



## RAJASTHAN RAJYA VIDYUT KARAMCHARI TRUST

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क्रमांक: /साराविप्रनि/उप.ले.नि./पी.एण्ड.एफ/नियंत्रणनुभाग /प्रे. 1450 दिनांक 13.07.2020

मुख्य अभि./जो. मुख्य अभि./अति. मुख्य अभि./उप मुख्य अभि.  
मुख्य लेखाधिकारी,  
अधी.अभि./अधि.अभि./सहा. अभि.  
वरि. लेखाधिकारी/लेखाधिकारी,  
साराविप्रनि/साराविउनि/जविनि/अविनि/जोविनि

**विषय:-** कार्यरत कार्मिकों के ऋण प्रकरण तथा सेवानिवृत्त/मृतक कार्मिकों से संबंधित अन्तिम भुगतान प्रकरण एवं ग्रेच्युटी के त्वरित निस्तारण के संबंध में दिशा-निर्देश।


**संदर्भ:-** M.O.M. of 46<sup>th</sup> Meeting of RRVK CPF Trust held on dated 17.06.2020

उपरोक्त विषयान्तर्गत लेख है कि समस्त विद्युत निगमों से सेवानिवृत्त/मृतक कार्मिकों से संबंधित अन्तिम भुगतान प्रकरणों एवं ग्रेच्युटी के शीघ्र निस्तारण हेतु पीएण्डएफ कार्यालय द्वारा निरन्तर प्रयास किये जा रहे हैं। जबकि कार्यालय प्रमुखों द्वारा सेवानिवृत्त/मृतक कार्मिकों से संबंधित अन्तिम भुगतान प्रकरण समय पर व विधिवत अग्रेषित नहीं करने के कारण पीएण्डएफ कार्यालय समय पर अन्तिम भुगतान करने में विफल रहता है। आवेदन पत्र में कमियाँ रहने के कारण अन्तिम भुगतान दावों का तेजी से निष्पादन करने में कठिनाई महसूस होती है। जिसको ध्यान में रखते हुये श्रीमान् सचिव (प्रशासन), साराविप्रनिलि, जयपुर द्वारा प्रपत्र क्रमांक 1194 दिनांक 07.11.2006 के तहत अन्तिम भुगतान प्रकरणों के निस्तारण हेतु विस्तृत दिशा-निर्देश प्रसारित किये गये थे जिसकी अनुपालना में उक्त परिपत्र को इस कार्यालय के पत्र क्रमांक 2886 दिनांक 14.11.2017 (संलग्न) द्वारा पुनः अग्रेषित कर समस्त निगम अधिकारियों से अनुरोध किया गया था कि उक्त परिपत्र को अपने अधीन कार्यालयों में प्रसारित कर कार्मिकों को अन्तिम भुगतान प्रकरणों के समुचित तथ्यों से अवगत कराया जाये, जिससे कार्मिकों/मृतक आश्रित परिजन को अन्तिम भुगतान समय पर किया जा सके।

साथ ही समस्त विद्युत निगमों में कार्यरत कार्मिकों को सामाजिक एवं पारिवारिक आवश्यकताओं की पूर्ति हेतु समय-समय पर धन राशि की आवश्यकता होती है जिसके तहत कार्मिकों द्वारा पीएण्डएफ कार्यालय में ऋण आवेदन प्रस्तुत कर ऋण स्वीकरण की मांग की जाती है। जिसको मद्देनजर रखते हुये नियमानुसार कार्मिकों को उनकी आवश्यकतानुसार/अंशदान शेष की स्थिति के अनुसार ऋण आवंटन की कार्यवाही सम्पन्न की जाती रही है। कई बार नियंत्रक कार्यालय द्वारा ऋण संबंधित दिशा-निर्देशों की अज्ञानता के कारण कार्मिकों के ऋण आवेदन प्रपत्र अपूर्ण रह जाते हैं, जो इस कार्यालय द्वारा वांछित आक्षेपों के निवारण हेतु संबंधित कार्यालय को लौटाने पड़ते हैं।

