**I**

**FORM E**

(See Statute 84, Chapter V)

\*Application for Closure of Kerala Private Engg. College & Polytechnic Provident Fund

1. Name in full of subscriber and Account No. (as **:**

Indicated in the latest annual account statement

Received from Accounts Officer)

1. Designation **:**
2. Institution in which he /she is working /worked last **:**
3. Where he /she had drawn his salary for the month **:**

immediately preceding the month in which he/she

retires or proceeds on leave preparatory retirement

from service on superannuation. If so, furnish the

date of drawal of the salary.

1. Date of his/her quitting service (also state whether **:**

he /she will be quitting, he/she quitted the service by

retirement or proceeding on leave preparatory to

retirement. If he already quitted service otherwise,

specify whether he quitted service by discharge,

dismissal, resignation or death.)

1. (a) No. and date of the bill/ treasury voucher in which **:**

the last provident fund deduction was made (Also

indicate the name of the Treasury where the bill/

 voucher was encashed.)

(b) The amount of last fund deduction -

 (i) Subscription Rs. **:**

 (ii) Refund of advance Rs. **:**

(c ) Gross amount of the bill/treasury voucher **:**

(d) Net amount of the bill/treasury voucher **:**

(e) Date of encashment of the bill/treasury voucher **:**

1. (a) Whether any temporary advance was sanctioned  **:**

to him from his Kerala Private Engineering College and

Polytechnic Provident Fund Account during the twelve

months immediately preceding the date of application

for closure of the account /his quitting service (if so,

indicate the amount of the advance, the number and

date of sanction and the date of drawal of the amount)

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

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(b) Whether anynon – refundable withdrawal was **:**

sanctioned to him from P. F Account during the twelve

months immediately preceding the date of application

for closure of account/ his quitting service. (If so,

indicate amount of advance, number and date of

sanction and the date of withdrawal of the amount). (In

both cases, if any amount was sanctioned for payment

of insurance premium or for purchase of any policy, that

fact should also be noted.

1. Particulers of Life Insurance Policies financed by him **:**

from P. F Money which are to be released.

Policy No. and Date of purchase Sum assured Rs.

1.

2.

3.

4.

1. Name of the office through which payment is to be made. **:**
2. A. In the event of death of a subscriber before making

 final disbursement of the P. F amount, furnish also-

1. Date of birth of the subscriber **:**
2. Date of commencement of continuous under the **:**

management.

1. Date of death **:**
2. Whether proof of death in the form of death **:**

certificate issued by the municipal authorities

or other competent authorities is available

(the proof of death need be insisted upon only

In cases of doubt)

1. Whether a valid nomination executed by the **:**

subscriber in accordance with the Statutes exists.

(If so, furnish the age(s) and name(s) of the

nominee(s) and his/ her/ their relationship to the

subscriber.)

1. In the case of a subscriber who sent in his **:**

nomination while unmarried, whether he has

acquired a family after the submission of the

first nomination and whether he has submitted a

fresh one thereafter.

B. If there is no valid nomination, furnish a list of member(s) of the subscriber’s family as defined in Statute 44 of the Kerala Private Engg. College and Polytechnic Provident Fund Statute surviving on the date of the 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 Statute 44 of the Kerala Private Engg. College and Polytechnic Provident Fund Statute 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:

1. Date of his retirement from service on superannuation.
2. Amount at his credit in the Fund at the time of his retirement.
3. Amount finally withdrawn after retirement, if any.

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**\*DECLARATION**

 I, ………………………………………………………………….. do here by 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 Private Engg. College and Polytechnic Provident Fund Account No. ……………………………… communited to me by the Account Officer in his annual account statement for the financial year ended on the ………….……… 19 ………….……..(\*\*) ………………… (here enter the financial year immediately preceding the date of his quitting service).

*Date and Signature of the subscriber Nominee(s)*

*Other claimant(s) with full home address*.

**CERTIFICATES**

1. Certified after due verification with reference to the records available in my office that Shri. /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 to retirement from service on superannuation and that he will be retiring/ proceeding on leave preparatory to retirement from service for …..…………………….. months /has been discharged/ dismissed/ removed/ has resigned/ finally from service with effect from …………………………..….. F.N/ A.N and his resignation has been accepted.

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

1. Certified further after the verification with the 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 was/ were sanctioned to the subscriber from his P. F 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Amount of temporary advanceRs. | Amount of non – refundable withdrawalsRs. | No. and date of sanction | Date of Voucher No. withdrawal |
| 1.2.3.4. |  |  |  |

1. Certified also that the entries against columns 1,2,3,6 and 8 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 Institution

\* 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 reasons for not accepting the balance.