

Form - E

[See Rule 31]

**APPLICATION FOR CLOSURE OF KERALA PANCHAYAT
EMPLOYEES' PROVIDENT FUND ACCOUNT**

1. Name in full of the subscriber and Account No.
(as indicated in the latest annual account statement
received from the Account Officer).
2. Designation.
3. Office in which he is working/ worked last.
4. Whether he has drawn his salary for the month immediately
Proceeding the month in which he retires or proceeds on
leave preparatory to retirement from service on superannuation,
if so, furnish the date of drawl of the salary.
5. Date of his quitting service (also state whether he will be
quitting / he quitted the service by retirement or proceeding
on leave preparatory to retirement, or if he already quitted
service otherwise, specify whether he quitted service by
discharge, dismissal, resignation or death).
6. (a) No. and date of the Chalan and the name of the Treasury
in which the last Provident Fund deduction was made.
(b) The amount of last fund deduction:
 - (i) Subscription Rs.
 - (ii) Refund of advance Rs.
- (c) Gross amount of the Chalan.
- (d) Net amount of the Chalan.
- (e) Date of remittance of the Chalan.
7. (a) Whether any temporary advance was sanctioned
to him from his Kerala Panchayat Employees'
Provident Fund Account during the 12 months
immediately preceding the date of application for
closure of the account/ his quitting service (if so,
indicate the amount of the advance, number
and date of sanction and the date of drawl of
the amount).
- (b) Whether any Non-refundable withdrawal was
sanctioned to him from his P.F account during the 12
months immediately preceding the date of application
for closure of the account/ his quitting service (if so,

indicate the amount of advance, number and date of sanction and the date of withdrawal of the amount)

8. Name of the office through which payment is to be made

9. A. In the event of death of a subscriber before making final disbursement of P.F. amount, furnish also:

- (a) Date of birth of the subscriber.
- (b) Date of commencement of continuous service under the Panchayat.
- (c) Date of death.
- (d) Whether proof of death in the form of death certificate issued by the Municipal Authority or other Competent Authority is available (the proof of death need be insisted upon only in the case of doubt).
- (e) Whether a valid nomination executed by the subscriber, in accordance with the Rules exists (If so, furnish the age(s) and name(s) of the nominee(s) and his/her/their relationship to the subscriber.
- (f) In the case of a subscriber who sent in his nomination while un-married whether he has acquired a family after the submission of the first nomination and whether he has submitted a fresh one there after.

- B. If there is no valid nomination, furnish the list of member(s) of the subscriber's family as defined in in rule 2 of the Kerala Panchayat Employees' Provident Fund Rules surviving on the date of death of the subscriber to whom the P.F. money is payable together with his/her/their name(s) age(s) and respective relationship to the subscriber (in the case of daughter(s) indicate whether /she/they is/are married or unmarried. If married, furnish whether her/their husband(s) is/are alive.
- C. In case where there is no valid nomination and where no member of the family of the subscriber as defined in rule 2 of the Kerala Panchayat

Employees' Provident Fund Rules survives, furnish the name(s) of the person(s) to whom the P.F. money is payable (to be supported by letters of probate or succession certificate etc).

D. If the subscriber had continued in service up to the date of his retirement on superannuation, furnish:

- (i) Date of his retirement from service on Superannuation.
- (ii) Amount of his credit in the fund at the time of his retirement.
- (iii) Amount finally withdrawn after retirement, if any.

DECLARATION

I.....do hereby declare that the particulars mentioned above are true. I further declare that I do not/do accept the balance standing to my credit in the Kerala Panchayat Employees' Provident Fund Account No.....communicated to me by the Account Officer in his annual account statement for the financial year ended on the 31st March..... (here enter the financial year immediately preceding the date of his quitting service).

Place

Date signature of the subscriber, [Nominee(s)
other claimant(s) with full Home Address

*The form shall be carefully filled in by the subscriber and submitted to the Head of Office. In the case of a subscriber who is no more, the Head of the Office shall obtain the Nominee(s) or in his/her/their absence from the other claimant(s) immediately after the death of the subscriber, an application for closure of the account and to forward it with necessary documents to the Account Officer within a fortnight of the receipt of the application. The Head of Office will give such assistance to the nominees or claimants as is necessary to fill in the form of application properly.

**If the application is submitted by a nominee or other claimants, the second sentence in the declaration may be scored off.

*** If the subscriber has not received the annual account statement for the financial year immediately preceding the date of his quitting service, he may indicate here the year of the latest annual account statement received by him. In cases where the subscriber does not accept the balance communicated to him, he should furnish briefly in a separate letter the reason for not accepting the balance.

CERTIFICATES

(To be filled by Head of Office)

1. Certified after due verification with reference to the records available in my office that Sri/Smt..... subscriber to P.F. account No.has drawn on.....his salary for the month immediately preceding the month in which he retires or proceeds on leave preparatory retirement from service on superannuation and he will be retiring/ proceeding on leave preparatory to retirement from service for.....months/has already retired/ proceeding on leave preparatory to retirement from service for.....months has been discharged/dismissed/ remover/ has resigned finally from service with effect fromF.N/A.N and his resignation has been accepted.

Certified also that he has quitted service with the prior permission of the Department to take up appointment in any Government Service.

2 .Certified further after due verification with reference to the records available in my office that no temporary advance/ non-refundable withdrawal was sanctioned to the subscriber from his Provident fund Account during the 12 months immediately preceding the date of his application for closure of the account/his proceeding on leave preparatory to retirement/quitting service. Certified also after due verification with reference to the records available in my office that the following temporary advance(s)/ non-refundable withdrawal(s) was/were sanctioned to the subscriber from his Provident fund Account during the 12 months immediately preceding the date of his application for the closure of P.F. account/his proceeding on leave preparatory to retirement/quitting service.

Sl. No.	Amount of Temporary advance	Amount of Non-Refundable Withdrawal	Number and date of sanction	Date of withdrawal	Voucher No.

1. This certificate is not necessary in cases other than resignation.
2. The application should be routed through his Controlling Officer who shall countersign the application.
3. Certified also that the entries against column 1,2,3 and 6 furnished by the subscriber/nominee(s)/ claimant(s) have been verified by me with reference to my office records and found correct.

Station:

Date

Signature of Head of Office/

Department

Station :

Dated countersignature of the
Controlling Officer