



FINANCE [Pension] DEPARTMENT

G.O.Ms.No.321, Dated 15th October 2019.

(Vihari, Puratasi-28, Thiruvalluvar Aandu-2050)

ABSTRACT

PENSION / FAMILY PENSION AND GENERAL PROVIDENT FUND –
Implementation of Integrated Financial and Human Resources Management System [IFHRMS] - Separate Forms of Application for Pension, Family Pension and Final Closure of General Provident Fund – Orders – Issued.

Read the following:-

1. G.O.Ms.No.211, Finance (Pension) Department, dated 27-05-2009.
2. From the Principal Secretary/ Commissioner of the Treasuries and Accounts, Chennai-35, Letter No.Rc.048220/IFMS/2016-25, dated 20-12-2018.

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ORDER:

The Combined Application Form for General Provident Fund Final Withdrawal and Pension/Family Pension proposal have been prescribed in the reference first read above in order to quicken the process of settling the terminal benefits to retired Government employees.

2. The Principal Secretary / Commissioner of Treasuries and Accounts, Chennai in his letter second read above, inter-alia, has stated that in order to cater the need of Integrated Financial and Human Resources Management System [IFHRMS] software and to expedite the process of settling terminal benefits of retired Government employees, the combined Forms of Application has to be separated for pension/family pension proposal and General Provident Fund Final Withdrawal.

3. The Government, after careful consideration, accept the proposal of the Principal Secretary /Commissioner of Treasuries and Accounts, Chennai and accord approval for separate Revised Forms of Application for Pension, Family Pension and General Provident Fund Final Withdrawal as annexed to this order.

4. All Administrative Department of Secretariat, Heads of Department and Heads of Office are directed to adopt these forms for processing pension/family pension proposals and final closure of General Provident Fund of their retiring employees in the department.

5. Necessary amendment to the Tamil Nadu Pension Rules, 1978 and the General Provident Fund (Tamil Nadu) Rules will be issued separately.

(BY ORDER OF THE GOVERNOR)

**S. KRISHNAN
PRINCIPAL SECRETARY TO GOVERNMENT**

To
All Secretaries to Government.
All Departments of Secretariat.

The Legislative Assembly Secretariat, Chennai - 600 009.
The Governor's Secretariat, Raj Bhavan, Chennai - 600 022.
All Heads of Departments.
The Tamil Nadu Information Commission, Teynampet, Chennai-600 018.
The Accountant General (A&E), Chennai-600 018.
The Principal Accountant General (Audit-I), Chennai - 600 018.
The Accountant General (Audit-II), Chennai-600 018.
The Accountant General (CAB), Chennai-600 009.
The Registrar, High Court, Chennai-600 104.
The Secretary, Tamil Nadu Public Service Commission, Chennai-600 003.
The Commissioner, Greater Chennai Corporation, Chennai-600 003.
All Commissioners of Municipal Corporations.
All Panchayat Union Commissioners.
All Executive Officers of Town Panchayats.
All District Collectors / District Judges / Chief Judicial Magistrates.
All Regional Joint Directors of Treasuries and Accounts Departments.
The Pension Pay Officer, Chennai-600 035.
All Treasury Officers / Sub-Treasury Officers.
All State Government owned Boards / Corporations.

Copy to:

The Finance (OP/Bills) Department, Chennai - 600 009.
The Secretary to Chief Minister, Chennai-600 009.
The Director of Pension, Chennai-600 035.
The Principal Secretary and Commissioner of Treasuries & Accounts, Chennai-600 035.
The Director of Local Fund Audit, Chennai - 600 035.
Stock File / Spare Copies.

-/ Forwarded : By Order /-



SECTION OFFICER.

Annexure-III

[G.O.Ms.No.321, Finance (Pension) Department, Dated 15th October 2019.]

APPLICATION FOR FINAL CLOSURE OF G.P.F.

(To be submit Triplicate to Head of Office / To be send in Duplicate to A.G.)

PART-I

- 1. (a) Name of the subscriber :
(Govt. Employee) (IN CAPITAL LETTERS).
- (b) Designation :
- (c) Office / Department :

- 2. (a) G.P.F. Account No. with :

							/				
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suffix.
- (b) Employee ID :
- (c) Mobile/Cell Phone No. :
- (d) e-Mail Address :

- 3. (a) Father's Name of the :
Government Employee.
- (b) Husband's Name in the case :
of Female Govt. Employee.

