

**Form 2**

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

**Part - I**

To

The Head of Office,

.....  
.....

Sir,

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 the subscriber:

Name and address of the nominee/member of family	Date of birth of the nominee/member of family	Marital status of nominee on the date of death of 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

Yours faithfully

Station  
Date

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

**PART II**

**(FOR THE USE OF HEAD OF OFFICE)**

Forwarded to the Pay and Accounts Officer ..... 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. ...., dated ..... 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 Head of Office)