

APPLICATION FOR REMITTING TERMINAL BENEFITS TO BANK

From: _____ (Furnish correspondence address please)

Sir,

I am to retire / have retired / discharged from CG service w.e.f. _____ . I humbly request you to remit all my terminal benefits to my bank directly. The bank particulars are as under:-

- (a) Name (as per Bank records) : _____
- (b) Name of the Bank ; _____
- (c) Bank account Number : _____
- (d) Bank code : _____
- (e) MICR code : _____
- (f) IFS code : _____
- (e) Postal address of the Bank : _____

Pin - _____

Signature: _____

Date: _____

Name _____

Ex-Rank: _____ P. No. _____

Permanent contact No. - Tel - _____ Mob - _____

Nearest Punjab National Bank - _____
(For NGIS payment)

E-Mail (If any) - _____

Payment Voucher No. _____

Bureau of Naviks
Cheetah Camp
Mankhurd
Mumbai – 400 088

Date: _____

RECEIPT

Received from the Officer-in-Charge, Bureau of Naviks a sum of Rs. _____

(Rupees _____
only)

being final Settlement of Pay Account / General Provident Fund / Deposit Link Insurance /
Encashment of Earned Leave / Provisional Family Pension / Service Gratuity / Revision of Pay
vide Controller of Defence Accounts (Navy), Mumbai Payment Authority No. _____
dated _____ (enclosed in original).

Received Payment

Signature _____

Name _____

Rank _____ No. _____

PAID

Paid in cash a sum of Rs. _____ (Rupees _____

_____ only) and paid by Cheque Rs. _____

(Rupees _____ only)

vide Defence Service Cheque No. _____ dated _____ and charged off
in my Cash Account vide item No. _____ dated _____ for the month of _____.

Logistics Officer

IN LIEU OF IAFT-115

Voucher No _____

CONTINGENT BILL

Expenditure on account of _____

Incurred by _____

During _____ Authority Buvik DOD No. _____ dated _____

DETAILS OF EXPENDITURE

AMOUNT

Certified that the amount in question has not been claimed / received by me.

Signature _____

Name _____

Ex-Rank & No _____

Rs. _____ (Rupees _____)

Received Payment

Signature _____

Name _____

Ex-Rank & No _____

II
COUNTERSIGNATURE

Bureau of Naviks
Cheetah Camp
Mankhurd
Mumbai – 400 088

File No. _____

Date: _____

Bureau of Naviks
Cheetah Camp
Mankhurd
Mumbai - 400 088

Date: _____

RECEIPT

Received from the Officer-in-Charge, Bureau of Naviks a sum of Rs. _____
(Rupees _____
only) being final settlement of Naval Group Insurance Scheme account vide
Secretary NGIS letter No. _____ dated _____.

RECEIVED PAYMENT

Signature _____

Name _____

Rank _____ No. _____

UNDERTAKING TO REFUND GOVERNMENT DUES

1. I Name _____ Rank _____ No. _____
hereby undertake to refund the Govt. dues, if any, either outstanding against my name or which may come to light after my retirement / discharge from Coast Guard Service. I further state that outstanding Govt. dues, if any, may be adjusted from amounts in credit in my following accounts: -

- (a) Pay Account including Leave Encashment
- (b) NGIS Survival Benefits
- (c) Pension / Gratuity

2. The balance amount in my credit after deducting the Govt. dues, if any, be remitted to me by cheque / demand draft at the following address: -

Signature _____

Place: _____

Name: _____

Date: _____

Rank & No. _____

II

I Name _____ Rank _____ No. _____ hereby solemnly affirm and declare that the above statement is made of my own volition without any coercion or fear and I am conscious of the implication of the statement.

Sign _____

Place: _____

Name: _____

Date: _____

Rank & No.: _____

III
COUNTERSIGNED

Bureau of Naviks
Cheetah Camp
Mankhurd
Mumbai - 400 088

File No. _____

Date: _____

Staff Officer (Release Center)
for Officer-in-Charge

**APPLICATION FOR FINAL PAYMENT OF BALANCE IN THE
PROVIDENT FUND**

(30th GOs and N.G.Os. Whose P.F. accounts have been departmentalised)

**Form of Application for final payment, transfer to corporate bodies/other
Government of Balance in the General Provident Fund Account.**

To,

The Controller of Defence Accounts (Navy)
Coast Guard Section
No. 1, Cooperage Road
Mumbai - 400 039

Sir,

I am to retire / have retired / have been discharged / dismissed / have been permanently transferred to _____ / have resigned finally from Govt. service / have resigned service under _____ Govt to take up appointment with _____ and my resignation has been accepted with effect from _____ forenoon / afternoon. I joined service on _____ forenoon / afternoon.

