



SCHEDULE

FORMS

FORM A

[See rule 4]

APPLICATION FOR ADMISSION TO GENERAL PROVIDENT FUND

(KERALA)

(All entries in BOLD, CAPITALS in blue or black ink)

[Leave one space between words, put √ in the relevant column]

1. Name of applicant

| | | | | | | | | | | | | | | | | | |
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2. Sex

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|------|--------|
| Male | Female |
|------|--------|

3. Name of Father/Husband

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4. Permanent Address

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District

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5. Date of birth (DD-MM-YYYY)

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6. Date of Joining Service (DD-MM-YYYY)

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7. Date of Retirement

8. Department (Parent)

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9. Designation

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10. Permanent Employee Number (PEN)

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11. Official Address

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District

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PIN

12. Service is

| | | |
|-------|-------------|-----------------|
| (i) | Central | State |
| (ii) | Full-time | Part-time |
| (iii) | Pensionable | Non-pensionable |
| (iv) | Officiating | Permanent |
| (v) | Re-employed | Not Re-employed |

13. If the applicant is a subscriber to any other Provident Fund

Name of the Fund

Account Number

14. Basic Pay

15. Monthly Subscription

16. Salary month from which
the subscription starts

| | |
|--|--|
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17. Salary Head of Account

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18. Whether the applicant has a family

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|-----|----|
| Yes | No |
|-----|----|

19. Whether nomination enclosed

| | |
|-----|----|
| Yes | No |
|-----|----|

Signature of applicant

Place:

Date:

(Counter signature of the
Head of Office with designation)

(Office Seal)

FOR USE IN THE OFFICE OF THE ACCOUNTANT GENERAL (A&E)

(To be entered by the Section concerned)

Section

Unit

Prefix

Account Number

(to be entered by EDP-PF)

Signature of Assistant Accounts Officer.

INSTRUCTIONS

- The amount of monthly subscription shall not be less than 6% of the basic pay and shall not exceed the maximum basic pay.
- Those who have not completed one year's continuous service shall submit a written consent to join the Fund.
- Gazetted subscribers have to file the nomination with the Accountant General. In the case of Non-Gazetted subscribers, the nominations are to be accepted and kept by the Heads of Offices.

FORM B

FORM OF NOMINATION

[See rule 5(1)]

I,(Name) hereby nominate the person(s) mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable or having become payable, has not been paid.

| <i>Name and full permanent address of nominee(s)</i> | <i>Relation with the subscriber [in case the nominee is not a member of the family as defined in Rule 2 (c) indicate the reasons]</i> | <i>Age</i> | <i>Share payable to each</i> | <i>Contingencies on the happening of which nomination shall become invalid</i> | <i>Name, address, relationship and age of the person to whom the right of the nominee shall pass in the event of his predeceasing the subscriber</i> | <i>Name and address of the person to whom share is to be paid on behalf of minor</i> |
|--|---|------------|------------------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Place:

Date:

Signature of the subscriber, Name and designation.....

Account No.....

Name and address

Signature

Witness:— 1.....

2.....

Countersignature by Head of Office (required only when subscriber is a non-gazetted Government servant).....

Note:—The nomination made by a subscriber who was not married at the time of filing nomination shall become in valid on getting married.

Instructions

Column 1.—A subscriber can nominate more than one person. If he/she has a family as defined in General Provident Fund (K) Rules, the nomination shall not be in favour of any person who is not a member of the family.

Column 4.—If the subscriber nominates only one person, the words “In full” may be noted. Otherwise the share payable to each so as cover the whole amount standing at the credit of the subscriber may be specified.

Column 5.—Death need not be shown as a contingency. In the case of a subscriber having only one member in the family and who wishes to nominate another person as alternate nominee, he shall specify that the right conferred on the alternate nominee shall become invalid in the event of the subscriber acquiring an additional member in the family.

Column 6.—The name to be specified in this column shall be that of a member of the family of the subscriber if he has a family, other than the subscriber or nominee.

Column 7.—The name to be specified in this column shall be that of a person other than the subscriber or nominee.

Account No.—In the case of persons who file the nomination along with application for admission to the Fund, this will be furnished by the Accountant General.

FORM C

(See rule 12)

PROVIDENT FUND PASS BOOK

This is only a subscriber's record denoting the transactions in his Provident Fund Account. In case of any dispute regarding the balance in the account, the balance as per the ledgers in the Accountant General's Office only will be accepted.

INSTRUCTIONS

1. Fill in carefully the entries in this pass book. Whenever there is a change in the designation, official address or in the account number of the subscriber, the fact shall, invariably, be noted in the relevant column.
2. In the case of a non-gazetted officer, the entries relating to the particulars of the bill, subscription, etc., will be made each month by the head of the office after proper verification and duly attested. In respect of a gazetted officer, he himself should make the entries in the pass book and present the book along with the bill in which the deductions are made, at the treasury for encashment. The date of encashment of the bill will, however, be filled in the pass book and attested by the Treasury Officer after proper verification.
3. If no bill is encashed in a particular month, the column for that month should be left blank.
4. Amount, if any, remitted by chalan should also be indicated in the appropriate column. The chalan number, date of remittance etc., should be given under 'Particulars of bill'.
5. Whenever an advance is sanctioned to the subscriber, the detailed thereof should be entered in the pass book immediately after disbursement of the amount.
6. The subscriber should, on receipt of the credit slip from the Accountant General for a particular year, fill in last six column beginning "Total credits for the current year", and work out the closing balance for the year. If any discrepancy is noticed in the figures furnished in the credit slip, and those in the pass book, the subscriber should immediately take up the matter direct with the Accountant General who will verify the account and pursue action for tracing out and adjusting the missing credits and/or debits in the account.

