

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 55th 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 If he/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 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 the account 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). (In both cases, if any amount was sanctioned for payment of 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	<i>Policy No. and date of Purchase</i>	<i>Sum assured Rs.</i>
<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 marking final disbursement of the P.F. amount furnish also :</p> <p>(a) Date of birth of the subscriber</p> <p>(b) Date of his/her first appointment in the Government service</p> <p>(c) Date of death</p> <p>(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).</p> <p>(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)</p> <p>(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> <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 her/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 certificate, etc.)</p>	
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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 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 March on the 31st March 20..... (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 the 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/dismitted/removed/has resigned finally from Government Service with effect fromF.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, 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.				

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

(4) Certified also that the entries against columns 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 to be true to the best of my knowledge.

Signature of Head of Office/Department

Station :

** (Dated, countersignature of the

Date :

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 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 nominee or claimants as it 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 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.

PART II - DEBITS

Amount (Temp. (NRA) drawn	Treasury from where it was drawn	Date of drawal	The authority who sanctioned the advance, the No. and date of the order sanctioning the same.
1	2	3	4

CERTIFICATE

It is certified that the particulars of the General Provident Fund Credits/Debits given in this statement agree with those in the original records and are correct.

Place:
Date :

Signature and Designation of the Certifying
Authority (D.D.O/Treasury Officer).

- Note :-
1. The particulars given in this statement should cover the entire period from the year following the year for which the latest credit card has been issued till the month in which subscription is discontinued.
 2. Columns 9 to 11 should be used when General Provident Fund subscription are remitted in chalangans at the Treasury.
 3. Full particulars of all the Temporary and Non-refundable Advances drawn by the subscriber since receiving the latest credit card should be given under 'Debit'. If no advance has been drawn during this period, the word 'Nil' should be written in red ink across all the columns under 'Debits'. The columns under 'Debits' should not in any case, be left blank.