- 4. Residential Address of the :
subscriber (Govt. Employee)
- (a) Present Address :
- (b) Address after Retirement :

- 5. Religion of the subscriber :

- 6. (a) Name of the Applicant / :
Guardian in case of minor /
mentally retarded child.
[Applicable only for Death Cases].
- (b) Relationship with :
Subscriber.
- (c) Residential Address :

- 7. (A) Date of Birth :

D	D	M	M	Y	Y	Y	Y
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- (B) Date of Joining :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(C) Event necessitating closure :
of Account

(1) Date of Retirement on :

D	D	M	M	Y	Y	Y	Y
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(i) Superannuation :

(ii) Voluntary Retirement (copy :
of orders to be enclosed)

(iii) Resignation (attach a copy :
of the orders of acceptance
of resignation)

(iv) Dismissal / Removal / :
Compulsory Retirement /
Medical Invalidation (copy
of orders to be enclosed)

(a) Have you preferred an : Yes No
appeal?

(b) If yes, date of its :
disposal / withdrawal.

(c) If no, date of expiry of :
appeal time.

(d) If no appeal has been : I hereby undertake that no appeal
preferred.- Give an shall be preferred by me against
undertaking that no my dismissal / removal /
appeal will be preferred Compulsory retirement /
in future. invalidation. *(Strike out whichever is
not applicable)*

(v) Drawing Officer with full :
postal address and PIN
code.

(vi) Treasury / PAO :

(2) Date of Death :

D	D	M	M	Y	Y	Y	Y
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(i) Has the subscriber filed any : Yes No
nomination (If yes, enclose
nomination in original)

(ii) If No or if the nomination :
has been rendered null and
void who are the surviving
family members on the
date of death of the
subscriber (Enclose a Legal
Heirship Certificate)

Details of the members of Family. :

Sl. No.	Name (s)	Date of Birth	Relationship with Govt. Servant	Marital Status	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					

- (iii) Did the nominee die after :
the subscriber but before
receiving payment Please
furnish details thereof
- (iv) If there is no nomination :
and if the Subscriber has
left no family to whom
should the money be paid?
(Enclose Letters of Probate
or Succession Certificate)
- (v) Drawing Officer with full :
postal address and PIN
code.
- (vi) Treasury / PAO :
- (3) Transfer of Balance :
- (i) Date of absorption on :
permanent basis
- (ii) Organisation to which :
transferred / joined on
permanent basis
- (iii) Is the absorption with the :
approval of State
Government? If so, details
of orders may be
furnished?
- (iv) Accounts Officer to whom :
the balance is to be
transferred.
- (v) Demand Draft / Pay Order :
to be drawn in favour of
- (vi) Payable at :

8. Office served in the last three :
years.

Sl.No.	Office with Address	Designation	PERIOD	
			From	To
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				

DECLARATIONS

I do hereby declare to refund any excess payment arising out of clerical errors in the settlement of GPF claims.

Place :

Date :

**Signature of
Subscriber/Claimant
with Date.**

PART-II

TO BE FILLED IN BY THE DEPARTMENTAL OFFICER

1. Name of the Subscriber :
2. Designation :
3. Office / Department :
Phone No. with STD Code and
email address
4. G.P.F. Account No. :
5. Credit particulars for the last 12 :
months of service.

Sl. No.	Pay for Month	GPF Subs. Rs.	Recovery / Refund Rs.	Refund Instalment	Total Amount of Cr. Schedule.	Date & Place of Payment	Sub-Head of Account.	Voucher No. / Token No. and Date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.				/				
2.				/				
3.				/				
4.				/				
5.				/				
6.				/				
7.				/				
8.				/				
9.				/				
10.				/				
11.				/				
12.				/				

6. Debit particulars for last 12 :
months of service.

Sl. No.	Name of Withdrawal	Sanction Order No. and Date	Amount	Date and Place of Payment	Voucher No. / Token No. and Date
(1)	(2)	(3)	(4)	(5)	(6)
1.	Temporary Advance				
2.	Part Final Withdrawal				
3.	90% of Part Final Withdrawal				

CERTIFICATE

It is certified that all the particulars furnished above have been fully verified with reference to office records and are found correct.

Place :

Date :

**Signature of the Head of Office /
Department with Seal.**

NOMINATION FOR GENERAL PROVIDENT FUND

For use by subscribers having family.

[See Rule 7(3) of the General Provident Fund (Tamil Nadu) Rules.]

I, _____, hereby nominate the person(s) mentioned below who is/are member(s) of my family as defined in rule 2 of the General Provident Fund (Tamil Nadu) Rules, to receive the amount that may stand to my credit in the fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name, Date of Birth (DoB) and address of the nominee(s).	Relationship with the subscriber.	Share to be paid to each	If nominee is minor, name, DoB and address of the person who may receive the amount on behalf of minor.	Name, DoB and address of alternate nominee in case the nominee under column (1) predeceases the subscriber.	Relationship with subscriber	Name, DoB and address of person who may receive the amount if alternate nominee in Column (5) is a minor.	Contingency on happening of which nomination shall become invalid.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

These nomination supersede any nomination made by me earlier.

