

FORM 1

**Form to be used by Head of Office for Final Payment/transfer of balances in the
General/Contributory Provident Fund Account to Autonomous Bodies/Other Governments**

The General Provident Fund/Contributory Provident Fund Account Number of
Shri/Smt./Km... .., as certified from the statements furnished to him/her
from year to year, is

2. He/She is due to retire from Government service/ has proceeded on leave preparatory to
retirement for months/has been discharged/dismissed/has been permanently
transferred to /has resigned finally from Government service
on.....

3. Certified that he/she had taken the following advances in respect of which.....
installments of Rs..... each are outstanding.

Amount of Temporary advances	Amount outstanding
1
2
3
4

4. Details of the withdrawals granted to him/her in the current financial year are also
indicated below-

Amount of Final withdrawal	Date of withdrawal
1
2
3
4

5. After adjusting the above withdrawals and advances, an amount of Rs.....
standing to the credit in his/her Provident Fund Account is appearing in the ledger account.

6. The final payment be made after verifying the records.

Signature
Head of Office

Forwarded to the Pay and Accounts Office for necessary action.