PROVIDENT FUND PASS BOOK

Name of the subscriber

Date of his admission to the
State General Provident Fund

| <i>Designation of the subscriber and office to which he is attached</i> | <i>Provident Fund account number allotted by the Accountant General (from time to time)</i> | <i>Head of account</i> | <i>For the period</i> | |
|---|---|------------------------|-----------------------|-----------|
| | | | <i>From</i> | <i>To</i> |
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

Year..... From.....

| Particulars of bill | | | | | | | | | | | |
|---------------------|---------------------------|---|------------------------|--|---------------------|-------------------|---|---|--|--|--|
| <i>Month</i> | <i>Date of encashment</i> | <i>Treasury at which the bill is encashed</i> | <i>Head of account</i> | <i>Nature of the bill (here enter whether the bill is establishment pay bill, TANRA bill, arrear pay bill or arrear DA bill)</i> | <i>Gross Amount</i> | <i>Net Amount</i> | <i>Amount of Provident Fund subscription deducted in the bill</i> | <i>Refund of temporary advance from Provident Fund made in the bill</i> | <i>Total recovery towards Provident Fund (cols. 8+9)</i> | <i>Amount of TANRA withdrawn from PF (name of the treasury and the date of encashment should be noted in column 2&3)</i> | <i>Initials of the Disbursing Treasury Officer</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Apr. | | | | | | | | | | | |
| May | | | | | | | | | | | |
| June | | | | | | | | | | | |
| July | | | | | | | | | | | |
| Aug. | | | | | | | | | | | |
| Sept. | | | | | | | | | | | |
| Octo. | | | | | | | | | | | |
| Nov. | | | | | | | | | | | |
| Dec. | | | | | | | | | | | |
| Jan. | | | | | | | | | | | |
| Feb. | | | | | | | | | | | |
| Mar. | | | | | | | | | | | |

Total credits for the current year `.....

Total debits for the current year `.....

Interest for the current year as per

credit slip `.....

Net balance `.....

Total balance as on 31-3-.....

Amount brought forward from the previous year's account `.....

(to be carried over to the next year a/c) `.....

FORM D

[See rules 14 & 37(1)]

FORM OF APPLICATION FOR TEMPORARY ADVANCES AGAINST
DEPOSITS IN GENERAL PROVIDENT FUND (KERALA)

1. Name and Account Number of the subscriber and the reference number of the Annual Statement received from the Accountant General, indicating Section number & Branch :
2. Designation and Permanent Employee Number (PEN) :
3. Basic pay :
4. Amount of advance required (both in figures and words) :
5. Purpose of which it is required :
6. Number if instalments of recovery proposed :
7. Date of complete repayment of the previous loan :
8. Details of advances pending recovery:—
 - (1) number and date of the order granting previous advance :
 - (2) the amount of previous advance :
 - (3) date and drawal of previous advance :
 - (4) balance outstanding :
9. Amount of consolidated advance [sum of items 4 and 8 (4)] and the number and amount of monthly instalments in which the consolidated advance is proposed to be repaid :
10. Name of treasury at which payment is desired :

11. I hereby declare that the above statements are true and that I agree to abide by the General Provident Fund (Kerala) Rules in force. I also promise to repay the above advance in equal monthly instalments according to Rules.

Place.....

*Signature of the subscriber
with name and designation*

Date.....

12. Enquiry Certificate

Signature of Head of Department or Office

Place.....

Date.....

VERIFICATION REPORT

- 13. Total amount at the credit of the applicant :
- 14. Amount of advance admissible :
- 15. Number of instalments of repayments :
- 16. Any other fact requiring consideration :

(Head of Office or Department)

B. Details of DA Credited to GPF since Last Credit Card

| Sl. No. | No. and Date of G.O as per which the DA arrears was credited to PF | Period to which arrears relate | Amount credited to GPF | Date of encashment of the bill | Gross amount of the bill | Net amount of the bill | Name of Treasury |
|---------|--|--------------------------------|------------------------|--------------------------------|--------------------------|------------------------|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
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C. Details of withdrawals made after the Last Credit Card

| No. and date of sanction | Date of drawal | Amount | Name of Treasury | Nature of advance TA or NRW | Purpose |
|--------------------------|----------------|--------|------------------|-----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
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| | | | | | |
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| | | | | | |
| | | | | | |
| Total | | | | | |

If there is no withdrawal since the Last Credit that fact should be specifically stated in the proforma.

D. Abstract

1. Total amount at credit as per last credit card for the year 20.....`
2. Total amount credited to PF account after last credit card`
(Total of A&B above)

3. Grand Total (items 1+2 above) `
4. Total amount of advance drawn after the issuance of the last Credit card (Vide details furnished under C above). `
5. Total amount of DA arrears and Pay Revision arrears if any not due for withdrawal as per existing Government Orders `
6. Grand total (item 4+5) above `
7. Net balance at credit of the subscriber (3-6) on the date of application `

Certified that the particulars furnished above have been verified with reference to pay abstract, acquittance roll, PF Pass Book and other connected records and found correct.

*Signature of Drawing and Disbursing
Officer/Signature of subscriber in
the case of Gazetted Officer*

Place:

Name:

Date:

Designation:

FORM F
[See rules 14, 20 & 37 (2)]
FORM OF SANCTION FOR TEMPORARY ADVANCES FROM
GENERAL PROVIDENT FUND (KERALA)

A temporary advance from the General Provident Fund (Kerala) as particularised below is sanctioned by the undersigned under the rule regulating that Fund.

