To

The Comptroller,
LUVAS, Hisar.

(Through Proper Channel)

Sub: Final payment of GPF/CPF Amount under No._____.

R/Sir,

1-   It is certified that:

(i)   I joined the University service on_____.

(ii)   I am due to retire on_____.

(iii)   I have retired on _____.

(iv)   I have resigned from University service w.e.f. _____ and my resignation has been accepted vide Letter No. _____ dated _____.

(v)   My services have been terminated/office held by me has been declared vacant vide Order No._____ dated_____.

2-   I request that the amount Rs. _____ standing to the credit of my ***GPF/CPF** account as indicated in the accounts statement issued to me for the year_____ appearing in my ledger account being maintained in your office may please be arranged to be paid to me.

3-   Certified that the following amount of non-refundable advance was drawn by me out of University share and the same has been refunded together with up-to-date interest vide Comptroller Office receipt No. _____ dated_____ (applicable in case of GPF account only):

Sr. No.	Date of Drawl	Amount Interest Upto	Receipt No. & Date of Refund

4-   I authorize the University to deduct from my *GPF/CPF the following recoveries due from me (Give details).

Station:_____   Yours faithfully,

Dated:_____

(_____)

Name:

Designation

Address for Correspondence

_____

Note:*Delete whatever is not applicable.

(OFFICE OF _____DEPTT./OFFICE)

Endst.: No._____   Dated:_____

    Forwarded to the Comptroller for necessary action with the following information:

1. The information given by the applicant has been verified from record and certified to be correct.

2. The entry of retirement/resignation/termination has been made in the service book at Page No. _____.

3. The entry so made in the service book has been got verified from RSA under his full signatures.

4. Date of relieving is _____.

5. Date of bill from which last GPF/CPF deduction was made is _____.

6. Details of recovery, whatever needed, duly verified from Audit as under:-

7. The orders of retirement/relieving are at Page No._____ of P.F.

8. No Dues Certificate from Head of Deptt./Office, Librarian, DEO, Secretary, Faculty Club/CC are at Pages _____of Personal file.

9. It is certified that nothing is due against the subscriber except_____ Rs._____ which has been shown above.

10. Following documents are sent herewith:

    (i)   Service Book
    (ii)   Personal File (Pages 1 to_____)

Dated:_____   Signature:_____

                                      Department:_____

Enclosures:

    (i)   Service Book
    (ii)   Personal File (Pages 1 to _____)