

Accountant General (A&E)

Standard GPF Forms

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Form of Application for Final Payment of General Provident Fund Balance

[Retirement/Resignation/Removal/Transfer of Balance or Death Case]
TO BE FILLED IN BY THE APPLICANT

To,

The Accountant General
Andhra Pradesh, HYDERABAD.

(Through the Head of office in case of Non-Gazetted and
Through Head of the department in case of Gazetted officers)

1. Name of the Subscriber(in capital letters)
Personal Mobile No. and Emp ID.(7 digit)
2. Date of Birth :
3. Designation and office to which attached :
4. G.P.F. Account No. With Departmental Suffix :
5. Residential address of the claimant :
6. Copy of the latest Account slip is enclosed: YES/NO
7. i) Date of Retirement :
or
ii) Date of resignation
or
iii) Date of voluntary Retirement
or
iv) Date of dismissal/removal/Compulsory retirement/invalidation
8. Particulars of offices worked during the
Last 3 years

Name of Office Address	Working during the period	Designation
	From To	

-
9. Office/Treasury at which payment is desired

10. If payment is desired out-side the place of :
Last duty enclosed the following documents

- a) Personal marks of identification
- b) Two specimen signatures.
- c) Left/Right hand thumb impression
(in case of illiterate claimants)

11. CERTIFICATES:

i) I have not resigned from Government Service to take up appointment in another department of State Government/ Central Government or under a Body Corporate owned or controlled by the state or Central Government.

ii)

Note: This certificate is to be furnished only by a subscriber who resigned from Government service. If resigned to take up appointment elsewhere, the information regarding transfer of balance may be given in the form prescribed in the Annexure.

iii) I hereby undertake that no appeal shall be preferred by me against my dismissal/removal/compulsory retirement/invalidation)

iv) I hereby undertake to refund any excess payment arising out of clerical error in the settlement of G.P.F. Claim.

12. In case death the following particulars may be furnished.

- a) Date of death :
(Copy of death certificate to be enclosed
- b) Religion of Deceased Government :
- c) Details of the surviving members of :
the family on the date of death of
the subscriber are furnished below

Sl.No	Name	Relationship with subscriber	Date of birth	Marital Status as on the Date of death of the subscriber
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Place:
Date

Signature of the
Subscriber Claimant

FOR THE USE OF HEAD OF THE OFFICE/HEAD OF THE DEPARTMENT

The final withdrawal application is forwarded to the Accountant General, Andhra Pradesh, Hyderabad, for authorizing the balance.

- 13. Certified that all the particulars furnished above have been verified with reference to office records and are found correct.
- 14. The last fund deduction was made from his/her pay for the month ofVide this Office Bill No.....Dt.....for Rs.....(Rupees.....)cash voucher No.....of Treasury, the amount of deduction towards G.P.F subscription being Rs.....and recovery on amount of refund of advance Rs.....
- 15. Details of G.P.F. Deduction made from the subscriber's salary during the last 12 months immediately preceding the date of retirement (in the proforma appended to G.O. Ms. No. 216. Dated 4-6-1986.
- 16. Certified that he/she was neither sanctioned any temporary advances nor any part – final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

- 17. Certified that the following temporary advance part-final withdrawals were sanctioned to him / her and drawn from his / her provident fund account during the 12 months immediately preceding the date of his / her quitting service/proceeding on leave preparatory to retirement or thereafter.

Amount of Advance/ Part-final withdrawal	Date	Voucher No.
1.		
2.		

- 18. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or there-after for payment of insurance premia or for the purchase of a new policy

- 1. Policy No. and Name of Insurance Company
- 2. Sum Assured
- 3. Particulars of Premia paid form G.P.F.

Yours faithfully,

Station:

Date :

SIGNATURE
With date and Designation
Official Mobile /Phone No.
DDO ID:

ANNEXURE

TRANSFER OF BALANCE:

In case of absorption in other Departments other state Government/Public/sector under takings Furnish the following information.

