _____ forenoon/afternoon. I joined service with _____ on _____ forenoon/afternoon.

2. I request that the entire amount at my credit with interest due under the rules may be paid to me through _____ Treasury/Sub-Treasury. My Provident fund Account No. is _____

PART-I

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

3. An amount of Rs. _____ stood to the credit in my Provident Fund Account is indicated in the Accounts statement issued to me for the year _____ as appearing in my ledger "accounts " being maintained by you. I request you that my Provident Fund Account may be reviewed and brought-up-to-date.

4. The under mentioned Life Insurance Policies were being financed by me from My Provident Fund Account.

Sl.No.	Name of the Company	Sum assured
1)		
2)		
3)		

5. I will make another application immediately after last fund deduction has been made from my salary, in Part.

Yours faithfully,

Signature:
Name:
Address:

(FOR USE BY HEADS OF OFFICERS)

Forwarded to the pay & Accounts Officer/Accountant General, _____
_____ for necessary action.

2. The Provident Fund Account No. _____ of Shri/Smt./Kum.
_____ as verified from the Statement issued to
him/her from year. _____

3. He/She is due to retire from Government Service with effect from _____
afternoon.

4. Certified that he/she had taken the following advances in respect of which
_____ installments of Rs. _____ are yet to be recovered
and credited to the Fund Account. The details of the final withdrawals granted to
him/her after period covered by the aforesaid accounts statements are as indicated
below: -

Sl.No.	Temporary advances	Final Withdrawals
1)		
2)		
3)		

Signature of the Head of Office.

PART-II

(To be submitted by the subscribed immediately after the Dast Fund deduction has been made from his salary. This part is also applicable in the case of subscribers who apply for final payment for the first time) after the date of super-annuation, discharge, resignation etc.)

In continuation of my earlier applications dated _____ for the final payment of Provident Fund balance, I request that 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 HEADS OF OFFICERS)

Forwarded to the Pay & Accounts Officer/Accountant General,
_____ for necessary action/in continuation of
endorsement No._____.

2. He/She is due to retire from service on_____ has proceeded on
leave preparatory to retirement for _____ months from_____ has
been discharged/dismissed permanently transferred to _____ has
resigned finally from Government Service/has resigned service under_____
_____ Government to take up appointment with_____
and his /her resignation has been accepted with effect from_____
forenoon/afternoon. He/She joined service with_____ on _____
forenoon/afternoon.

3. The last fund deduction was made from his/her pay in this office Bill No.
_____, dated_____ for Rs._____
(Rupees_____), cash voucher No._____
_____ of Treasury, the amount of deduction being Rs._____
and recover of account of refund of advances Rs._____.

4. Certified that he/she was neither sanctioned any temporary advances nor any
final withdrawals from his/her provident fund account during the 9 months
immediately proceedings to the date on which the last fund deduction has been
made from his/her salary or thereafter.

OR

Certified that the following temporary advances final withdrawals were
sanctioned to him/her and drawn from his/her Provident Fund Account during the
9 months immediately preceding the date on which the last fund deduction has been
made from his/her salary or thereafter.

Sl.No.	Amount of advance/withdrawal	Date	Voucher Number
1)			
2)			
3)			

(Signature of the Head of Office.)