

Death Case

To

The Comptroller,
LUVAS, Hisar.

(Through Proper Channel)

Sir,

It is requested that arrangements may kindly be made for payment of the accumulation in the General Provident Fund/Contributory Fund Account No. of Dr./Sh./Smt._____.

Necessary particulars required in this connection are given below:-

- 1- Name of the University employee:
- 2- Date of Joining:
- 3- Date of Birth:
- 4- Date of Death:
- 5- Post held by the University employee at the time of death:
- 6- Proof of death in the form of death certificate issued by the Municipal authority etc.:
- 7- a)-GPF Account No.:_____
- (b)-CPF Account No.: _____
- 8- The amount of GPF/CPF money standing to the credit of the subscriber at the time of his/her death is Rs._____ as per annual statement issued by Comptroller's office.
- 9- Details of nominee alive on the date of death of the subscriber (if nomination subsists) are as under:-

Name of nominee	Relation with Subscriber	Date of birth of nominee	Share of the nominee

10- In case no nomination subsists the details of surviving member(s) of the family on the date of the subscriber are as under:-

- i) Name
- ii) Relationship with the subscriber
- iii) Date of birth

Not for para 9 and 10 above.

In case of minor nominee the claim should be supported by indemnity bond or guardianship certificates as the case may be.

11- If the subscriber has left no family and no nomination subsists (the names of persons to whom the GPF/CPF money is payable should be supported by letter of probate or succession certificate etc.):

- i) Name
- ii) Relationship with subscriber
- iii) Date of birth
- iv) Address
- v) Religion of the claimants.

12- The following documents duly attested by the Gazetted Officer/Magistrate are also attached.

- i) Personal marks of identification
- ii) Left/Right hand thumb and finger impression (In case of illiterate claimants).
- iii) Specimen signatures in duplicate (In case of illiterate claimants).
- iv) Photograph in duplicate.

Yours faithfully,

Signature of claimant

Place: _____

Name: _____

Date: _____

Address: _____

Office of _____

Endst. No. _____

Dated: _____

Forwarded to the Comptroller for necessary payment.

- 2- Certified that the claimant is the rightful nominee/legal heir to receive the outstanding amount of GPF/CPF Account No. _____ in the name of Dr./Sh./Smt. _____ for Rs. _____.
- 3- Signatures and photographs of the claimant are duly verified.
- 4- The entry of death has been made in the service book on Page No. _____ and duly verified by the Head of Department.
- 5- Has the above entry has been got verified from RSA under full signatures ?
- 6- The date of bill from which last GPF/CPF deduction was made is _____.
- 7- Details of recoveries if any duly verified from Audit are as under:-
- 8- No dues Certificate from others concerned (i.e. Librarian, DEO, Secretary, Faculty Club/Community Centre) are at pages _____ of personal file.
- 9- It is certified that nothing is due against the subscriber except Rs. _____ as mentioned above.
- 10- The following documents are sent herewith:-
 - i) Service Book
 - ii) Personal file (page 1 to _____)
 - iii) Death Certificate
 - iv) Nomination
 - v) Documents as mentioned under para-12 of the applicant.

Signature of HOD/Office