इस संबंध में निगम प्रशासन द्वारा यह निर्देशित किया गया है कि कार्मिकों से संबंधित अन्तिम भुगतान, ऋण एवं ग्रेच्युटी के अविलम्ब निस्तारण हेतु एक विस्तृत दिशा-निर्देश कार्यालयों को पुनः उपलब्ध कराए जायें, जिससे कार्मिकों के अन्तिम भुगतान, ऋण एवं ग्रेच्युटी के प्रकरण नियमानुसार उचित ढंग से संबंधित कार्यालयों द्वारा तैयार किये जा सकें। इस कार्य में सुविधा के लिए इस पत्र के संलग्नक के रूप में अन्तिम भुगतान, ऋण एवं ग्रेच्युटी के जाँच बिन्दु प्रसारित किये जा रहे हैं। आशा है, संबद्ध कार्यालय इन बिन्दुओं को ध्यान में रखते हुए प्रकरण तैयार करवाकर भेज सकेंगे, जिससे उनका तुरंत निस्तारण हो सकेगा।

संलग्न:-उपर्युक्तानुसार


  
मुख्य लेखाधिकारी (पी.एण्ड.एफ.)  
रा.रा.वि.प्र.नि.लि., जयपुर

**राजस्थान राज्य विद्युत कर्मचारी ट्रस्ट  
कार्यालय उप लेखा नियंत्रक (पी.एण्ड.एफ.) जयपुर**

सामान्य प्रावधानी निधि (जीपीएफ) एवं अंशदायी प्रावधानी निधि (सीपीएफ) से संबंधित ऋण प्रकरण इस कार्यालय में अग्रेषित करने से पूर्व निम्न बिन्दुओं की जांच कर प्रकरण प्रस्तुत करने बाबत:-

क्र.स.	ऋण प्रकरण जांच बिन्दु
1	2
1.	अस्थायी एवं अप्रतिदेय अग्रिम ऋण हेतु अलग-अलग प्रपत्र निर्धारित है। जिसके तहत कार्यालयाध्यक्ष/नियंत्रण अधिकारी द्वारा यह सुनिश्चित किया जाये कि कार्मिक की मांगानुसार ही ऋण आवेदन प्रपत्र भरकर पीएण्डएफ कार्यालय को अग्रेषित किया जावे।
2.	ऋण प्रार्थना पत्र संबंधित कार्यालय का पत्र प्रेषण क्रमांक व दिनांक अंकित की जानी आवश्यक है।
3.	ऋण प्रार्थना पत्र पर कार्मिक के हस्ताक्षर व कार्यालयाध्यक्ष/नियंत्रक अधिकारी के हस्ताक्षर मय मोहर आवश्यक है।
4.	ऋण प्रार्थना पत्र पर संबंधित कार्यालय का प्रेषण क्रमांक एवं दिनांक अंकित की जानी आवश्यक है।
5.	ऋण प्रपत्र पर कार्मिक की सही जीपीएफ/सीपीएफ खाता संख्या अंकित की जानी आवश्यक है।
6.	ऋण प्रार्थना पत्र पर एवं दस्तावेजों पर कार्मिक के समान हस्ताक्षर होने आवश्यक है। हस्ताक्षर में भिन्नता स्वीकार योग्य नहीं है।
7.	कार्मिक पर आश्रित परिवार के सदस्यों की प्रमाणित सूची नाम, आयु, व संबंध सहित ऋण प्रपत्र के साथ संलग्न की जानी आवश्यक है।
8.	भात हेतु बहिन के परिवार के सदस्यों की प्रमाणित सूची नाम, आयु, व संबंध सहित ऋण प्रपत्र के साथ संलग्न की जानी आवश्यक है।
9.	जिस बच्चे का मुण्डन है उसका नाम व आयु भी प्रार्थना पत्र में अंकित की जानी आवश्यक है।
10.	ऋण प्रार्थना पत्र में ऋण का कारण एवं आयोजन की तिथि अंकित की जानी आवश्यक है।
11.	पूर्व ऋण की अन्तिम कटौती को तीन माह पूरे होने के पश्चात् ही अस्थायी ऋण प्रपत्र अग्रेषित किया जा सकता है।
12.	पूर्व आवंटित ऋण की कटौती पूरी होने की अवस्था में शेष बकाया ऋण राशि वृत्त कार्यालय में ए-9 के तहत जमा कराकर रसीद की प्रमाणित छायाप्रति ऋण प्रपत्र के साथ उपलब्ध कराई जानी आवश्यक है।
13.	चिकित्सा प्रमाण पर रोगी, कर्मचारी एवं कार्यालयाध्यक्ष/नियंत्रण अधिकारी के प्रति हस्ताक्षर होने आवश्यक है।
14.	अस्थायी/विशेष ऋण हेतु पूर्व आवंटित ऋण कटौती का विवरण संबंधित वृत्त कार्यालय से पे-ऑर्डर के तहत राशि अंको व शब्दों में प्रमाणित कराके उपलब्ध कराया जाना आवश्यक है (ब्रॉडशीट प्राप्त नहीं होने की अवस्था में)
15.	वृत्त कार्यालय द्वारा ब्रॉडशीट प्रेषित नहीं करने की अवस्था में ऋण प्रपत्र के साथ संबंधित अंशदान कटौती का विवरण वृत्त कार्यालय से पे-ऑर्डर के तहत राशि अंको व शब्दों में प्रमाणित कराके उपलब्ध कराया जाना आवश्यक है ताकि अंशदान राशि को ऋण आवंटित