1. Name of subscriber :
2. Designation and Permanent Employee :
Number (PEN)
3. Basic pay. :
4. Provident Fund Account Number :
 - (a) Reference number of the Annual :
Statement received from the
Accountant General, indicating
Section Number and Branch
 - (b) Number and date of order granting :
previous temporary advance
 - (c) Amount of previous temporary advance :
 - (d) Date of drawal of the previous temporary :
advance
5. Amount of advance :
6. Object of advance :
7. Rule or Rules under which the advance is :
sanctioned
8. Balance at credit of the subscriber on his :
date (as verified from the account last
rendered by the Accounts Officer/Head
of Office/Department)
9. Balance of previous advance, if any :
outstanding against the subscriber

10. Date of repayment of previous advance, if any :
11. Special reasons for granting the advance under Rule 14 :
12. Number of instalments in which the advance is to be recovered :
13. Amount of consolidated advances (items 5&9) and the number of instalments in which the consolidated advance is to be recovered :
14. Amount of each such instalments :

(Office seal)

(Signature of the Sanctioning Authority)

Name:

Designation:

Signature of Drawing and Disbursing Officer:

(Office seal)

Name:

Designation

To

The Accountant General, Kerala,
Thiruvananthapuram.

The District Treasury/Sub Treasury Officer.....

The.....

Shri.....

FORM G

[See rules 20 & 37 (1)]

APPLICATION FOR NON-REFUNDABLE WITHDRAWAL FROM THE
GENERAL PROVIDENT FUND (KERALA)

1. Name and designation of the subscriber :
and full official and residential address
with PIN code.
2. Basic Pay :
3. (a) Provident Fund Account Number :
(b) Permanent Employee Number :
(PEN)
(c) Reference Number of Annual :
Statement received from the
Accountant General indicating
Section number and Branch
4. Date of retirement :
5. Total service (in years) under :
Government as on this date
6. Object of the withdrawal :
 - (a) If the withdrawal is required for :
meeting the expenditure in connection
with the :-
 - (i) higher education of any child or :
department of the subscriber
 - (ii) marriage of a son or daughter or any :
other female relative dependant of
the subscriber; if he has no daughter.
 - (iii) illness of the subscriber or any person :
actually dependant on him:
 - (iv) (a) acquisition of land or :
acquisition of house site
 - (b) acquisition of house or acquisition of :
ready built flat
 - (v) (a) construction of a house :
(b) addition, alteration or reconstruction :
of house:
 - (c) maintenance/repair or upkeep of :
house

- (vi) purchase of car, motorcycles/scooter :
- (b) Whether the withdrawal is required for repayment of loan taken for any of the above purposes :
- 7. Amount of the withdrawal proposed (both in figures and words) :
- 8. Name of the Treasury at which payment is desired :
- 9. (a) whether any non-refundable withdrawal was made by him from the fund previously for the same or different object and, if so, furnish the details thereof :
- (b) If any withdrawal was made as mentioned above, state whether he had submitted the utilization certificate in respect of that withdrawal to the appropriate authority within the prescribed time limit. If the certificate was not submitted within the said period, furnish the reasons therefore :

DECLARATION

I, do hereby declare that the above statements furnished by me are true and that I agree to abide by the General Provident Fund (Kerala) Rule as amended from time to time. I do hereby further declare that I shall accept the amount as admissible and authorized by the Accountant General (A&E), Kerala.

Place

Dated signature of the subscriber
with full official address

(To be filled in by the Head of Office/Department)

I recommend for sanction the withdrawal of `(Rupees..... only) by the subscriber.

CERTIFICATE

1. It is certified that I have verified the particulars furnished by the subscriber against column 2,3,4,5 and 9 with reference to the relevant records in my office and that they are found to correct.
2. It is also certified that I have caused enquiries to be made about the statement contained in the application regarding the object of the proposed withdrawal and that I am satisfied that it is bona fide.

Station

Dated signature of the
Head of Office/Department

VERIFICATION REPORT

1. Total amount at the credit of the subscriber in the Fund.
2. Amount admissible under the rules.
3. Rules(s) under which the sanction permitting the withdrawal by the subscriber is to be accorded.
4. Any other facts, which require special consideration.

Head of Office/Department

Endt. No..... dated

To

The.....
.....
.....

In respect of a subscriber who is non-gazetted the verification report shall be furnished by the Head of Office with reference to the latest annual account slip issued by the Accountant General and the Office copies of the pay bills, etc., relating to the subsequent period.

In the case of Gazetted Officer, the Head of Office/Department shall furnish the verification report in the application with the help of the latest annual account slip issued from the Office of the Accountant General and certificate from the Gazetted Officer, showing subsequent deductions from his pay and advances/withdrawals, if any, taken from his account.

FORM H

[See rules 20 & 37 (2)]

SANCTION FOR NON-REFUNDABLE WITHDRAWAL FROM GPF (KERALA)

1. Name of subscriber :
2. Designation and Permanent Employee :
Number
3. Basic pay at the time of sanction the :
withdrawal
4. Provident Fund Account Number and the :
reference number of the annual statement
received from the Accountant General
indicating Section number and Branch
5. Object of the non-refundable withdrawal :
6. (i) Particulars and amount of loan, if any, :
taken by the subscriber for house building
purposes under any housing scheme of the
State Government

(ii) Particulars and amount of any other :
assistance received by the subscriber
from other Government sources, for
the same purpose.

[Sub columns (i) and (ii) above need be filled
up only if the withdrawal is sanctioned for
house building or allied purposes].

7. Balance at credit of the subscriber on this :
date (as verified from the account last
rendered by the Accounts Officer/Head
of Office/Department)
8. Date of retirement :

- 9. Total service rendered by the subscriber :
on the date of application
- 10. Amount of the non-refundable withdrawal :
- 11. Rules and orders under which sanction is :
accorded
- 12. Number of instalments in which payment is :
to be made
- 13. Special reasons, if any, for granting the :
withdrawal

Signature of the Drawing and Disbursing
Officer/Sanctioning Authority

Name

Designation

(Office seal)

FORM I

(See rule 26)

FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A
NON-REFUNDABLE WITHDRAWAL

1. Name of the subscriber :
2. Designation and Office to which attached :
3. Pay and Permanent Employee Number (PEN) :
4. Name of the Provident Fund and :
Account Number
5. Balance at credit on the date of application :
6. Balance outstanding to be converted in to a :
non-refundable withdrawal
7. (a) Purpose for which advance taken :
(b) Date of payment of advance :
(c) Amount of advance sanctioned :
8. Particulars of communication under which :
Advance was sanctioned
9. Whether any advance or non-refundable :
withdrawal has been drawn previously for
the purpose mentioned above, If so,
particulars thereof
10. (a) Total service, including broken periods, :
if any, on the date of this application

(b) period of service left on the date of :
application for attaining the age of
superannuation

(c) The date of superannuation :

Place:

Date:

Signature of the applicant

Dated:

The above have been verified and found correct.

