

Check List of Documents required for GPF in Death case

<u>S.No</u>	<u>FORM NO.</u>	<u>DESCRIPTION</u>	<u>Remarks</u>
1.	Form- 2 Part-I & II	Form of application for final payment of balance in the Provident Fund Account on Death of subscriber.	
2.	Specimen Signature		
3.	Excess Payment		

Form 2
Form of application for final payment of balance in the Provident Fund Account
on death of a Subscriber

Part-I

To

The Registrar,

Sir/Madam.

With reference to your letter no.....dated.....it is requested that arrangements may kindly be made for the payment of the accumulations in the General Provident Fund/Contributory Provident Fund Account of Shri/Smt/Km.....The necessary particulars required in this connection are given below-

1. Name of the subscriber.....
2. Post held by the subscriber.....
3. Date of death of the subscriber.....
4. Provident Fund Account number allotted to the subscriber.....
5. Information in 5 A or 5 B below, as applicable:-

5 A. Details of members of family and the nominees alive on the date of death of subscriber:

Name and address of the nominee/member of family	Date of birth of the nominee/member of family	Marital status of the nominee the date of death subscriber	Relationship of the nominee/member with the deceased subscriber	Whether he/she is a nominee
(1)	(2)	(3)	(4)	(5)

Or

5 B. If the subscriber has left no family and no nomination subsists, the name of persons to whom the provident fund money is payable (to be supported by letter of probate or succession certificate, etc).

Name and address	Relationship with the subscriber	Date of birth
(i)
(ii)
(iii)

6. In case the recipient(s) is/are minor, details of the guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

Note: In case of a minor child whose mother (widow of subscriber) is not a Hindu, the claimant shall submit an Indemnity Bond, or Guardianship certificate, as the case may be.

7. The claimants, shall enclose the following documents, duly attested:

- (a) Photograph
- (b) Specimen signatures in duplicate (in case of literate claimants)/Thumb or finger impression (in case of illiterate claimants)

8. Other documents to be enclosed:

- (a) Death certificate
- (b) A copy of letter of probate/succession certificate/legal heir certificate, etc. (where applicable).
- (c) Any other document regarding eligibility of the claimant, as per rules

Station
Date

Yours faithfully

(Signature of claimant, including gurdian)
(Full name and address)

PART II
(FOR THE USE OF REGISTRAR)

Forwarded to the Controller of Finance.....for necessary action. The particulars furnished above have been duly verified.

2. The General Provident Fund/Contributory Provident Fund Account No. of Shri/Smt./Kumari.....is.....

3. The last fund deduction was made from his/her pay for the month of..... drawn in this office Bill No..... for Rs..... (Rupees), the amount of deduction being Rs..... and recovery on account of refund of advance being Rs.....

4. Certified that he/she was 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 preceding his/her death.

Amount and date of advances/withdrawals	Date
(i)	
(ii)	

5. Amount of Provident Fund Money standing to the credit of the subscriber at the time of his/her death is Rs.....

(Signature of the Registrar)

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger Impression of Shri/Smt./Km

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1

2.

Thumb/finger impression of Shri/Smt./Km

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AMIN BUDIAK DEPT. 4016 Km 5000 23918/02 210000





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DECLARATION REGARDING REFUND OF EXCESS PAYMENT

I..... do hereby declare that the amount of Pension/Gratuity and GPF as authorized by the Pay and Accounts officer if afterwards found to be in excess of the amount by which entitled under the rules, I refund such excess on demand within two months.

Signature :

Name in full :

Address :