	करते समय शामिल किया जा सके।
16.	कर्मचारी की बैंक पासबुक की स्पष्ट छायाप्रति जिस पर बैंक का नाम, शाखा का नाम, स्थान व खाता संख्या सुपाठ्य अंकित हों को सम्बन्धित वृत्त लेखा अधिकारी से मु.ले. अधिकारी (पी.एण्ड.एफ.) के आदेश क्रमांक 5906 दिनांक 09.02.2015 की अनुपालना में प्रमाणित कराके उपलब्ध कराई जानी आवश्यक है।
17.	एच.बी.ए. अप्रतिदेय अग्रिम ऋण 100 रु. का शपथ पत्र नवीनतम वेतन स्लिप, भवन से संबंधित समस्त दस्तावेजों की प्रमाणित छायाप्रति आवश्यक है तथा एच.बी.ए. अप्रतिदेय अग्रिम ऋण से संबंधित सभी दस्तावेजों पर कार्मिक के हस्ताक्षर एवं कार्यालयाध्यक्ष/नियंत्रण अधिकारी से प्रमाणित होना आवश्यक है।
18.	भवन निर्माण संबंधित सिविल अभियांत्रिक से भवन का प्रमाणित नक्शा, आनुमानित खर्च का विवरण उपलब्ध कराया जाना आवश्यक है।
19.	स्थानीय निकाय, संस्था, आवसन मण्डल या व्यक्ति विशेष से निवास गृह फ्लैट या आवास के लिए उपयुक्त स्थल क्रय के संबंध में वास्तविक मांग राशि/डी.एल.सी. राशि का विवरण मय संबंधित दस्तावेज उपलब्ध कराया जाना आवश्यक है।
20.	एस.एस.ओ. आई.डी. के माध्यम से डीओआईटी में ऑनलाईन ऋण प्रार्थना पत्र प्रेषित किया जाना आवश्यक है।
21.	यदि कोई आक्षेप/कमियाँ बताते हुये प्रकरण को कार्यालयाध्यक्ष को लौटा दिया जाता है तो कार्यालयाध्यक्ष को आक्षेप/कमियों के प्रत्येक बिन्दु का निवारण करते हुये 10 दिनों के भीतर प्रकरण को पुनः भेजा जाये अन्यथा ऐसे प्रकरणों (जो 10 दिनों के भीतर पुनः प्राप्त नहीं हुये है) ऐसे प्रकरणों का विवरण बोर्ड ऑफ ट्रस्टीज की मीटिंग में रखा जायेगा।

  
**Vijay Kumar Sharma**  
 2024

**राजस्थान राज्य विद्युत कर्मचारी ट्रस्ट**  
**कार्यालय उप लेखा नियंत्रक (पी.एण्ड.एफ.) जयपुर**

सामान्य प्रावधानी निधि (जीपीएफ) एवं अंशदायी प्रावधानी निधि (सीपीएफ) से संबंधित अन्तिम भुगतान प्रकरण इस कार्यालय में अग्रेषित करने से पूर्व निम्न बिन्दुओं की जांच कर प्रकरण प्रस्तुत करने बाबत:-