- I. Date of absorption :
- II. is absorption on permanent basis :
- III. is absorption without breaks in service :
- IV. in case of break in service whether it is limited to joining time allowed on transfer :
- V. Is the absorption with the approval of State Government :
- VI. Accounts Officer to whom the balance as to be transferred and the new G.P.F. Account No. allotted by him :

FW APPLICATION INSTRUCTIONS

For GPF Subscribers (Accounts maintained by A.G.Office):

How to fill GPF (final payment) details

GPF final withdrawal details can be filled only after furnishing particulars for pension. (A.G. authorised or State Audit authorised)

Ensure that subscriber particulars (compulsory) are furnished against relevant fields viz;

- a) Employee I.D. assigned by Treasury.
- b) Name of the subscriber in full as per the service register.
- c) Father's name or Husband's name in case of a female employee as per records.
- d) Religion of the employee as per records.
- e) Date of birth as recorded in service register.
- f) Designation & office where the subscriber worked/ working.
- g) Date of retirement (superannuation/voluntary retirement/compulsory retirement) or invalidation or resignation or removal/dismissal from service.
- h) Date of death (In case of death of the subscriber) Copy of death certificate to be enclosed to the F.W. application.
- i) Name of the claimant in case of death of the subscriber. (Should be the nominee or eligible family member as per the definition under Rule.2 of GPF Rules)
- j) Personal mobile number of the subscriber/claimant. (If exists)
- k) Land line phone number with STD code. (If exists)
- l) Personal e-mail I.D. of the subscriber/claimant.
- m) Address for communication in full including Door No & street (essential for urban areas) and PIN code.
- n) Address after retirement.

Now fill up GPF details for final payment

- o) Select the correct suffix (appearing in the GPF account statement) from the list and enter in the appropriate field provided.
- p) Enter GPF Account Number as mentioned in the GPF account statement. (Enclose copy of latest available statement to the F.W. application)
- q) Furnish details of office from which retired/last worked.
- r) Furnish last fund deduction details including details of STO/DTO/PAO
- s) Furnish (compulsory) particulars of GPF withdrawals (T.A/PFW) during last 12 months. **(Certificate or Nil statement counter signed by the GPF loan sanctioning authority is must in the F.W. application)**
- t) Furnish particulars of employment during last 3 years of service.
- u) Furnish list of Family members along with age as on DOD of the subscriber, relationship and marital status.

In death cases: This list should contain all family members including pre-deceased, along with dates of death of the pre-deceased. However, GPF shares are to be claimed / recommended only to the eligible family members. Forwarding authorities should not recommend GPF shares to ineligible family members like major sons, married daughters along with other eligible family members and at the same time, should not eliminate any eligible family member like parents and minor children of the subscriber. Guardian in

respect of minor children where ever natural guardian is not there should be appointed by the DDO. Date of marriage in case of second or subsequent marriage should be furnished. Mentioning about first wife (whether not alive or divorced) is a must in these cases. Guidelines under Rule 2 and 30 of GPF Rules should be followed for determining eligibility.

Special attention to be given by DDOs in respect of cases involving judicial orders and they should be forwarded with specific remarks to avoid needless correspondence. Attested copies of all relevant documents should be enclosed to the F.W. application.

PROFORMA- A1 - APPLICATION FOR TEMPORARY ADVANCE FROM GPF

1. Name of the Subscriber :
2. Account No. :
3. Designation :
4. Pay :
5. Balance at credit of the subscriber and the date of Application :
6. Amount of outstanding if and the purpose for which advance required :
7. Amount advance required :
8. Purpose for which the advance required Rule 14(1) :
9. Amount of the consolidate advance (item 6&7) No. (and amount) of the monthly instalment which :
10. Full particulars of the pecuniary circumstances of the subscriber justifying the application for temporary withdrawal. :
11. Mobile No. (personal), Emp ID, DDO-ID :

Signature of the Applicant

PROFORMA – A II

Proforma of sanction of temporary advance from GPF Account sanction is here by accorded under the rule _____ the grants of temporary advance of Rs. _____ (in words)

Sri/Smt _____ from his/her GPF accounts No. _____ to enable him to defray expenses on _____

The advance will be recovered in _____ monthly installments of Rs. _____ each commencing from the salary of _____ payable in _____

A sum of Rs _____ (in words)

out of the advance Rs in _____ has not been recovered as to date this amount together with to advance now sanction aggregating Rs. _____ (in words)

_____ monthly instalment of Rs _____ can commencing from salary of _____ payable on _____

- A. Quote the relevant rule viz Rule 14(1) (a) 14(/) (c) of GPF Rule AP.,
- B. Give particulars of the purpose for which advance has been sanctioned.
- C. This clause will be used only which a precious advance is not outstanding recovery (strike on if not applicable).
- D. This clause will be used when previous advance is outstanding. (Strike out if not applicable) if applicable and more the one advance is outstanding for recovery as on the date of sanction the fresh advance & amount of the unrecovered balance so each of the outstanding advance should be indicated clearly.

