

FORM - 'C'
[ONLY FOR DEATH CASE]

**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE
PROVIDENT FUND ACCOUNT OF A SUBSCRIBER TO BE USED BY THE NOMINEES
OR ANY OTHER CLAIMANTS WHERE TO NOMINATION SUNSISTS.**

To,

The Accountant General,
(Through the Head of Officer).

Sir,

It is requested that arrangements may kindly be made for the payment of accumulations in the _____ Provident Fund Account of Shri _____. The necessary particulars required in this connection are given below:-

1. Name of the Government servant.
2. Date of Birth.
3. Post held by the Government servant.
4. Date of death.
5. Proof of death in the form of a death certificate issued by the Municipal authorities etc. if available.
6. Provident Fund Account No. allotted to to the subscriber.
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known.
8. Details of the nominees alive on the date of death of the subscriber if a nomination subsists.

Name of the
nominee

Relation with
the subscriber

Share of the
nomination

- i.
- ii.
- iii.

9. In case the nomination is in favour of a person other than a member of the family, the details of a family if the subscriber subsequently acquired a family.

	<u>Name of the nominee</u>	<u>Relation with the subscriber</u>	<u>Age on the date of death</u>
i.			
ii.			
iii.			

10. In case the nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against the her name whether her husband was alive on the date of the death of the subscriber:-

	<u>Name</u>	<u>Relation with the subscriber</u>	<u>Age on the date of death</u>
i.			
ii.			
iii.			

11. In the case of amount due to a minor child whose mother(widow of subscriber) is not a hindu, the claim should be supported by indemnity Bond or Guardianship certificate as the case may be.
12. If the subscriber has left no family and no nomination subsisted, the names of persons to whom the Provident Fund money is payable(to be supported by letter of probate or succession certificate etc.)

	<u>Name</u>	<u>Relation with the subscriber</u>	<u>Address</u>
i.			
ii.			
iii.			

13. Religion of the claimant(s)

14. The payment is vested through the office of _____ / through the _____ Treasury/Sub-Treasury. In connection the following documents duly attested by a Gatedted Officer in Service/ Magistrate are attached.

- i. Personal Marks of identification
- ii. Left/Right hand thumb or finger impression (in case of illiterate claimants)
- iii. Specimen Signatures in duplicate(in the case of literate claimants)

Yours faithfully

Station:
Date:

**Signature of claimant
Full name and address**

FOR USE OF HEAD OF OFFICE / DEPARTMENT

1. Forwarded to the _____ for necessary action, the particulars furnished above have been duly verified.
2. The Provident Fund Account No. _____ of Shri Smt. _____ (as verified from the annual statements (furnished to his/her death.)
3. He/She died on _____. A death certificate issued by the Municipal authority (there has been produced/ is not required in this case as there is no doubt about his/ her death.
4. The last fund deduction was made from his/her pay for the month of _____ drawn in this office will be _____ dated _____ for Rs. _____ (Rupees _____) Cash voucher no. ____ of Treasury, the amount of deduction being Rs. _____ and recovery, on account of refund of advance of Rs. _____.
5. Certified that he/she neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund account during the 12 months immediately preceding the date of his/her death.

OR

Certified that the following temporary advances/final/ withdrawals were sanctioned to him/ her and drawn from his/her Provident Fund Account during the 12 months immediately.

Amount of advances/withdrawal	Date and Place of Encashment	Voucher no.
1.		
2.		
3.		
6. Certified that no amount was withdrawn/ the following amounts were withdrawn from his/her Provident Fund account during the 12 months immediately preceding the date of his/her death for payment of insurance premium or from the purchase of a new policy.		
7. It is certified that no demand /following demand of Government are due for recovery.		
8. Certified that no advance/following advance sanctioned in items of the Ministry of Finance Office Memorandum No. 10(3)E.V(A)/65m dated the 1 st November, 1965 is due for recovery.		

Signature of the Head