क्र.सं.	अन्तिम भुगतान प्रकरण जांच बिन्दु
1.	जीपीएफ/सीपीएफ अन्तिम भुगतान प्रकरण की अवस्था में राजपत्रित कार्मिक हेतु प्रपत्र "अ"/अरापत्रित कार्मिक हेतु प्रपत्र "ब"/मृतक कार्मिक हेतु प्रपत्र "स" कार्मिक/मनोनित परिजन से भरकर कार्यालयाध्यक्ष/नियंत्रण अधिकारी द्वारा अग्रेषित किया जाना आवश्यक है।
2.	अन्तिम भुगतान आवेदन पत्र पर कार्मिक के हस्ताक्षर व कार्यालयाध्यक्ष/नियंत्रण अधिकारी के हस्ताक्षर मय मोहर आवश्यक है।
3.	कार्मिक/नामांकित व्यक्ति की बैंक पास बुक की स्पष्ट छायाप्रति जिस पर बैंक का नाम, शाखा का नाम, स्थान व खाता संख्या व IFSC Code स्पष्ट अंकित हों तथा संबंधित अधिकारी (H.O.O) से प्रमाणित कराके उपलब्ध कराई जानी आवश्यक है।
4.	एस.एस.ओ. आई.डी. के माध्यम से डीओआईटी में ऑनलाईन अन्तिम भुगतान प्रकरण प्रेषित किया जाना आवश्यक है। (Excluding Death and Resignation Case)
5.	स्वयं व निगम अंशदान तथा ऋण (यदि कोई ऋण कटौती हैं) के संबंध में विवरण दर्शाते हुए सी.पी.एफ. कटौती विवरण संबंधित वृत्त लेखाधिकारी से पे-ऑर्डर के तहत राशि अंको व शब्दों में प्रमाणित कराके उपलब्ध कराया जाना आवश्यक है। (ब्रॉडशीट उपलब्ध नहीं होने की अवस्था में)
6.	स्वयं का अंशदान तथा ऋण (यदि कोई ऋण कटौती हैं) के संबंध में विवरण दर्शाते हुए जी.पी.एफ. कटौती विवरण संबंधित वृत्त लेखाधिकारी से पे-ऑर्डर के तहत राशि अंको व शब्दों में प्रमाणित कराके उपलब्ध कराया जाना आवश्यक है। (ब्रॉडशीट उपलब्ध नहीं होने की अवस्था में)
7.	राजपत्रित कार्मिक की सेवा-निवृत्ति प्रकरण में सेवा-निवृत्त आदेश तथा पदभार मुक्त आदेश की सत्यापित छायाप्रति उपलब्ध कराई जानी आवश्यक है।
8.	अराजपत्रित कार्मिक की सेवा-निवृत्ति प्रकरण में सेवानिवृत्ति आदेश तथा कार्यमुक्ती आदेश की सत्यापित छायाप्रति उपलब्ध कराई जानी आवश्यक है।
9.	कार्मिक की मृत्यु हो जाने की दशा में मृत्यु प्रमाण-पत्र की सत्यापित छायाप्रति उपलब्ध कराई जानी आवश्यक है।
10.	त्याग पत्र की दशा में त्याग पत्र स्वीकृति आदेश की सत्यापित छायाप्रति उपलब्ध कराई जानी आवश्यक है।
11.	स्वैच्छिक सेवानिवृत्ति प्रकरण में पदभार मुक्त आदेश (राजपत्रित अधिकारियों के प्रकरण में)/कार्यमुक्त आदेश (अराजपत्रित अधिकारियों के प्रकरण में) की सत्यापित छायाप्रति व स्वैच्छिक सेवानिवृत्ति स्वीकृति आदेश की सत्यापित छायाप्रति उपलब्ध कराई जानी आवश्यक है।
12.	कार्मिक की सेवा अवधि 5 वर्ष से कम है तो पैन कार्ड की सत्यापित छायाप्रति उपलब्ध कराई जानी आवश्यक है।

क्र.सं.	अन्तिम भुगतान प्रकरण जांच बिन्दु
13.	कार्मिक की मृत्यु होने की अवस्था में नामांकित व्यक्ति या उत्तराधिकारी द्वारा अन्तिम भुगतान प्रपत्र भरकर संबंधित कार्यालयाध्यक्ष से प्रमाणित कराके उपलब्ध कराया जाना आवश्यक है (यदि नामांकन प्रपत्र की छायाप्रति उपलब्ध हो तो प्रकरण किया जाना अपेक्षित है) ।
14	यदि कोई आक्षेप/कमियाँ बताते हुये प्रकरण को कार्यालयाध्यक्ष को लौटा दिया जाता है तो कार्यालयाध्यक्ष को आक्षेप/कमियों के प्रत्येक बिन्दु का निवारण करते हुये 10 दिनों के भीतर प्रकरण को पुनः भेजा जाये अन्यथा ऐसे प्रकरणों (जो 10 दिनों के भीतर पुनः प्राप्त नहीं हुये है) ऐसे प्रकरणों का विवरण बोर्ड ऑफ ट्रस्टीज की मीटिंग में रखा जायेगा।

