

**FINANCE AND ACCOUNTS
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

**APPLICATION FORM FOR FINAL PAYMENT OF BALANCES
IN THE GENERAL PROVIDENT FUND ACCOUNT**

1. Name (in Block Letters) _____
2. Designation & Department _____
3. General Provident Fund Account No. _____
4. Date of joining on 1st appointment from which the continuous service began as Institute Employee. _____
5. Date of Retirement / Resignation / Termination / Dismissal/ Proceeding on Leave preparatory to retirement (Vide Institute Office Memo. No. _____) Dated _____).
6. Whether No Dues Certificates from all concerned have been submitted to the Establishment Section. _____

Date _____

SIGNATURE OF THE APPLICANT

**(FOR USE IN THE OFFICES OF THE INSTITUTE)
REPORT OF ESTABLISHMENT SECTION**

1. Whether the facts noted by the applicant against Sl. No. 4 & 5 above are correct. _____
2. Date upto which the last pay was due to be paid to him. _____
3. Whether the services of the applicant have been dispensed with OR he resigned his post with permission of Syndicate/ Competent Authority. _____

SIGNATURE OF A.R./D.R.
(Establishment A/B)
WITH OFFICE STAMP

REPORT OF THE PAY ROLL SECTION

1. (i) Whether NO DUES Certificates from all concerned units of IIT have been obtained in respect of the applicant. _____
- (ii) If so, the amount of IIT Dues (if any) against him may be mentioned in order to adjust the same from his P.F. Account. _____

PARTICULARS	AMOUNT
(a) _____	Rs. _____
(b) _____	Rs. _____
(c) _____	Rs. _____
Total	Rs. _____

2. Date upto which the last pay has been drawn by the Applicant _____
3. Name of Bank & Account No. _____

**SIGNATURE OF SUPDT.
PAY ROLL SECTION**

(REPORT OF PROVIDENT FUND SECTION)

1. GPF Account No. _____
2. Balance in the Account (including interest upto _____) _____
3. Recoveries : (i) _____
(ii) _____
(iii) _____
4. Net amount to be paid Rs _____
(In words) Rs _____
to the applicant.

DEALING ASSTT.

SUPERINTENDENT

ORDERS OF THE SANCTIONING AUTHORITY

Amount recommended for Final Payment
From General Provident Fund:

- (i) Rupees (in figure) _____
- (ii) Rupees (in words) _____

ASSTT. REGISTRAR/DY. REGISTRAR (A&A)

Sanctioned, as recommended above.

Dean, Finance & Planning

PAY ORDER AND CHEQUE

Pay Rs. _____ Vr. No. _____ Date _____
Entered in GPF Ledger No. _____ Page No. _____ Paid Vide Cheque No. _____
Employee No. _____ Dated _____ for Rs _____

Dealing Asstt.

Superintendent

A. R. /D. R. (A&A)

Dean, Finance & Planning

Received Cheque



Signature