

**"FIFTH SCHEDULE"**  
( For Gazetted and Non-Gazetted Officer )  
See Note 3 below rule 29

**FORM OF APPLICATION FOR FINAL PAYMENT / BALANCE IN THE PROVIDENT FUND ACCOUNT  
(TO BE USED BY THE RETIRING /RETIRED GOVT. SERVANT / GOVT. SERVANT TRANSFERRED  
TO BODIES CORPORATE /OTHER GOVT. NOMINEES OR ANY OTHER  
CLAIMANTS WHERE NO NOMINATIONS SUBMITS)**

Office of the -----(DDO)

**PART-1**  
( Check list For use of Head of office)

Sub:- Form for GPF final payment of Shri/Smt. -----  
GPF A/c No. ....(in duplicate)

In part II, in from, reference to entire in column number:-

- 1 to 10 have been verified and filled in properly . Death certificate /order or resignation is enclosed.
- 11 (A) & (B) Part Final withdrawals sanctioned and paid with effect from 6-6-72 & Temporary advanced have been mentioned or list enclosed .
- 11 C Temporary Advance sanctioned for construction of house its recovery and interest recovered have been stated Major Head of Accounts under which the interest credited have been mentioned
- 11 D life Insurance policies financed from GPF, Policy No., amount of premium, first premium & last premium, month/ year have been stated (Premium paid in cash by subscriber is stated separately )
- 12 Certificate enclosed
- 13 Details of DPF A/c. (month wise deduction withdrawals in Interest upto last 31st March) to transfer
- 14 In case of nominations subsist original nomination is enclosed. Nominee is a family member as per definition of M.P. GPF rules 1955 or out of family member has been stated in proper column.
- 15 Details of family members of deceased Govt. Servant relationship and age have been stated .
- 16 In case of amount due to a minor, Indemnity Bond/ Guardianship Certificate is enclosed .
- 17 In case of subscriber has left no family and no nomination subsists, succession certificate/legal heir certificate in favour of claimant is enclosed.
- 18(ii) Payment if desired through Treasury, three sets of attested specimen signature, finger and thumb impression, mark of identification and attested photographs have been enclosed
- 19 In case of resignation of the subscriber to take up appointment in another department of the state Government or under other Govt. or under body corporate owned or controlled by the Govt., details such as PF A/c. No. of new Deptt./ Institution, consent of Deptt./Institution, designation and address to whom the Bank Draft is payable have been enclosed .

**OTHER REQUIRED DOCUMENTS**

- (i) Certified original GPF pass book
- (ii) Details of incumbency of the subscriber .
- (iii) details of deductions towards GPF for last 12 months prior to his retirement/death/resignation in case GPF pass book is not available .

Signature of DDO

Designation .....  
(Rubber seal to be affixed )

**FORM FOR FINAL PAYMENT OF BALANCE IN THE GENERAL PROVIDENT FUND ACCOUNT**  
( For use of Head of office)

Forwarded to the A.G. (A &E)I, 11 M.P. Gwalior/Bhopal with the request that balance at the credit of GPF A/C. No. ....at the end of as per account slip is Rs. ....therefore GPF Balance may be reviewed & authorised.

Necessary Details are as below :--

1. Name of the subscriber and Designation .....
2. Name of the father / husband. ....
3. GPF Account No./ Nos. ....
4. Date of retirement /death . . . . . resignation/dismissal & date of appointment in new Department
5. Order No. and date .....
6. Name of Claimant .....
7. Address of Claimant / subscriber .....
- ( for further correspondence )
8. Date of commencement of service .....
9. Month and Year in which first .. . . . . deduction towards GPF was made
10. Last Fund deduction towards GPF .....
- (i) Pay for the month of .....
- (ii) Bill No. & Vr. No. with date .....
- (iii) Name of treasury .....
- (iv) Major Head of A/c. of pay drawn .....
- (v) GPF subscription Rs. ....
- (vi) Refund of Advance Rs. .... (against advance sanction for)Rs. ....
- (vii) Arear deposited in GPF (if any) Rs. ....
11. (A) certified that the part Final withdrawals during the period commencing from 6-6-72 to date were sanctioned and drawn from his/her GPF A/C. No :-

Sl.No.	DDO	Major HD	Vr.No. & Dt.	Treasury	Amount
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- (B) Certified that following temporary advance were sanctioned and paid to the subscriber during the 12 months immediately preceding the date of his/her retirement /death/ resignation.

Sl.No	DDO	Major HD	Vr.No. &Dt.	Treasury	Amount
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Nil

- (C) Certified that Temporary advance Rs. . . . . . was sanctioned and paid for the construction of house etc. irrespective of the amount, standing at the credit of GPF under rule 15(5) of M.P. GPF Rules 1955, details of recovery of advance and interest are as under :-

Monthly/Yr	Amount sanctioned and paid	Amount of advance recovered	Amount interest recovered	Major Head of Account in which Amount of interest is credited	Remarks
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Nil

- (D) Certified that the following withdrawals were made for payment of Insurance premium for his/her GPF Account.

Police No.	Premium Rs. Drawn	First premium Month/Year	Last premium Month/Year
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Nil

12. Certified that no temporary advance/ Part final will be drawn without obtaining prior sanction of A.G. (A &E)-11, M.P. Gwalior after submission of form for Final payment of Balance.
13. Certified that his/her DPF A/c. has been maintained in the office. Balance at the credit of DPF A/c. has not been paid. The details of deduction withdrawals and interest following up to 31st March are enclosed.

14. Details of the Nominees alive on the date of death of subscriber, if nomination subsists :-

Name of nominees	Relation with subscriber	Share of the nominees	Whether nominees is out of family member or family member of the deceased.
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Nil

15. Details of family -

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Name	Relationship with subscriber	Age on the date of death of subscriber
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Nil

16. In the case of amount due to a son or child whose mother (widow of subscriber) is not a Hindu. The claim should be supported by Indemnity Bond or Guardianship certificate as the case may be.
17. If the subscriber has left no family and no nomination subsist, the name of persons to whom the provident fund money is payable, claim should be supported by letter of probate or succession certificate.

Name of claimant	Relationship with subscriber	Address
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Nil

18. (i) Payment is desired through office . . . . Chief account Officer, Vallabh Bhavan, Bhopal . . . .  
(Name of office)  
(ii) Through Treasury . . . . .  
(Name of Treasury)

19. Certified that subscriber has resigned/not resigned Govt. Service to take up appointment in another department of the State Govt. or under other Govt. are under a body corporate owned or controlled by Govt. (In case of resignation made to take up appointment in other Dept/ Institution as mentioned above the balance at the credit of GPF A/c. will be transferred to New Provident Fund A/c. allotted him/her with consent of the Dept/ Institution ). Therefore consent of new Dept./Institution and new accounts No. allotted to him/her is enclosed .

Date .....

Signature of DDO

Place .....

Designation .....  
(Rubber seal to be affixed )

Note:- Instruction to D. D. O. :

1. Efforts may be made to forward the application of the subscriber immediately after the last fund deduction to the A.G.M.P., Gwalior so as to have sufficient period is left to arrange payment on the date of retirement. Justification therefore, in each case is required where delay occurs.
2. Certificate original GPF Pass Book must be attached with the application .
3. Details of incumbency sent in December 1997 ( through Treasury ) may also be appended please .
4. In case of retired Drawing and Disbursing Officer, his final payment application should be forwarded through next higher authority to A.G.M.P Gwalior.