

† FORM – E
(See Rule 43)

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

1. Name (in full), office address and :
house address of the subscriber,
account number and reference
number (as indicated in the last
Annual Accounts Statement
received from Accounts Officer
with Section, Unit number,
Volume number and Page number
thereof)
2. (a) Designation (Specify whether :
Gazetted or Non Gazetted)
(b) Date of Birth :
(c) Home address :
(d) If the subscriber is an :
employee of the Educational
Department
(i) Whether the applicant is a :
surrendered school teacher
(ii) Whether the applicant had :
opted to subscribe to the
Fund after his/her 55th year.
3. (a) Office which he/she is :
working/worked last
(b) District in which the applicant :
works/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 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 proceeding the month of retirement, if so, furnish the date of drawal of the salary :
- 5A. 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 :
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 vouchers :
- (d) Date of encashment of the bill/treasury voucher :
7. (a) Whether any temporary advance was sanction to him/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 PF 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 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 PF money which are to be released | : | Policy No. and Date of purchase | Sum assured
Rs. |
| | | | (1) | |
| | | | (2) | |
| | | | (3) | |
| | | | (4) | |
| 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) | : | | |
| ‡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 account 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 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, furnish the age(s) and name(s) of the nominee(s) and his/her/their relationship to the subscriber) :
- (f) In the case of subscriber who sent 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 to Rule 2 of the GPF (Kerala) Rules surviving on the date of death of 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 (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 of the
GPF(Kerala) Rules servives,
furnish the name(s) of the persons
to whom the PF money is payable
(to be supported by letters of
Probate os Succession Certificate,
etc.

- D. 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 at 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 19 #
..... (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 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 PF Account No. has proceeded on
leave preparatory to retirement with effect from F.N/A.N will be retired/has
already retired/has discharged/removed/has resigned finally from Government service
with effect from F.N/A.N and his/her resignation had been accepted.

He/She has drawn on his/her salary for the month immediately proceeding the month of the 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 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 closure of PF 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 from his/her pay for the month of drawn in this Office Bill No..... dated for Rs..... (Rupees) Voucher No..... of Treasury, the amount of deduction 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 11B 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:
Date :

** Dated Counter signature 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 Head of Office or Department according as the Subscriber is Non-Gazetted or Gazetted. In the case of 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, 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 PF 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 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.