

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.