

FORM E

[See Rule 43]

***Application for Closure of General Provident Fund (Kerala) Account**

1. Name (In full) of subscriber and account number (as indicated in the latest annual account statement received from Account Officer)	
2. (a) Designation (Specify whether Gazetted or Non-gazetted. (b) If the subscriber is an employee of the Education Department: (i) Date of birth (ii) whether the applicant is a surrendered School teacher (iii) Whether the applicant had opted to Subscribe to the Fund after his/her 55 th year	
3. Office in which he/she 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 30 (c) vide note 4 below If she/she has already quitted service otherwise specify whether he/she quitted service by discharge, dismissal, resignation or death.	
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) Number and date of the bill/treasury voucher in which the last Provident Fund deduction was made. (Also indicate the name of treasury where the bill/voucher was encashed) (b) The amount of last fund deduction:- (i) Subscription Rs. (ii) Refund of advance Rs. (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	
7. (a) whether any temporary advance was sanctioned to him/her from his/her G.P.F.(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). (In both cases, if any amount was sanctioned for payment if Insurance Premium or for purchase of any policy, that fact should also be noted)	

8. Particulars of Life Insurance Policies financed by him/her from P.F. money which are to be released.	Policy No. and date of Purchase	Sum assured Rs.
<p>!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 the duplicate, duly attested by another Gazetted Officer alone need be furnished.</p>	<p>(1) (2) (3) (4)</p>	
<p>#10. Name of the treasury/office through which payment is to be made.</p>		
<p>11.A. In the event of death of a subscriber before making final disbursement of the P.F. amount furnish also</p> <ul style="list-style-type: none"> (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 are available (The proof of death need be insisted upon only in the case of doubt) (e) Whether a valid nomination executed by the subscriber in accordance with the rules exists. [If so, furnish the age(s) and name(s) of the nominee(s) and his/her/their relationship to the subscriber.] (f) In the case of a subscriber who sent in 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. <p>B. If there is no valid nomination, furnish a list of member(s) of the subscriber's family as defined in Rule 2 of the G.P.F (Kerala) Rules surviving on the date of death of subscriber to whom the P.F. money is payable together with his/her/their name(s), age(s) and respective relationship to the subscriber [In the case of daughter(s) indicate whether she/they is/are married or unmarried. If married, furnish whether he/their husband(s) is/are alive.</p>		

<p>C. In case where there is no valid nomination and were no member of the family of the subscriber as defined in rule 2 of the G.P.F (Kerala) Rules survives, furnish the name(s) of the person(s) to whom the P.F. money is payable (to be supported by letters of probate or succession certificates, etc.</p>	
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DECLARATION

Ido 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 G.P.F (Kerala) Account No. communicated to me by the Account Officer in his annual account statement for the financial year ended on the 31st March @ (here enter the financial year immediately preceding the date of his quitting service)

Station:
Date:

Dated signature of the subscriber/
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 Sri/Smt .
..... subscriber to P.F. Account No. has proceeded on leave preparatory to retirement with effect from F.N/A.N will be retired/ 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 organization, registered under the Societies Registration Act, 1960.

(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 P.F. Account/quitting service.

Amount of temporary advance Rs,	Amount of Non-refundable withdrawal Rs.	No. and date of sanction	Date of withdrawal	Voucher No.
1				
2				
3				
4				
5				

(3) Certified that the last fund deduction was made from his/her pay for the month of.
Drawn in this office bill No.....dated.....for Rs.(Rs.....
.....) Voucher No.ofTreasury, the amount of deduction being
Rs.and recovery on account of refund of advance being Rs.

(4) Certified also that the entries against column 1,2,3,6, and 8 furnished by the subscriber/nominee(s) 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.

Signature of Head of Office/Department

Station:

Date:

**(Dated, countersignature of the Gazetted Superior Officer)

* 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 a 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 the 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.

Note:- 1. In case the subscriber is a Gazetted Officer, the certificates relating to the date of retirement, details of advances sanctioned and also certificate regarding the correctness of the entries in columns 1,2,3 and 8 (i.e., certificate Nos.1,2 and 4) alone need be furnished by the Head of Department or any other authority competent to sanction temporary advances and non-refundable advances from the P.F, of the subscriber.

Note:-2. Column 6 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 the third proviso to rule 10 and for the withdrawal of the available balance before retirement under rule 30 (c) shall furnish the option statement against item(c) in column 4.