

FORM-A
(FOR GAZETTED OFFICERS)

**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE
PROVIDENT FUND ACCOUNT**

To

The Accountant General,
Nagaland, Kohima.

(Through _____) (The Head of Office/Department)

Sir,

I am to retire/have retired/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dismissed/have resigned/finally from Government Service and my retirement has been accepted with effect from _____ forenoon/afternoon.

2. My Provident Fund Account is _____

3. A sum of Rs. _____ (Rupees _____) was deducted as Provident Fund Subscription and recovery on account of refund of advance from my pay bill for the month of _____ for Rs. _____ (encashed) on _____ at _____ Treasury/Sub Treasury.

4. My specimen signature, in duplicate, duly attested by another Gazetted Officer is enclosed.

5. I certify that I have neither drawn temporary advance nor made any final withdrawal from my provident fund account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

Details of the temporary advance drawn by me/final withdrawal made by me from my provident fund account during the 12 months preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter are given below.

Amount

Date

1.

6. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my provident fund account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of a new policy.

Amount Date

1.

7. The particulars of the Life Insurance Policies financed by me from the provident fund which are to be released by you are given below :-

Amount Date

1.

2.

3.

4.

Station :

Yours faithfully,

Date :

Signature

Name and address

CERTIFICATE BY THE HEAD OF OFFICE/DEPARTMENT

1. It is certified after due verification with 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/proceeding on leave preparatory to retirement or thereafter.

2. It is certified after due verification with reference to the records in my office, that the following temporary advance/final withdrawal 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/proceeding on leave preparatory to retirement or thereafter.

- | Amount of advance/withdrawal | Date | Voucher No. |
|------------------------------|--|-------------|
| 1. | | |
| 2. | | |
| 3. | It is certified that no demands/following demands of Government service are due for recovery. | |
| 4. | Certified that he/she has not resigned from Government service with prior permission of the Central Government to take up an appointment in another Department of the Central Government or under a State Government or under a Body Corporate owned or controlled by the State. | |

Signature of the Head of Office/Department