  
AAO/1

**राजस्थान राज्य विद्युत कर्मचारी ट्रस्ट**  
**कार्यालय उप लेखा नियंत्रक (पी.एण्ड.एफ.) जयपुर**

अंशदायी प्रावधानी निधि से संबंधित ग्रेच्युटी के भुगतान प्रकरण इस कार्यालय को भेजने से पूर्व निम्न बिन्दुओं को जाँच कर प्रकरण प्रस्तुत करने बाबत:-

क्र.सं.	ग्रेच्युटी भुगतान प्रकरण जांच बिन्दु
1.	<p>ग्रेच्युटी के समय पर भुगतान के लिये ग्रेच्युटी आवेदन सेवानिवृत्ति के तुरन्त बाद कार्मिक द्वारा भरा जाना तथा कार्यालयाध्यक्ष/नियंत्रण अधिकारी द्वारा सभी जाँच बिन्दुओं की अनुपालना को सुनिश्चित करते हुये अग्रेषित किया जाना आवश्यक है।</p> <p>(i) सेवानिवृत्ति कार्मिक द्वारा - फॉर्म 'डी' में (ii) नामांकित व्यक्ति द्वारा - फॉर्म 'ई' में (iii) उत्तराधिकारियों द्वारा - फॉर्म 'एफ' में</p>
2.	<p>आवेदन के साथ संलग्न किये जाने वाले दस्तावेज :-</p> <p>1. <u>फॉर्म 'डी' द्वारा आवेदन करने पर :-</u></p> <p>(i) सेवानिवृत्ति/त्यागपत्र स्वीकरण/सेवा से बर्खास्तगी और कार्यमुक्ति/पदभार मुक्ति के आदेश (ii) सेवा पुस्तिका (राजपत्रित अधिकारियों के प्रकरण में सर्विस विवरण) (iii) अन्तिम वेतन प्रमाण-पत्र (एल.पी.सी.) (iv) विभागीय जाँच/व्यक्तिगत जाँच लम्बित नहीं होने संबंधी प्रमाण-पत्र (v) सामान्य प्रावधानी निधि (जी.पी.एफ.) योजना का विकल्प नहीं दिया है, इस संबंधी प्रमाण-पत्र (vi) नियोक्ता द्वारा दिये गए ऋण/अग्रिमों की वसूली कर लेने संबंधी सेवानिवृत्त कार्मिक की सहमति</p> <p>2. <u>फॉर्म 'ई' या 'एफ' द्वारा आवेदन करने पर :-</u></p> <p>(i) कार्मिक का मृत्यु प्रमाण-पत्र (कार्यालयाध्यक्ष से प्रमाणित) (ii) अन्तिम वेतन प्रमाण-पत्र (एल.पी.सी.) (मूल) (iii) कार्मिक की मृत्यु होने की अवस्था में में नामांकित व्यक्ति या उत्तराधिकारी द्वारा अन्तिम भुगतान प्रपत्र भरकर संबंधित कार्यालयाध्यक्ष से प्रमाणित कराके उपलब्ध कराया जाना आवश्यक है (यदि नामांकन प्रपत्र की छायाप्रति उपलब्ध हो तो प्रकरण किया जाना अपेक्षित है) (vii) सेवा पुस्तिका (राजपत्रित अधिकारियों के प्रकरण में सर्विस विवरण)</p>
3.	<p>सेवानिवृत्ति के तुरन्त पश्चात् ग्रेच्युटी के शीघ्र भुगतान के लिये कार्मिकों की सेवा-पुस्तिका को नियमित अन्तराल पर (वार्षिक वेतन वृद्धि के समय) संबंधित अधिकारी द्वारा अद्यतन किया जावे।</p>
4.	<p>यदि कोई आक्षेप/कमियाँ बताते हुये प्रकरण को कार्यालयाध्यक्ष को लौटा दिया जाता है तो कार्यालयाध्यक्ष को आक्षेप/कमियों के प्रत्येक बिन्दु का निवारण करते हुये 10 दिनों के भीतर प्रकरण को पुनः भेजा जाये अन्यथा ऐसे प्रकरणों का विवरण, जो 10 दिनों के भीतर पुनः प्राप्त नहीं हुये है, बोर्ड ऑफ ट्रस्टीज की मीटिंग में रखा जायेगा।</p>



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED  
OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS  
VIDYUT BHAWAN ,JAIPUR

No:RVPN/RRVK/Dy.CAO (P&F)Cont./F. /D. 2886 Jaipur,dt: 14.11.17


The CE/ZCE/ACE/Dy.CE(            ),  
The Chief Accounts Officer(            ),  
The SE/Addl.SE/XEN(            ),,,,  
The Sr.A.O./A.O.(            ),  
RVPN/RVUN/JVVNL/AVVNL/Jd.VVNL.

