

APPENDIX-D
FORMS

1

Form of Application for Final Payment/Transfer to Corporate Bodies/Other Governments of Balances in the..... Provident Fund Account

To,

The Director General,
National Water Development Agency,
New Delhi-110017.

(Through the Head of office)

I am to retire/have retired/have proceeded on leave preparatory to retirement for.....months/have been discharged/dissmissed/have been permanently transferred to...../have resigned finally from NWDA service/have resigned service under.....NWDA to take up appointment with.....and my resignation has been accepted with effect from.....forenoon/afternoon. I joined service with.....on... ..forenoon/afternoon.

2. My Provident Fund Account No is.....

3. I desire to receive my payment through my office/through theParticulars of my personal marks of identification, left hand thumb and finger impressions(in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers) in duplicate, duly attested by a gazetted officer of the Government are enclosed.

PART-I

(To be filled in when the application for final payment is submitted up to one year prior to retirement)

4. I request that the amount of Rs.....standing to the credit in my provident Fund Account as indicated in the Accounts Statement issued to me for the year.....(enclosed)/as appearing in my ledger account being maintained by you....Treasury/Sub-treasury/Head of Office, may please be arranged to be paid to me as first instalment of final payment.

5. The under mentioned Life Insurance Policies were being financed by me from my Provident Fund Account.

Policy number

Name of the company

Sum assured

.....

.....

.....

6. After payment of the first installment of my Provident Fund balance, I will apply for the payment of subsequent installments in Part-II of the form immediately on retirement.

Yours faithfully,

Signature

Name

Station

Address

Date

This applies only when payment is not desired through the Head of Office.

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Director General, NWDA for necessary action.

2. The Provident Fund Account No. of Shri/Shrimati/Kumari (as verified from the Statements furnished to him/her from year to year) is

3. He/She is due to retire from NWDA service on.....

4. Certified that he/she had taken the following advances in respect of which.....instalment of Rs.....are yet to be recovered and credited to the Fund Account. The details of the final withdrawals granted to him/her are also indicated below:

<u>Temporary advances</u>	<u>Final withdrawals</u>
1.....
2.....

5. Certified that the following amounts were withdrawn from his/her account to finance the Life Insurance Policy:

<u>Temporary advances</u>	<u>Final withdrawals</u>
1.....
2.....

Signature of the Head of Office

