

Government of West Bengal
Finance Department
Audit Branch
Nabanna, Howrah-711102

No.3947-F(J)

Dated, 31st July, 2014

MEMORANDUM

Sub : Amendment of prescribed Application Forms (10A & 10B)
used for final payment of GPF balances.

The undersigned is directed to say that the prescribed Application Forms (10A & 10B) for final payment of GPF balance in respect of Group-A, B & C Officers of the State Government were introduced vide this Deptt. Memo No.5906-F dated 18.05.1984 and amended subsequently vide Memoranda No. 9166-F dated 20.09.1999, No.10472-F dated 18.11.2004 and No.3810-F dated 21.05.2009.

It has been observed that for quick disposal of final payment cases further amendments are necessary.

As financing to Life Insurance Policy was stopped long before, related paras of the Forms have also lost their relevance. With the introduction of ROPA-2009, Certificate regarding withdrawal from the balance on account of ROPA-98 has also no relevance at present. Repetition of the same information can also be avoided, some other necessary modifications can also be made here and there to make the forms more simple and accessible & relevant.

After careful consideration of all aspects of the matter, the Governor is pleased to accord permission towards necessary amendments/modifications of the prescribed Application Forms(10A & 10B) used for final payment of GPF balance.

Revised Forms (10A & 10B) are enclosed below.

Sd/- T. K. Chakraborty
Assistant Secretary to the
Government of West Bengal

Contd...p/2

// 2 //

No.3947/1(500)-F(J)

Dated, 31st July, 2014

Copy forwarded for information & necessary action to :-

1. The Dy. Accountant General(Fund), Office of the Pr. A.G.(A&E), W.B., 8, K. S. Roy Road, Kolkata-700001.
2. The Commissioner, _____ (all)
3. The Secretary, _____ (all)
4. The Director, _____ (all)
5. The District Magistrate/Judge, _____ (all)
6. The S.D.O., _____ (all)
He is requested to circulate this G.O. alongwith its enclosure to all the State Govt. Offices under his jurisdiction.
7. The Assistant Secretary & Accounts Officer, Finance(Accounts) Department, Government of West Bengal, Nabanna, Howrah
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata -700 012.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Buildings, P-1, Hyde Lane, Kolkata -700 073.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, Sector-III, IB Block, Salt Lake, Kolkata -700 091.
11. The Director of Treasuries & Accounts, New India Assurance Buildings, 4, Lyons Range, Kolkata -700001.
12. The Superintendent of Police, _____ (all)
13. Shri S. K. Negel, Pr. Accounts Officer & Ex-Officio Joint Secretary, Finance(Budget) Department, Nabanna with the request for uploading the matter in the Finance Department's Website.
14. The Assistant Secretary, Gr. H, Finance Department, Government of West Bengal, Nabanna & Writers' Buildings.



Assistant Secretary to the
Government of West Bengal

FORM – 10A / (Part-I)
(For all Officers other than Group-D)

Form of application for Final Payment of balance (₹ _____) in the Provident Fund Account.

To
The Principal Accountant General (A & E), West Bengal,
(Through the Head of the Office)

I am due to retire / have retired / have proceeded on leave preparatory to retirement for _____ months / have been discharged / dismissed / have resigned finally from Government Service and my resignation has been accepted with effect from _____ forenoon / afternoon.

2. My Provident Fund Account No. is _____. The designation and address (with PIN) of the D.D.O. under whom I served last is

and the name and address of the accredited treasury is _____

Yours faithfully,

(SIGNATURE)

Name : _____

Date : _____ Office Address : _____

Permanent Home Address : _____

Contd....P/2

FORM – 10A / (Part-II)
(For use by the Head of the Office)

Forwarded to the Pr. Accountant General (A&E), W.B., for necessary action.

1. The Provident Fund /c. No. of Shri / Smt. / Kumari _____
(as verified from the Statement furnished to him / her from year to year)
is _____
2. He / she has finally retired / will retire / has proceeded on leave preparatory to retirement
for _____ months / has been discharged / dismissed / has resigned finally from
Govt. Service and his / her resignation has been accepted with effect from _____
forenoon / afternoon.
3. The last fund deduction was made from his / her pay in this office Bill No. _____
dated _____ for ₹ _____
(Rupees _____)
Cash Voucher No. _____ of Treasury, the amount of deduction being ₹ _____
and recovery on account of refund of advance ₹ _____
4. Certified that he / she was sanctioned / not sanctioned any refundable advance(s) from his / her
Provident Fund Account during the 12 months immediately preceding the date of his / her
quitting service / proceeding on leave preparatory to retirement or thereafter.