Signature and Designation of Recommending Authority

ORDER

No.

Dated:

Sanction is hereby conveyed/is accorded under Rule 26 of the General Provident Fund (Kerala) rules for the conversion into non-refundable withdrawal of an amount of `.....(Rupees) being the outstanding balance out of the GPF advance of `.....sanctioned on (20.....)and drawn in Bill No.....of.....for the (purpose).....to Shri/Smt. Kumari.....of the Office of (GPF Account No.....)

(Office Seal)

Signature.....

Designation.....

Dated:

Copy forwarded to:

- (i) The Accountant General, Kerala, Thiruvananthapuram.
- (ii) The District Treasury/Sub Treasury Officer
- (iii)The.....
- (iv).....

Signature.....

Designation.....

FORM J

[See rules 28(5), 39(1), (2) & (3)]

*APPLICATION FOR CLOSURE OF GENERAL PROVIDENT FUND
(KERALA) ACCOUNT

1. Name (in full), office address of Subscriber :
account number and reference number
(as indicated in the latest annual account
statement received from the Accountant
General with Section & Branch
2. (a) Designation (Specify whether Gazetted or :
Non-Gazetted)
(b) Date of Birth :
(c) Date of joining service :
(d) Home Address with contact number :
(e) If the subscriber is an employee of the
Education Department: whether the
subscriber is a Surrendered School Teacher
3. (a) Office in which the subscriber is working/
worked last
(b) District in which the subscriber is :
working/worked last
4. (a) Date of proceeding on leave preparatory :
to retirement
(b) Date of quitting service by retirement/ :
superannuation
(c) Statement of option as required in rule 28(6) :
[see Note 4 below]

(If he/she has already quitted service
otherwise specify whether he/she has quitted
service by discharge, dismissal, resignation or
death etc.)

5. In case of 4 (b) whether he/she has drawn his/her salary for the month immediately preceding the month of retirement, if so, furnish the date of drawal of the salary. :
6. (a) Whether the Statement of deposits and withdrawals after the period, which has been included in the latest credit card till the month in which the Provident Fund subscription is discontinued, is furnished; :
- (b) Periods, if any, during which no subscriptions and refund of advance have been recovered due to Leave without allowance etc. :
7. (a) Number and date of the bill/treasury voucher in which the last Provident Fund deduction was made. (Also indicate the name of the treasury where the bill/voucher was encashed). :
- (b) the amount of last fund deductions:—
 - (i) Subscription `
 - (ii) Refund of advance ` :
- (c) Gross amount of the bill/treasury voucher :
- (d) Net amount of the bill/treasury voucher :
- (e) Date of encashment of the bill/treasury voucher :
8. (a) Whether any temporary advance was sanctioned to him/her from his/her GPF (Kerala) account during the twelve months immediately preceding the date of application for closure of the account on his/her quitting service. (if so, indicate the amount of the advance, the number and the date of sanction and the date of drawal of the amount) :

(b) Whether any non-refundable withdrawal was sanctioned to him/her from his/her P F account during the twelve months immediately preceding the date of application for closure of account on his/her quitting service, (if so, indicate the amount of advance, number and date of sanction and the date of drawal of the amount).

†9. Whether personal marks of identification, left hand thumb and finger impressions and specimen signature in duplicate, duly attested by a Gazetted Officer of the State Government have been furnished. (In respect of a Gazetted Officer, specimen signature in duplicate, duly attested by another Gazetted Officer alone need be furnished.)

‡10. Name of the treasury/office through which payment is to be made :

11. A. In the event of death of a subscriber before making final disbursement of the PF amount, furnish also:

(a) Date of birth of the subscriber :

(b) Date of his/her first appointment in the Government service :

(c) Date of death :

(d) Whether proof of death in the form of a death certificate issued by the Municipal authorities or other competent authorities is available. (The proof of death need be insisted upon only in cases of doubt.) :

(e) Whether a valid nomination executed by the subscriber in accordance with the rules exists. [If so, attach the nomination in original]. :

- (f) In the case of subscriber who filed his/her nomination while unmarried, whether he/she has acquired a family after the submission of the first nomination and whether he/she has submitted a fresh one thereafter.
- B. If there is no valid nomination, furnish a list of member (s) of the subscriber's family as defined in Rule 2 (c) of the GPF (Kerala) Rules surviving on the date of death of the subscriber to whom the PF money is payable together with his/her/their name(s), age(s) and respective relationship to the subscriber, with Departmental Enquiry Certificate (DEC). [In the case of daughter(s), indicate whether she/they is/are married or unmarried. If married, furnish whether her/their husband(s) is/are alive.]
- C. In case where there is no valid nomination and where no member of the family of the subscriber as defined in rule 2 (c) of the GPF (Kerala) Rules survives, furnish the name(s) of the person(s) to whom the PF money is payable (to be supported by letters of probate or succession certificate, etc.)
12. Whether a fresh nomination has been enclosed with the closure application (The subscriber is required to file a fresh nomination and enclose the same with the closure application)

§ DECLARATION

I,..... do hereby declare that the particulars mentioned above are true. I further declare that I do not/do accept the balance standing to my credit in the GPF (Kerala) Account No.....communicated to me by the Accounts Officer in his annual account statement for the financial year ended on the 31st March 20.. ¶(here enter the financial year immediately preceding the date of his quitting service).