Sanctioning Authority
DDO – ID:
Official Mobile No.:

APPENDIX 'O'

Form Application for part-Final Withdrawal of Money Form the Provident Fund for House Building Purchase or Redemption of House and House-Sites Higher Education Purpose or marriage or Medical Expenses

1. Name of the Subscriber :
 - a. Mobile No.:
 - b. Emp ID :
2. Designation :
3. Pay :
4. Name of the Provident Fund Account No.
5. (a) Balance at the credit of the subscriber on the date of application:

Note: In the case of part final withdrawal for house Building and marriage purpose as well as purchase of house/house-site. The total balance at the credit of all the provident funds should be taken into account If the subscriber subscribes to more than one Provident fund.

(b) If it is a second part final withdrawal for the purpose of carrying out additions and alterations to or reconstruction of a house aquired with the help of withdrawal already made or which may be made up future from the Provident Fund.

(i) Amount of part-final withdrawal already taken

(ii) Balance at credit at the time of making the first part-final withdrawal

6. Amount required in the case of construction of house or for the purchase of a house site, the number of installments in which it is required should be stated.
7. The purpose for which the amount is required

(A) If it is for house building or for the purpose purchasing a house site or for express purpose of repayment of any loan taken under:

- (i) For purchasing a house
- (ii) For constructing, reconstructing a house;
- (iii) For redemption of a house;
- (iv) For making additions or alterations to a house;
- (v) For purchase of a house site;
- (vi) For repayment of a loan expressly taken for the purchase of a house-site; and
- (vii) For repayment of any loan taken under;

(B) If it is for higher education;

- (i) Relationship with the person (who is actually dependent on the subscriber) for whom the withdrawal is required;
- (ii) The specific course taken by the person and the Name and place of the institution;
- (iii) Whether the course is for more than three years and beyond the High School stage;
- (v) Whether this is the first or the second withdrawal for the current year;
- (vi) The date of previous withdrawal or advance, if any, taken for this purpose.

© If it is for marriage or betrothal ceremony expenses

- (i) Whether for the marriage or betrothal ceremony of the subscriber's daughter/son or for any other female relation dependent on the subscriber, who has no daughter;
- (ii) Whether any advance under ordinary rules has been drawn in respect of the betrothal ceremony or marriage for which the present withdrawal is sought for;
- (iii) Actual date fixed for celebration of the betrothal ceremony or marriage

8. (i) Total service including broken periods, if any,
 (ii) Period of service required on the date of application for attaining the age of superannuation; and
 (iii) The date superannuation
9. (a)(i) Actual cost acquiring the house or house site;
 (ii) Anticipated cost of house proposed to be built/re-built;
 (iii) Anticipated cost of additions or alterations to be made to the house;
 (vii) Actual amount required for redemption of the house or house site;
 (viii) Total amount and date of loan taken for the purchase of house- site and the amount outstanding against that loan on date;
 (b) Particulars of expenses required to be incurred on the higher education: and
 © Amount required for meeting marriage expenses, indicating the number of marriages to be celebrated.

10. Amount of installment or installments last taken, if any,

For house building or / and purchase of house-sites
(State particulars of amount, dates on which taken).

11. Amount, if any, received already from Govt. for
purchase of house-site of house building
purpose other than from the Provident Fund
Account.

Signature of the applicant:

Designation:

Recommended/Not Recommended

*Signature of the Head of Office
or Drawing Officer*

Designation:

No.....

Dated the.....

The above particulars have been verified to be correct
Forwarded to the (in triplicate).

CERTIFIED THAT:-

- (I) The part-final withdrawal has been recommended under rule.....;
- (II) I have satisfied myself that conditions prescribed in rules..... referred to above have been fulfilled and that the subscriber has produced to me the necessary deed and papers which are enclosed;
- (III) The applicant has signed the undertaking prescribed in rule.....and that the same is forwarded herewith;
- (IV) I have verified the progress of construction of the house and that the 2nd/3rd 4th installment of the withdrawal may be paid;
- (V) I have satisfied myself that the applicant has not take any loan/assistance under(any scheme sponsored by theor from any other Govt. source and that the necessary note has been made regarding the verification of the requirements laid down in Rule.....in case of complete repayment of loan during the service of subscriber;
- (VI) No part final withdrawal has been granted previously to the subscriber for the same purpose; and,
- (VII) In addition to the part-final withdrawal. No temporary advance has been granted to the subscriber for the same purpose now.

Note : Delete the certificate not applicable.

(Certificate in items(ii)-(iii)and(iv) above are not necessary if the part-final withdrawal is for Higher Education or for betrothal ceremony or marriage purpose)

Signature :

Designation:

Dated the.....

No.....

Sanction of theis conveyed to the part-final withdrawal of
Rs.....(Rupees.....)the amount
being drawn ininstallments.

Signature :
Designation :
Dated the.....

Forwarded to 1, The Accounts officer.....for necessary action

Signature :
Designation :