	<u>Amount of Advance</u>	<u>G.O. No. and Date</u>	<u>Token No. and Date</u>
1)			
2)			
3)			
4)			

Certified that he / she was sanctioned / not sanctioned part final withdrawal from his / her
Provident Fund A/c. during the 12 months immediately preceding the date of his / her quitting service /
proceeding on leave preparatory to retirement or thereafter.

	<u>Amount of Withdrawal</u>	<u>G.O. No. and Date</u>	<u>Token No. and Date</u>
1)			
2)			
3)			
4)			

FORM - 10B (Part-I)

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE IN THE PROVIDENT FUND ACCOUNT OF A SUBSCRIBER TO BE USED BY THE NOMINEES OR ANY OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS.

To
The Principal Accountant General (A&E), West Bengal,
(Through the Head of the Office)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the Provident Fund Account of Late _____.

The necessary particulars required in this connection are given below :-

1. Name of the Govt. Servant :
2. Date of birth :
3. Post held by the Govt. Servant :
4. Date of death :
5. Proof of death in the form of a death certificate issued by the Municipal Authorities, etc. if available :
6. Provident Fund Account No. allotted to the subscriber :
7. The designation and address of the D.D.O. under whom the subscriber served last is _____ and the name and address of the accredited Treasury is _____

8. Details of the nominees alive on the date of death of the subscriber, if a nomination subsists:-

Name of the Nominee	Relationship with the subscriber	Share of the nominee
1.		
2.		
3.		
4.		

9. In case of nomination is in favour of person other than a member of the family, the details of the family if the subscriber subsequently acquired a family —

- | Name of the Nominee | Relationship with the subscriber | Age on the Date |
|---------------------|----------------------------------|-----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber —

	N a m e	Relationship with the subscriber	Age on the Date
1)			
2)			
3)			
4)			

11. In the case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be _____

12. If the subscriber has left no family and no nomination subsists the names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate etc.) :-

	N a m e	Relationship with the subscriber	Age on the Date of death
1)			
2)			
3)			
4)			

13. Religion of the claimant (s) _____

Yours faithfully,

State :

(Signature of claimant)
Full name and address

Dated :

FORM – 10B/(Part-II)

(For use of the Head of the Office/Department)

Forwarded to the Principal Accountant-General (A&E), W.B. for necessary action. The particulars furnished above have been duly verified.

1. The Provident Fund Account No. of Late _____ (as verified from the annual statements furnished to him / her) is _____
2. He/she died on _____. A death certificate issued by the Municipal Authorities, etc. has been produced / is not required in this case as there is no doubt about his / her death.
3. The last fund deduction was made from his / her pay for the month of _____ Drawn in this office Bill No. _____ dated _____ for ₹ _____ (Rupees _____) Cash Voucher No. _____ of _____ Treasury, the amount of deduction being ₹ _____ and recovery on account of Refund of advance ₹ _____.
4. Certified that he / she was sanctioned / not sanctioned refundable advance(s) from his / her provident fund account during the 12 months immediately preceding the date of his / her death.

Amount of Advance

G.O. No. & Date

Token No. & Date

- 1.
- 2.
- 3.
- 4.

Certified that he / she was sanctioned / not sanctioned Part final withdrawals from his / her Provident Fund Account during the 12 months immediately preceding the date of his / her death :-

Amount of withdrawal

G.O. No. & Date

Token No. & Date

- 1.
- 2.
- 3.
- 4.

*5. It is certified that no demand / following demands of Government is / are due for recovery from the incumbent.

6. Certified that he / she was sanctioned / not sanctioned any amount (not exceeding 90% of balance standing at his / her credit in terms of Finance Department (Audit Branch) Memo. No.11830-F dated 05.11.1993 during 12 months immediately preceding this date of his / her retirement / death. The detail of which has been mentioned below.

<u>Amount of withdrawal</u>	<u>G.O. No. & Date</u>	<u>Voucher/Token No. & Date</u>
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Signature of the Head of the Office / Department

* Certificate to be furnished in case of Contributory Provident Fund only.

- * 5. It is certified that no demand / following demand(s) of Government is / are due to recovery from the incumbent.
6. It is certified that he / she has not resigned Government Service to take up appointment in another Department of the State Government or other State Governments or Central Government or under a body corporate owned or controlled by Government.
7. Certified that he / she was sanctioned / not sanctioned one time withdrawal within 90% of his / her G.P.F. balance within 12 months immediately preceding the date of his / her retirement on superannuation in terms of Finance Department's Memo. No.11830-F, dated 05.11.1993, the detail of which has been mentioned below.

Amount of Withdrawal

G.O. No. and Date

Token No. and Date

(Signature of the Head of the Office / Department)

*Certificate to be furnished in the case of contributory Provident Fund only.