Station : Dated Signature of the subscriber/

Date: Nominee(s)/other claimant(s) with full home address.

(To be filled in by Head of Office/Department)

CERTIFICATES

(1) Certified after due verification with reference to the records available in my office that Shri/Smt.....subscriber to PF account No..... has proceeded on leave preparatory to retirement with effect from.....F.N/A.N. will be retiring/has already retired/has been discharged/dismissed/removed/has resigned finally from Government service with effect from.....F.N./A.N. and his/her resignation has been accepted. He/she has drawn on his/her salary for the month immediately preceding the month of retirement.

@ Certified also that he/she has not resigned from Government Service with the prior permission of the Government to take up appointment in another department of the State Government or under the Central Government or under any other State Government or under a body corporate owned or controlled by Government or an autonomous organisation, registered under the Societies Registration Act, 1860.

(2) Certified further after due verification with reference to the records available in my office that no temporary advance/ non-refundable withdrawal was sanctioned to the subscriber from his Provident Fund account during the 12 months immediately preceding the date of his application for closure of the account/quitting service. Certified also after due verification with reference to the records available in my office that the following temporary advance(s)/ non-refundable withdrawal(s) was/were sanctioned to the subscriber from his/her Provident Fund account during the twelve months immediately preceding the date of his/her application for the closure of PF account/ quitting service.

| Amount of temporary advance` | Amount of non-refundable withdrawal` | No. and date of sanction | Date of withdrawal | Voucher No. |
|------------------------------|--------------------------------------|--------------------------|--------------------|-------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

- (3) Certified that the last Fund deduction was made from his /her pay for the month of..... drawn in this office bill No..... datedfor ` (Rupees.....) Voucher No.....ofTreasury, the amount of deduction being ` and recovery on account of refund of advance being `
- (4) Certified also that the entry against items 1,2,3 and 7 furnished by the claimant(s) have been verified by me with reference to my office records and found correct
- (5) Certified also that the entry against column 11 B furnished by the claimant(s) has been verified by me and found correct to the best of my knowledge.
- (6) Certified that the application for pension is being processed in this office/details of Pension payment order noted below are correct.

Signature of Head of Office/ Department

Station: ** (Dated, Counter-signature of the Gazetted Superior Officer).
Date:

*The form shall be carefully filled in by the subscriber as soon as his/her salary for the month immediately preceding the month in which he/ she retires or proceeds on leave preparatory to retirement on superannuation is received by him/her and submitted to the Head of the Office or Department according as the subscriber is Non-Gazetted or Gazetted.

In the case of a subscriber who is no more, the Head of the Office or Department shall according as the subscriber is non-Gazetted or Gazetted obtain from the nominee(s) or in his/her/their absence from the other claimant(s) immediately after the death of the subscriber, an application for closure of the account and to forward it with necessary documents to the Accountant General within the fortnight of the

receipt of the application. The Departmental Officers will give such assistance to the nominees or claimants as is necessary to fill in the form of application properly.

† It applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber served last'

‡ In respect of non-Gazetted Officers, the payment will not be made through the treasury, but only through the Head of the Office in which he/she served last'

§ If the application is submitted by a nominee or other claimants, the second sentence in the declaration may be scored off.

¶ If the subscriber has not received the annual account statement for the financial year immediately preceding the date of his/her quitting service, he/ she may indicate here the year of the latest annual account statement received by him/ her. In case where the subscriber does not accept the balance communicated to him/ her, he/ she should furnish briefly in a separate letter the reasons for not accepting the balance.

@ This certificate is not necessary in cases other than resignation.

** If the Head of Office forwarding the application is non-Gazetted, the application should be routed through his/her immediate Gazetted superior who shall countersign the application.

Note: — 1. In case the subscriber is a Gazetted Officer, the certificates relating to the date of retirement, details of advances sanctioned and alone certificate regarding the correctness of the entries in items 1, 2 and 3 (i.e. certificates Nos. 1, 2 and 4) also need be furnished by the Head of Department or any other authority competent to sanction temporary advances and non-refundable advances from the PF of the subscriber.

Note: —2. Item 7 need be filled up in the case of Gazetted Officers.

Note: —3. Certificate 3 need be filled up in the case of non-Gazetted Officers/ Nominees/ Claimants.

Note: —4. A subscriber who wishes to avail of the facility of discontinuance of subscription under Rule 7(d) and for the withdrawal of the available balance before retirement under Rule 28(6) shall furnish the option statement against item 4(c).

Form K
[See rule 30(c) (ii)]
FORM OF SECURITY BOND

KNOW ALL MEN BY THESE PRESENTS THAT we, Shri/ Smt.....
(H.E.name and full address) (hereinafter called “the claimant”) and Shri/ Smt.....
(H.E.name and full address) and Shri/ Smt..... (H.E.name and full address)
(herein after called “the sureties”) do hereby jointly and severally bid ourselves and our
heirs, executors and administrators to pay to the Government of Kerala (herein after
called “the Government”) on demand a sum of ` (in words also).

Signed and dated this theday of..... two
thousand.....

By the claimant Shri/Smt.....

In the presence of witnesses:

(1)

(2)

By sureties

(1) Sri/ Smt

(2) Sri/ Smt

In the presence of witnesses:

(1)

(2)

WHEREAS.....was at the time of.....death, a subscriber
to the General Provident Fund (Kerala):

WHEREAS the saiddied on theday of20.....

WHEREAS a sum of ` (in words also) is payable to the claimant being
the legal heir of the said (herein after called “the deceased”)

WHEREAS the claimant claims the said sum but has not obtained probate or
letters of administration or other legal authority;

WHEREAS the Government after making the due inquiry is satisfied that the
claimant is entitled to the said sum and that there is no provision in the General
Provident Fund Act or the General Provident Fund (Kerala) Rules to split up the
amount for payment up to ` 5,000 on the basis of a heir ship certificate from the
Tahsildar and the balance on execution of an indemnity bond:

AND WHEREAS the Government desire to pay the said sum to the claimant but consider it necessary that the claimant should first execute a bond with two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the deceased before the said sum can be paid up to the claimant.

