

**(FOR RETIRED EMPLOYEES)**

To

The Comptroller,  
CCS HAU, Hisar.

(Through Proper Channel)

**Sub: Final payment of \*CPF/GPF Amount under No. \_\_\_\_\_.**

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 of Rs. \_\_\_\_\_ standing to the credit of my \*CPF/GPF account as indicated in the accounts statement issued to me for the year \_\_\_\_\_ and CPF/GPF pass book as is 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 upto date interest vide Comptroller Office receipt No. \_\_\_\_\_ dated \_\_\_\_\_ (applicable in case of GPF account only):

<b>Sr. No.</b>	<b>Date of Drawal</b>	<b>Amount interest upto</b>	<b>Receipt No. &amp; date of Refund</b>
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4. I authorize the University to deduct from my \*CPF/GPF the following recoveries due from me (Give details).

Station: \_\_\_\_\_

Yours faithfully,

Dated: \_\_\_\_\_

( )

Name:

Designation

Address for Correspondence:

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Note: \*Delete whatever is inapplicable.

(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 \_\_\_\_\_.
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 CPF/GPF deduction was made is \_\_\_\_\_.
6. Details of recovery, whatever needed, duly verified from Audit are 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 \_\_\_\_\_)
- (iii) CPF/GPF pass book duly completed.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

**Enclosures:**

- (i) Service Book
- (ii) Personal File (Pages 1 to \_\_\_\_\_)
- (iii) CPF/GPF pass book