

**Form – 10 B**

Form of Application for final payment of balance in the provident Fund Account of a subscriber to be used by the Nominee(s) or any other claimants where no nomination subsists.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulation in the \_\_\_\_\_ Provident Fund Account of late \_\_\_\_\_ . The necessary particulars required in this connection are given below:-

1. Name of the Government Servant :-
2. Date of birth :-
3. Post held by the Government 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. Amount of provident fund money standing to the credit of subscriber at the time of his death, if known :-
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)			

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

	N a m e	Relationship with the Subscriber	Age on the date of death.
(1)			
(2)			
(3)			

(2)

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-

	Name	Relationship with subscriber	Age on the date of death
(1)			
(2)			
(3)			

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 Bound of Guardianship certificate, as the case may be:-

12. 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 letters of probate or succession certificate, etc.):-

	Name	Relationship with subscriber	Address
(1)			
(2)			
(3)			

13. Religion of the claimant(s) :-

14. The payment is desired through the office of \_\_\_\_\_ through the \_\_\_\_\_ Treasury/Sub-Treasury\*. In this connection the following documents duly attested by a officer in Group-A Service/Magistrate are attached

- (i) Personal marks of identification.
- (ii) Left/Right hand thumb and finger impressions (in the case of illiterate claimants)
- (iii) Specimen signatures in duplicate (in the case of literate claimants).
- (iv) Photographs in duplicate

Yours faithfully,

Signature of claimant  
Full name and address

Station : \_\_\_\_\_

Dated : \_\_\_\_\_

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\* This applies only when payment is not desired through the Head of office

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

- 2 The Provident Fund Account No. of Shri/Smt./Kumari .. . . . . .  
.. . . . . (as verified from the annual statements furnished to him/her is .. . . . . .  
.....
- 3 He/She died on ..... . A death certificate issued by the Municipal  
. authorities has been produced/is not required in this case as there is no doubt about  
his/her death.
- 4 The last fund deduction was made from his/her pay for the month .....  
. .... drawn in this office Bill No. .... dated .....  
for Rs. .... (Rupees  
.....  
..... Cash Voucher No. ....  
. Treasury, the amount of deduction being Rs. .... and recovery on  
account of refund of advance Rs. ....
- 5 Certified that he/she was sanctioned/not sanctioned temporary advance/s from his/her  
. provident Fund Account during the 12 months immediately preceding the date of his/her  
death.

	Amount of Advance	Date and place of encashment.	Voucher No.
1.			
2.			
3.			
4.			

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

	Amount of withdrawal	Date of place of encashment	Voucher No.
1.			
2.			
3.			
4.			

- 6 Certified that no amount was withdrawn/the following amounts were withdrawn from  
. his/her Provident Fund Account during the 12 months immediately preceding the date of  
his/her death for payment of Insurance Premium or for the purchase of a new Policy:-

	Policy No. & Name of the company	Amount.	Voucher No.
1.			
2.			

- 7.\* He/She has stopped subscription to his/her Provident Fund Account three months prior to the date of his/her retirement on superannuation in terms of Government of West Bengal, Finance Department Memorandum No. 1991-F dated 01.3.1999.
- 8.\*\* It is certified that no demands/following demands of Government as due for recovery.
- 9.\*\*\* 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 the last 12 months immediately preceding the date of his/her retirement.

Amount of withdrawal

Date

Voucher/Token No.

10. Certified that an amount of Rs. .... due to ROPA for the year ..... was deposited in his/her GPF Account Vide Token/T.V. No. ....Dated ..... and the same amount was not withdrawn/withdrawn as per details

Amount of withdrawal

Date

Voucher/Token No.

**Signature of the Head  
Office/Department.**

**With seal**

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**\* Certificate No. 7 is to be furnished in case the subscriber is dead within 3 months preceding the date of retirement on superannuation.**

**\*\* Certificate No. 8 is to be furnished in case of contributory Provident Fund only.**

**\*\*\* Certificate No. 9 is to be furnished in case the subscriber is dead within 12 months preceding the date of retirement on superannuation.**