Place :

**Signature of the Government
Servant (Subscriber).**

Date :

Signature of two witnesses with Name and Address:

1. Name :

Address :

2. Name :

Address :

P.T.O.

(To be filled in by the Head of Office / authorized Officer)

Received the nomination, dated _____ under Rule 7(3) of Tamil Nadu General Provident Fund Rules made by

Thiru/Tmt./Selvi :

Designation :

Office :

Entry of receipt of nomination(s) has been made in Page _____ Volume _____ of Service Book.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

NOMINATION FOR GENERAL PROVIDENT FUND

For use by subscribers having no family.

[See Rule 7(3) of the General Provident Fund (Tamil Nadu) Rules.]

I, _____, having no family as defined in Rule 2 of the General Provident Fund (Tamil Nadu) Rules hereby nominate the person/persons mentioned below to receive the amount that may stand to my credit in the fund, as indicated below in the event of my death before that amount has become payable or having become payable has not been paid. This nomination shall become invalid in the event of my subsequently acquiring a family.

Name, Date of Birth (DoB) and address of the nominee(s).	Relationship with the subscriber.	Share to be paid to each	If nominee is minor, name, DoB and address of the person who may receive the amount on behalf of minor.	Name, DoB and address of alternate nominee in case the nominee under column (1) predeceases the subscriber.	Relationship with subscriber	Name, DoB and address of person who may receive the amount if alternate nominee in Column (5) is a minor.	Contingency on happening of which nomination shall become invalid.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

These nomination supersede any nomination made by me earlier.

Place :

**Signature of the Government
Servant (Subscriber).**

Date :

Signature of two witnesses with Name and Address:

1. Name :

Address :

2. Name :

Address :

P.T.O.

(To be filled in by the Head of Office / authorized Officer)

Received the nomination, dated _____ under Rule 7(3) of the General Provident Fund (Tamil Nadu) Rules made by

Thiru/Tmt./Selvi :
Designation :
Office :

Entry of receipt of nomination(s) has been made in Page _____ Volume _____ of Service Book.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

Check List for FW Cases:

Details of credit / debit during last 12 months prior to the date of event necessitating closure of GPF account should be enclosed along with final closure application in respect of any event (viz) superannuation, retirement, compulsory retirement, resignation, dismissal, invalidation, death, disappearance

1. DEATH CASES:

- (1) The application duly signed by the eligible claimant and countersigned by the Head of the office.
- (2) Death certificate of the subscriber.
- (3) Original nomination filed by the subscriber.
- (4) Attested Copy of legal heirship certificate.
- (5) If any one of the nominee / Legal heir expired, then Death certificate of nominee / Legal heir to be furnished.
- (6) Survival status of the person whose name is mentioned in 'Nomination' but not in LHC.
- (7) In cases where name of the first wife of the subscriber is not included in LHC and 2nd wife's name is included in LHC In such cases -
 - (a) If 1st wife expired - Death certificate to be furnished.
 - (b) If Legally divorced - copy of court order to that effect.
 - (c) Proof of 2nd marriage - to verify whether 2nd marriage taken place after the death or divorce of 1st wife
- (8) Survival status/ Legal status of husband, if his name is not in the LHC.
 - (a) If expired - Death certificate to be furnished.
 - (b) If divorced - copy of court order to that effect.
- (9) In case of dispute between legal heirs, copy of final orders of Court of Law.
- (10) In case of unmarried subscriber where no valid nomination subsists, succession certificate issued by Court of Law.

2. Voluntary Retirement: VR orders should be enclosed along with the application.

3. Resignation: Order of acceptance of resignation should be enclosed along with the application.

4. Dismissed / Removed / Compulsorily retired / invalidated from Service:-

- a) Copy of order of dismissal/ removal/ compulsory retirement/ invalidation should be enclosed.
- b) the fact whether appeal has been preferred by the subscriber against such punishment to be clearly mentioned in the application.
- c) In case subscriber preferred an appeal, application should be forwarded along with copy of final orders issued on such appeal
- d) Where the subscriber has not preferred an appeal, the application for final closure may be forwarded clearly mentioning that appeal not preferred by the subscriber. Similarly, if the subscriber gives in writing before the expiry of the time for preferring appeal that he would be not prefer appeal – copy of such letter should also be enclosed.

5. In case of subscribers who have been placed under suspension and not permitted to retire on attaining superannuation.

The order issued on the date of retirement either permitting to retire without prejudice to the disciplinary proceedings pending against the subscriber or orders of not permitting to retire on superannuation, as the case may be, should be enclosed with the application.

6. In case of disappearance of a subscriber:

1. Copy of FIR
2. Non traceable certificate issued by Police Department
3. Original nomination filed by the subscriber
4. Sanction order for payment of GPF issued by the DDO
5. Indemnity bond obtained from the claimant