

## Checklist for GPF Final Payment Cases

When a subscriber quits or retires from service :-

- (a) When the subscriber is due to retire on superannuation, discontinuation of the subscription during the last three months of service is compulsory and should be scrupulously followed.
- (b) The application in the prescribed form should be obtained from the subscriber and forwarded to the Accounts Officer of the o/o the Accountant General well in advance of the retirement of the subscriber. The following information should invariably be given in the form.
  - (1) Full name of the subscriber.
  - (2) G.P.F. Account number.
  - (3) Date retirement of the subscriber.
  - (4) Advances sanctioned and paid to the subscriber during the twelve months preceding the date of his /her retirement. If there is no advance sanctioned during the said period, a note as such should be recorded in the prescribed form.
  - (5) The month and details of last G.P.F. deduction made from the salary of the subscriber.
  - (6) Residential address and mobile number of the subscriber
  - (7) G.P.F. account slip should be attached, if available, with the application for final withdrawal.

A. When a subscriber quits or retires from service:-

- (a) When the subscriber is due to retire on superannuation, discontinuation of the subscription during the last three months of service is compulsory and should be scrupulously followed.
- (b) The application in the prescribed form in
  - (i) Form A- In case application is forwarded before retirement.
  - (ii) Form B- In case application is forwarded after retirement.

should be obtained from the subscriber and forwarded to the Sr. Accounts Officer o/o the Accountant General (A&E)- II, Maharashtra, Nagpur, well in advance.

The following information should invariably be given in the form.

- (1) Full name of the subscriber.
- (2) G.P.F. Account number.

(3) Date of retirement of the subscriber.

(4) Advances sanctioned and paid to the subscriber during the twelve months preceding the date of his /her retirement. If there is no advance sanctioned during the said period, a note to that effect should be recorded in the form.

(5) The month and details of last G.P.F. deduction made from the salary of the subscriber.

(6) Residential address and mobile number of the subscriber.

(7) G.P.F. account slip should be attached (if available) with the application for final withdrawal.

(8) After forwarding the application for the final payment, no advance should be sanctioned to the subscriber without prior intimation to this office.

(9) The application should be signed by authority higher than the subscriber i.e. authority which sanctions Non Refundable Advance.

B. On the death of the subscriber:

The application in form "C" should be obtained and forwarded to the Sr. Accounts Officer o/o the Accountant General (A&E)- II, Maharashtra, Nagpur, duly completed in all respects.

The following information should invariably be recorded in the application form.

(a) Name of the subscriber

(b) Date of death of subscriber.

(c) Subscriber's General Provident Fund account no.

(d) In column no 8, the name of the nominee/ nominee's, relation with the subscriber, share of each nominee should be noted.

(e) In column no 10, if there is no nomination, the family details of the deceased subscriber i.e. Names of family members, age, relation with the deceased subscriber and their marital status should be furnished.

(f) The claimant should sign the application form. Full postal address, mobile number and date of the application should be recorded.

(g) The month and details of last fund deduction.

(h) Details of G.P.F. advances sanctioned and paid to the deceased subscriber during the previous twelve month preceding the date of death.

(i) If the nomination is in favour of a minor, the payment may be made to his natural guardian. Where no natural guardian exist, to the person considered fit by the Head of office to receive payment on behalf of the minor after the said person has executed a bond signed by two sureties agreeing to indemnify Government against the amount to be paid. Also obtain an affidavit that he is in charge of the property of the minor and is looking after it and the minor is in his custody and care.

C. All communication received from this office regarding final withdrawal of G.P.F. should be attended promptly and reply sent within a period of 15 days to enable this office to authorize the final payment. Prompt action should be taken on the authority for final payment of G.P.F. money received from this office. The D.D.O. should ensure that the payment is made to the retired/ dependent of deceased Govt. Servant within 15 days.

#### D. DEPOSIT LINKED INSURANCE SCHEME.

In case of death of the subscriber while in service, benefit under “Deposit Linked Insurance Scheme” is admissible to the family members of the deceased subscriber subject to the following conditions:-

(a) Death should be while in service.

(b) Deceased subscriber should have put in at least FIVE years service.

(c) Benefit under the scheme is to the extent of average balance during 36 months and is limited to Rs.60, 000.

(d) The application in plain paper for claiming the benefit under D.L.I. Scheme should be obtained from family member of the deceased subscriber and forwarded to Sr. Accounts officer after recording the post held and scale of pay of the post held by the deceased subscriber during the 36 months immediately preceding the month of death, along with Form “C”.