

**Form of Application for closure of provident fund account of a Subscriber to be used by the  
Nominee or any other Claimants where no Nomination subsists**

1. Name of Municipal Servant
2. Date of birth
3. Date of first appointment to Municipal Service
4. Date of death
5. Is proof of death in the form of a death certificate issued by Municipal Authorities etc., available?  
(Proof of death to be insisted/incase of doubt only)
6. Provident Fund account No. allotted to the subscriber
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of his death
8. Does a valid nomination in respect of Provident Fund money of the subscriber exist?
9. If so, the name of the nominee/ nominees and his/ her/ their relationship to the deceased Municipal Servant
10. If no valid nomination exists, name of the members of the family to whom the provident fund money will be payable in equal shares and their respective relationship to the deceased Municipal Servant
11. If no valid nomination exists and the subscriber has not left behind any family member, the names of persons to whom the provident money is payable (to be supported by letters of probate or succession certificate etc.)
12. If the subscriber had opted for continued retention of his provident fund money in the fund the following particulars may be given:
  - (a) Date of retirement of Municipal Servant from Municipal Service
  - (b) Amount at the credit of the subscriber on the date of retirement
  - (c) Amount finally withdrawn after retirement, if any

### CERTIFICATE BY THE DIRECTOR

It is certified after due verification with reference to the records in my office, that no temporary advance/ final withdrawal was sanctioned to the applicant from his provident fund account during the 12 months immediately preceding the date of his quitting service/ proceeding on leave preparatory to retirement or thereafter.

OR

It is certified after due verification with reference to the records in my office, that the following temporary advance/ final withdrawal were sanctioned to and drawn by the applicant from his provident fund account during the 12 months immediately preceding the date of his quitting service/ proceeding on leave preparatory to retirement or thereafter.

Sl No.	Amount of advance/ withdrawal	Date	Voucher No.
1.			
2.			

(Signature of the Director  
of Urban Affairs)