NOW THE CONDITION of this bond is such that if, after payment has been made to the claimant, the claimant or the sureties shall in the event of a claim being made by any person other than the claimant against the Government with respect to the aforesaid sum of ` (in words also) refund to the Government the sum of ` (in words also) and shall otherwise indemnify and save the Government harmless from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of any claim thereto THAN the above written bond or obligation shall be void, otherwise the same shall remain in full force and virtue.

The liability of the sureties under this bond is co-extensive with that of the claimant and shall not be impaired or affected by the Government giving time or any other indulgence to the claimant or by the Government varying only the term and conditions herein contained:

Provided further that the claimant and the sureties do hereby agree that all sums found due to the Government under or by virtue of this bond shall be recoverable jointly and severally from them and their properties both movable and immovable as though such sums are arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force and in such other manner as the Government may deem fit.

Signed and delivered by the claimant

Sri/ Smt

In the presence of witnesses

(1)

(2)

Signed by the sureties

Sri/ Smt

Sri/ Smt

In the presence of witnesses

(1)

(2)

Form L

[See rule 31(2)]

FORM OF BOND OF INDEMNITY FOR DRAWAL OF PROVIDENT FUND
MONEY DUE TO THE MINOR CHILD/ CHILDREN OF DECEASED
SUBSCRIBER

(to the extent of ` 25,000)

We (a) (Full name of claimant(s), with place(s) of residence, son/daughter/wife of.....resident of..... (hereinafter called the 'obligor') and We (1)..... son/daughter/wife of..... and resident(s) of..... and (2).....

son/daughter/wife of and resident of..... Sureties on her/his their behalf (herein after called the 'Sureties') are held firmly bound to the Governor of Kerala (herein after called the 'Government') in the sum of Rupees(`) to be paid to the Government or his successors or assigns for which payment to be well and truly made , each of us severally binds himself and his heirs, executors, administrators and assigns and every two and all of us jointly bind ourselves and our respective heirs, executors, administrators, and assigns firmly by these presents.

This day of 20...

WHEREAS (c) (..... Name of deceased) was at the time, of his death a subscriber to the General Provident Fund and whereas the said (c) died on the day of 20 and a sum of Rupees(`) payable by Government on account of his General Provident Fund accumulations.

AND WHEREAS the above bounden obligor claim(s)* the said sum on behalf of the minor child/ children of the said (c) but has/ have not obtained a guardianship certificate*

*Here insert "to be entitled to" or "as guardians" as the case may be

AND WHEREAS the obligor(s) has/have satisfied the (d) (officer concerned) that he/she/they is/are entitled to the aforesaid sum and that if would cause undue delay and hardship if the claimant were required to produce a guardianship certificate AND WHEREAS Government desire to pay the said sum to the claimant but under Government rules and orders it is necessary

that the claimant should first execute a bond with two sureties to indemnify Government against all claims to the amount so due as aforesaid to the said (c) (deceased before the said sum can be paid to the claimant) which the obligor and at his/ her request the sureties have agreed to do. NOW THE CONDITION of this bond is such that if after payment has been made to the claimant the obligor or sureties shall in the event of a claim being made by any other person against Government with respect of the aforesaid sum of ` refund to Government the sum of Rupees and shall otherwise indemnify and keep the Government harmless and indemnified from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of any claim there to. THEN the above written bond or obligation shall be void but otherwise the same shall remain in full force effect, and virtue. The Government have agree to bear the stamp duty if any, chargeable on these presents. IN WITNESS to the above written bond and the condition therefore we..... and.....and.....

This day of(20) have hereunto set and subscribed our respective of..... our respective hands. Accepted for and on behalf of the Governor of Kerala.

FORM M
[See rule 32]

For of Indemnity that should be taken for authorizing payment of the General Provident Fund deposits without insisting on the production of letters of administration or other legal authority to a person claiming payment as heir of the deceased nominee of the subscriber).

We, Sri (Here enter name and address), (herein after called the 'bounden') (a) and Sri and Sri..... (b) (Here enter name and addresses) (herein after called the 'Sureties') do hereby bind ourselves and each of us our and each of our heirs, executors and administrators jointly and severally to pay to the Governor of Kerala (herein after referred to as 'the Government') on demand the sum of ` (Rupees in words).

Signed and dated this the day of
20 and

WHEREAS (c) was at the time of his/ her death a subscriber to the General Provident Fund (Kerala) AND WHEREAS the said (c) died on the day of20.....;

WHEREAS a sum of Rupees (`) is payable to (d) the nominee of the said (c) by the Government on account of the General Provident Fund accumulations of the said (c) died after the said (c) but before receiving payment;

AND WHEREAS the above bounden [herein after called the claimant(s)] claim(s) the said sum but has/have not obtained probate or letters of administration or other legal authority;

AND WHEREAS theGovernment desire(s) to pay the said sum to the claimant(s) but consider(s) it necessary that the claimant(s) should first execute a bond with two sureties to indemnify the Government against all claims to the amount so due as aforesaid before the said sum can be paid to the claimant(s).

NOW THE CONDITION of this bond is such that if , after payment has been made to the claimant(s), the claimant(s), or the said sureties shall in the event of a claim being made by any person other than the claimant(s) against the Government with respect to the aforesaid sum of Rupees..... (`) refund to the Government the sum of Rupees..... and shall otherwise indemnify and save the Government harmless

from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of any claim thereto.

THEN the above written bond or obligation shall be void but otherwise the same shall remain in full force and virtue .

