



Bihar State Power Transmission Company Limited

FORM FOR APPLICATION FOR FINAL WITHDRAWAL OF PROVIDENT FUND ACCUMULATIONS.

GENERAL INSTRUCTION

1. **URGENCY-** The application should be treated as urgent by all concerned at all stages.
2. **GAZETTED GOVERNMENT SERVANTS -**
 - (a) When the applicant for refund is the subscriber himself and a government Servant, he should fill in all items in the form of application and sent it on to the head of the department.
 - (b) The head of the department shall see that all the information required in the form of application has been supplied, complete the certificate on the forwarding memo regarding the grant of an advance within 12 months preceding the date of officer's. Retirement and except in the cases mentioned in 2 (c) below, forward the application direct to the Accountant-General, Bihar
 - (c) In the cases falling under any of the four categories (i) to (iv) below the application should be for warded to Government in the administrative department concerned. viz :-
 - (i) When the subscriber being a gazetted government servant applied for any advance under rule 15 (3) (a) of the General Provident Fund (Bihar) Rules within 12 months preceding the date of his retirement,
 - (ii) When the subscriber was governed by the Indian Civil Service Provident Fund Rules.
 - (iii) When the subscriber was governed by the General Provident Fund (Superior Civil service) Rules, and
 - (iv) When the subscriber was elected to join the sterling branch of the Provident Fund.
 - (d) The administrative department of Government shall in the cases of application falling within category (iii) alone verify whether any advance was granted to the subscriber within 12 months preceding the date of his retirement and forward the application direct to the Accountant - General, Bihar After completing the certificate in the forwarding memo. In other cases, i.e. application falling within categories (i), (ii) and (iv) above the administrative department shall first ascertain from the Finance Department what amount of advance, if any way sanctioned to the Government servant by the Finance Department within 12 months preceding the date of his retirement, complete the certificate in the forwarding memo and forward the application to the Accountant-General through the Finance Department after noting 'Consulted U.O.' on the margin of the memo.
3. **Non-Gazetted Government Servants :-**
 - (a) When the applicant for refund is the subscriber himself and a gazetted Government Servant, the head of the office in which the subscriber last worked should fill in the form complete the certificate in the forwarding memo after verifying whether any advance was granted to the subscriber within 12 months preceding the date of his retirement, and forward the application direct to the Account General, Bihar except in the cases mentioned in 3 (b) below.
 - (b) When a subscriber had applied for an advance under rule 15 (3) (a) of the General Provident found (Bihar) Rules within 12 months preceding the date of his retirement the application should be forwarded to the head of the department who, after verifying the application and completing the certificate in the forwarding memo, will forward the application to the Accountant-General, Bihar
 - (c) If the subscriber wants payment at a place other than in which he last worked, the application should be accompanied with three slips containing the specimen signature, left hand thumb and finger impression, and personal marks of identification of the payee duly attested by the head of the office or by a Magistrate.
4. **Payment after death of a subscriber :-** If the final payment has been necessitated by the death of a subscriber (whether a gazetted or a non-gazetted Government) servant the head of the office shall fill in items 1 to 8 of the form of the application, and forward it to the head of department At the same time he should send direct and immediate intimation to subscriber, together with his Provident Fund Account number to the Accountant General, Bihar who will advise the head of the department what further action should be taken.

Note :- When the subscriber is himself the head of an office and/or head of department, his successor in office should be treated as the head of office and / or head of department, for the purpose of forwarding the application to the proper authorities.

FORM OF APPLICATION FOR FINAL WITHDRAWAL OF PROVIDENT FUND ACCUMULATION

1. Name of the subscriber with designation (in block letters) :
2. Account no. (The correct number should, if possible be verified from the statements furnished to the depositors by the accounts office from year to year.):
3. (i) The actual date, forenoon of retirement/death/dismissal/ resignation of discharge (cut out the items not required)
- (ii) In the case of dismissal :-
 - (a) Whether the subscriber has appealed or intends to appeal against the orders of dismissal.
 - (b) If the appeal has been rejected the date of the time limit for filling an appeal will expire.
- (iii) In case of resignation if should be stated whether the resignation has been accepted.
- (iv) In case of discharge the reason for the same should be stated.

(2)

4. Name of the Treasury where payment is desired.
5. Was any withdrawal made within 12 months preceding the date of retirement for payment of premium on life insurance policies? If so the amounts and Treasury voucher numbers should be quoted.
6. Was any advance from the Fund granted to the subscriber and drawn by him (or by the head of the office of his behalf during the last 12 month? if so full particulars of the advance should be quoted.
7. Amount of last Fund deduction and no. and date of the Treasury voucher in which the deduction was made.
8. Has the subscriber elected, and been allowed to have his Provident Fund account kept on a starting basis?
9. If the answer to the last question be in the affirmative is the subscriber going to reside after retirements in a country where the rupee is a legal tender?
10. Is the subscriber on leave preparatory to retirement if so the date from which such leave commenced?

Subscriber _____
Signature of _____
head of the office _____
Designation _____

[TO BE USED IN THE CASE OF NON-GAZETTED GOVERNMENT SERVANT ONLY]

MEMO NO. _____ dated the _____
Forwarded to the Accountant-General, Bihar {3(a)}
[3 (b) and 4] (Head of the Department)
2. I certify that no advance was granted to
an advance of Rs. within 12 months preceding the date of his retirement.
(if granted within 12 months preceding the date of retirement.)
Signature of the head of office. _____
Designation _____

[FOR BOTH GAZETTED AND NON-GAZETTED GOVERNMENT SERVANTS]

MEMO NO. _____ dated the _____
Countersigned and forwarded to the Accountant-General, Bihar [2 (b) and 3 (b)]
Secretary to Government, [Department 2 (C)]
2. I certify that no advance was granted to
an advance of Rs. within 12 months preceding the date of his retirement.
on _____ (if granted within 12 months preceding the date of his retirement.)
Signature of the head of department. _____

[TO BE USED IN THE CASE OF GAZETTED GOVERNMENT SERVANT ONLY]

MEMO NO. _____ dated the _____
Forwarded to the Accountant-General, Bihar (through the Finance Government) {2(d)}
2. Certified that no advance was granted by the Government to
an advance of Rs. within 12 months preceding the date of his retirement.
on _____ (if granted within 12 months preceding the date of his retirement.)
3. The provincial Government are satisfied that the subscriber intends to reside after retirement a country where the rupee is not a legal tender.

(Paragraph 3 to be struck off where necessary.)

NOTE :- The notations in brackets above, e.g. [2 (b)] refer of the appropriate instructions given on the first page of this form.

Secretary to Government
Department