2. My Provident Fund Account Number is _____

3. I desire to receive payment through my office. Particulars of my personal marks of identification, left hand thumb and finger impression (in the case of illiterate subscribers) and specimen signature (in case of literate subscribers) in duplicate, duly attested by a gazetted officer of the Govt. are enclosed.

(To be filled in when the application for final payment is submitted up to one year prior to retirement)

4. An amount of Rs. _____ stood to the credit in my General provident Fund Account as indicated in the accounts statement issued to me for the year _____ as appearing in my Ledger account being maintained by you. I request that my GPF account may be reviewed and brought up to date.

5. The under mentioned life Insurance Policies were being financed by me from my provident fund account.

	Policy Number	Name of the Company	Sum Assured
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____

Contd...2/-

6. I will make another application immediately after last fund deduction has been made from my salary, in Part II of fund form.

Yours faithfully,

Signature: _____

Name: _____

Rank: _____

P No. : _____

Dated _____

Place _____

(FOR USE BY HEAD OF OFFICES)

1. Forwarded to the Controller of Defence Accounts (N), Coast Guard Section, No. 1, Cooperage Road, Mumbai - 400 039 for necessary action.

2. The Provident Fund Account Number of _____
Rank _____ No. _____ is _____

3. He has been retired / discharged from Govt service on _____

4. Certified that he had taken the following advance in respect of which _____ instalment of Rs. _____ are yet to be recovered and credited to the Fund Account. The details of the Final withdrawals granted to him after the period covered by the aforesaid account statement are indicated below: -

	Temporary Advances	Final withdrawal
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____

Bureau of Naviks
Cheetah Camp
Mankhurd
Mumbai - 400 088

()
Staff Officer (Release Centre)
for Officer-in-Charge

Date: _____

Contd ... 3/-

PART-III

(To be submitted by the subscriber immediately after the last fund deduction has been made from his salary. This part is also applicable in the case of subscribers who apply for the final payment for the first time after the date of superannuation, discharge, resignation etc.)

In continuation of my earlier application dated _____ for the final payment of provident fund balances, I request that entire balance at my credit with interest due under the rules may be paid to me.

OR

I request that the entire amount at my credit with due under the rules may be paid to me / transferred to the following address: -

Signature _____

Name: _____

Rank: _____

No. : _____

(FOR USE BY HEADS OF OFFICE)

1. Forwarded to the Controller of Defence Accounts (N), Coast Guard Section, No. 1, Cooperage Road, Mumbai - 400 039 for necessary action / in continuation of endorsement No. _____

2. He is due to retire from service on _____ has proceeded on leave preparatory to retirement for _____ months from _____ has been retired / discharged / dismissed / permanently transferred to _____ has resigned finally from Govt. Service has resigned under _____ Govt. to take up appointment with _____ and his resignation has been accepted with effect from _____ forenoon / afternoon. He joined service with effect from _____ forenoon / afternoon.

3. The last fund deduction was made from his pay in this office Bill No. _____ dated _____ for Rs. _____ (Rupees _____ only) Cash Voucher No. _____ of _____ Treasury, the amount of deduction being Rs. _____ and recovery on account of refund of advances Rs. _____.

Contd.....4/-

4. Certified that he was neither sanctioned any temporary advance nor any final withdrawal from his provident fund account during the 9 months immediately preceding the date on which the last fund deduction has been made from his salary or thereafter.

Certified that the following temporary advances, final withdrawals were sanctioned to him and drawn from his Provident Fund Account during the 9 months immediately preceding the date on which the last fund deduction has been made from his salary or thereafter.

	Amount of advances / withdrawal	Date	Voucher No.
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____

5. Certified that no amount was withdrawn/the following amounts were withdrawn from his Provident Fund account during the nine months immediately preceding the date on which the last deduction was made from his salary proceeding on leave preparatory to retirement or thereafter for payment of Insurance premium purchase.

	Amount	Date	Voucher No.
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____

6. Certified that he has not resigned from Govt. service with prior permission of the Central Govt. to take up an appointment another department of the central Govt. or under a State Govt. or under a body corporate owned or controlled by the state.

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Staff Officer (Release Centre)
for Officer-in-Charge

Date: _____