The liability of the sureties under this Bond is co-extensive with that of the same shall not be affected by the Government giving time or any other indulgence to the bounden:

Provided further that the bounden and the sureties do hereby agree that all sums found due to the Government under or by virtue of this bond may be recovered jointly and severally from them and their properties movable and immovable as if such dues were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force or in such other manner as the Government may deem fit

Signed by the bounden Sri
In the presence of witnesses:—

- (1)
- (2)

Signed by the sureties Sri.....
And Sri.....

In the presence of witnesses

- (1)
- (2)

-
- (a) Full name (s) of claimant(s) with place(s) of residence.
 - (b) Full name of the surety.
 - (c) Full name of the subscriber.
 - (d) Full name of the nominee.

FORM N

[See rule 37 (4)]

FORM OF BILL FOR PAYMENT OF PROVIDENT FUND MONEY

Adjustable by

Voucher No.....

Date.....

Bill for withdrawing final payment / advance/ other withdrawal from the General Provident Fund (Kerala) of Sri/ Smt..... of the..... for the month of.....

| <i>Sl. No.</i> | <i>Name of subscriber and basic pay</i> | <i>General Provident Fund Account No.</i> | <i>No. date of sanction/ letter of authority</i> | <i>Final payment/ advance/ other withdrawal</i> | <i>amount</i> |
|----------------|---|---|--|---|---------------|
|----------------|---|---|--|---|---------------|

Total

Net amount required for payment (in words)

Rupees.....

Space for classification.....

Signature

Stamp

.....

(Designation of the Drawing Officer)

Pay `
(Rupees.....)
Station.....
Date.....

Contents received
Pay to.....

Treasury Officer
Examined and entered
Treasury Accountant

(Signature of the Drawing Officer)

CERTIFICATE

Certified that I have satisfied myself that all sums included in the bills in Form N drawn previous to this date in favour of Messrs..... Account Nos..... have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamp.

(Signature of the Drawing Officer)

Name.....

Designation.....

For use in Audit Office

Admitted `
Objected `
Auditor.....

Audit Officer.

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

FORM P

[See rule 39 (5)]

(For Gazetted Officers)

FORM OF APPLICATION FOR FINAL TRANSFER OF BALANCE IN THE
PROVIDENT FUND ACCOUNT TO CORPORATE BODIES/
OTHER GOVERNMENTS

To

The Accountant General

Through..... (The Head of Office Department)

Sir,

1. I have been permanently transferred to/have resigned finally from Government service to take up appointment with..... and my resignation has been accepted with effect from F.N/A.N. I joined service with effect from F.N/A.N. of.....

2. I request that entire amount at my credit with interest due under the rules may be transferred to my Provident Fund account in when opened.

3. A sum of ` was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of for ` encashed in treasury / sub treasury.

4. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund account during the 12 months immediately preceding the date of my quitting service under..... Government.

5. I certify that the following Temporary Advance/Non- refundable withdrawals were withdrawn / made by me from my Provident Fund Account during the 12 months immediately preceding the date of my quitting service under..... Government.

| <i>Amount of temporary advance`</i> | <i>Amount of non-refundable withdrawal`</i> | <i>No. and date of sanction</i> | <i>Date of withdrawal</i> | <i>Voucher No.</i> |
|-------------------------------------|---|---------------------------------|---------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Station:

Date:

Yours faithfully,
(Signature)
Name and address.

CERTIFICATES BY THE HEAD OF OFFICE / DEPARTMENT

1. Certified that he/she/has been permanently transferred to/ resigned from Government Service with permission of the Government to take up an appointment in the and he/ she has been relieved his/her resignation has been accepted with effect from.....
2. It is certified after due verification with reference to the records in my office, that no temporary advance/ final withdrawal was sanctioned to the applicant from his/her Provident Fund account during the 12 months immediately preceding the date of his/her quitting service under..... Government.

OR

3. It is certified that after due verification with the reference to the records in my office, that the following temporary advance/final withdrawals were sanctioned to and drawn by the applicant from his/her Provident Fund account during the 12 months immediately preceding the date of his/her quitting service under..... Government.

| <i>Amount of temporary advance`</i> | <i>Amount of non-refundable withdrawal`</i> | <i>No. and date of sanction</i> | <i>Date of withdrawal</i> | <i>Voucher No.</i> |
|-------------------------------------|---|---------------------------------|---------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Head of Office/Department.

FORM Q
[See rule 39 (5)]
(For Non-Gazetted Officers)
FORM OF APPLICATION FOR FINAL TRANSFER OF BALANCES IN THE
PROVIDENT FUND ACCOUNT TO CORPORATE BODIES/
OTHER GOVERNMENTS

To

The Accountant General
Through..... (The Head of Office/ Department)

Sir,

I have been permanently transferred to/ have resigned finally from Government service to take up appointment with..... and my resignation has been accepted with effect from..... F.N/A.N. I joined service with effect from F.N/ A.N of.....

2. I request that the entire amount at my credit with interest due under the rules may be transferred to my Provident Fund Account No..... when opened.

Yours faithfully,
(Signature)
Name and Address

Station:

Date:

(For use by Heads of Offices)

1. Forwarded to the Accountant General..... for necessary action.
2. The Provident Fund Account Number of Shri/ Smt./Kumari..... (as verified from the statements furnished to him/ her from year to year) is
3. He/ She has been permanently transferred to/ has resigned finally from Government service with prior permission of Government to take up appointment with..... and he/ she has been relieved his/her resignation has been accepted with effect from..... F.N/ A.N.

4. The last fund deduction was made from his/her pay in this Office Bill No..... dated for ` (Rupees) cash voucher No..... of Treasury, the amount of deduction being `and recovery on account of refund of advance `.....

5. 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 quitting service under Government.

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 the date of his/her quitting service under Government.

| <i>Amount of temporary advance `</i> | <i>Amount of non-refundable withdrawal `</i> | <i>No. and date of sanction</i> | <i>Date of withdrawal</i> | <i>Voucher No.</i> |
|--------------------------------------|--|---------------------------------|---------------------------|--------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Signature of Head of Office/Department.

FORM R
[See rule 39 (6)]

I, (H.E. name, designation and office in which the subscriber was working at the time of his quitting service, do hereby/ do not accept the balance standing to my credit in the General Provident Fund Account No..... communicated to me by the Accountant General, Kerala in his annual account statement for the financial year ended on the 31st March,..... (H.E. the financial year immediately preceded the date of his quitting service).

Date:

Station:

Signature of the Subscriber

FORM S
[See rule 39 (7)]
INDEMNITY BOND

The Deed of indemnity executed on the day of Two thousand and..... by Shri..... (H.E. name and address of the claimants). (hereinafter referred to as “the claimants”) and Shri..... and Shri..... (H.E. name and address of the Sureties) (hereinafter referred to as “ the Sureties”) in favour of the Governor of Kerala (herein after referred to as “ the Government”)

WHEREAS the Government in G.O. (P) No. 1028/ 87 Fin. dated 2-12-1987 (herein after called the “said order” which shall form part of this deed as if incorporated herein) have specified that an Indemnify Bond in stamp paper shall be executed by the legal heirs/ nominee of the employee who has disappeared, leaving behind his family, stating that all payment will be adjusted against the payment due to the employee in case he re-appears and makes any claim; And whereas a sum of ` (Rupees) is due to the estate of the employee who has disappeared leaving his family Shri..... from the Government being the General Provident Fund amount at his credit;

WHEREAS the claimants have represented to the Government that they are legally entitled to receive the said sum they being the legal heirs/ nominees of the employee who has disappeared Shri..... and that the amount may be paid to them on their executing an Indemnity Bond with two solvent sureties as hereinafter appearing ;

AND WHEREAS the Government have been pleased to sanction the request of the claimants subject to the condition that they should execute an Indemnity Bond as herein after appearing with two sureties to which the claimants and the sureties have agreed.

Now these present witness as follows:—

1. In consideration of the payment of the said sum of ` (Rupees) to the claimant, the claimants and sureties hereby agree that they will at all times indemnify and keep indemnified the Government from all claims, losses and demands, if any, made or which may be made and all actions and proceedings taken or which may be taken against the Government by the employee in case he reappears and makes any claim.

2. The claimants and sureties hereby further agree that all sums found due to the Government under or by virtue of this bond shall, be recoverable jointly and severally from them and their properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue or in such other manner as the Government may deem fit.

3. The liability of the sureties under this deed is co-extensive with that of the claimants and shall not be impaired or affected by any variation in the terms and conditions herein contained or the Government giving time or any other indulgence to the claimants. In witness whereof the claimants and the sureties have hereunto set their hands the day and year first above written.

Signed by Shri.....

In the presence of witnesses.....

(1)

(2)

Signed by the Shri.....

and Shri.....

In the presence of witnesses.....

(1)

(2)

FORM T
[See rule 39 (9)]
(For Gazetted/ Non-Gazetted Officers)
FORM OF AUTHORISATION FOR CLOSURE OF GENERAL PROVIDENT
FUND (KERALA) ACCOUNT

Office of the.....

No.

From

The

To

1.

2.

Sir,

1. With reference to your letter No..... dated..... intimating that.....quitted the service/ died/ on..... and asking for payment of the amount at credit (Account No.....) in the General Provident Fund (Kerala) on that date, I authorise you to draw a sum of ` (Rupees.....only) representing the amount of..... deposit with interest calculated up to by presenting the bill at theTreasury/ Cash counter of this office.

2. The disbursement should be made in terms of Rules..... of the General Provident Fund (Kerala) Rules and a certificate of disbursement of the amount furnished in your next establishment bill.

3. The deceased by a declaration, dated..... desired that the whole/ portion of his accumulation in the Fund should be paid to the persons named below in the proportions mentioned against each.

4. The payee should be informed that he/she shall have to accept the amount when tendered.

5. The has been advised accordingly.

(Signature)
Yours faithfully,
(Designation)

Copy to the for information and favour of necessary action

(Signature)
(Designation)

Note.— Paras 2 and 3 may be cut out when not required.

FORM U
[See rule 39 (10)]
(For Gazetted/Non-Gazetted Officers)
FORM OF AUTHORISATION FOR CLOSURE OF GENERAL PROVIDENT
FUND (KERALA) ACCOUNT
(for payment outside headquarters)

Office of the.....

No.

From

The Accountant General

To

The Treasury Officer

Sir,

I request you to arrange for the payment of ` (Rupees) only to..... from the Treasury on or after.....

The amount represents the available/ residual balance of the deposits in the General Provident Fund (Kerala) Account No..... with interest calculated thereon to the.....

The following document(s) required in connection with the identification of the payee is/ are enclosed.

The payee should be informed that he/ she shall have to accept the amount when tendered.

The amount when paid may be debited to this office / shown in your treasury accounts are debit to, quoting the number and date of this letter as authority and forwarding the actual payee's receipt in support of the charge.

The payee is being informed accordingly.

Yours faithfully,
Accounts Officer.

No.....

Date

Copy forwarded for information to the with the request that the payee may be directed to receive payment at the Treasury.

He/ she should also be informed that he/ she shall have to accept the amount when tendered, and that no further interest will be allowed thereafter. Authority for payment of the residual balance will issue as soon as the credits for..... are booked to his ledger account.

Accounts Officer.

*By order of the Governor,
V. P. Joy,
Principal Secretary (Finance).*

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general Purport.)

Government have decided to issue the General Provident Fund (Kerala) Rules, by incorporating all the amendments made to it so far and also with certain modifications by superseding the notifications issued in No. 39645/ CR/62/Fin. dated 20th December, 1963 published in Part I of the Kerala Gazette No.2 dated 14th January, 1964.

The notification is intended to achieve the above object.