Sub:-Quick disposal/timely settlement of terminal benefit  
Claims.

The P&F section is regularly making efforts to make payment of retiral benefits to the retirees at the time of retirement. However, where the application for payment of retirement benefits , duly forwarded by the head of office , is not being received in time, the department fails to make payment at the time of retirement. At times certain deficiencies in the application form hampers fast disposal of final payment claims. The common short coming//discrepancies observed while processing the cases were highlighted vide Secretary (Admn.)'s circular No.1194 dated 7.11.2006 (copy enclosed).The circular also mentions the details regarding documents to be submitted alongwith the application form , procedure to be followed, time period for submission of claims alongwith copies of application forms to be submitted.

It is requested to circulate the same to all offices under your control and advise the concerned officers to pay their personal attention while forwarding claims for terminal benefits of the employees and ensure that the claims are sent complete in all respects expeditiously so that delay in settlement of claims of the retired/retiring employees may be gradually reduced and finally eliminated.

Encl:As above

  
(Madhu Pandey)  
Chief Accounts Officer(P&F-Cont)



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**  
**(RRVK GPF/CPF TRUST)**

No. RVPN/RRVK/GPF-CPF Trust/Final payment/Inst./F&R/F-42/D. 1194 Dated: 7/11/06

**CIRCULAR**

**Sub:- Quick disposal of Final Payment claims of GPF/CPF.**

Although all out efforts are made by the Dy.COA(P&F)/Secretary (CPF-Trust) to make/authorize the final payment of GPF/CPF accumulations, Gratuity and EDLI, (to CPF holders) quickly but certain deficiencies/lack of knowledge on the part of Head of Office hampers faster disposal of final payment claims. The shortcomings/discrepancies observed in general while processing the final payment, Gratuity and Pension cases are as detailed out at Annexure-"A". Therefore, in order to avoid delay in payments, following guidelines and the time frame, to be adhered-to for submission and disposal of final payment claims, are laid down :-

**(A) FINAL PAYMENT OF GPF :**

This becomes due only on retirement (on attaining superannuation age, death, voluntary retirement, compulsory retirement, termination of services or resignation) and not earlier. Subscription of GPF could be stopped 3 months before the actual date of retirement.

**(a) Form(s) for Application :**

- |   |   |          |
|---|---|----------|
| (1) By the retired employee (Gazetted)  | - | Form - A |
| (2) By the retired employee (non-gazetted)  | - | Form - B |
| (3) By the nominee or other claimant in the event of death of employee (Gazetted or non-gazetted) | - | Form - C |

(b) Application to whom & when to be submitted :

To the Dy.COA(P&F), RVPN, Vidyut Bhawan, Jaipur immediately on retirement / death / V.R./resignation/termination of service, as the case may be, through last Head of office.

(c) Documents to be attached with the application :

(1) When application is made in Form "A" or "B" :

- (i) Retirement/relieving order
- (ii) Photocopy of letter of acceptance of GPF option and allotment of GPF A/c. No.
- (iii) Bank A/c. No. ( with Bank name and branch)
- (iv) Deduction statement (Annexure-'B') upto the date of retirement / resignation duly verified by the Circle AO with reference to monthly pay order.

(2) When application is made in Form "C" :

- (i) Death certificate of the employee.
- (ii) Photocopy of letter of acceptance of GPF option and allotment of GPF A/c. No.
- (iii) Photocopy of nomination or complete list of family members at S.No. 11 of the application form in case nomination does not subsist. If the claimant is minor, application should be supported by a guardianship certificate issued by the Court of Law.
- (iv) Deduction statement (Annexure-'B') upto the date of death duly verified by the Circle AO with reference to monthly pay order.
- (v) Bank A/c. No. ( with Bank name and branch)

(B) FINAL PAYMENT OF CPF :

This becomes due on retirement/death/resignation/termination of service. Upto 90% of the amount standing at the credit, a member may withdraw at any time after attainment of the age of 54 years or within one year before retirement on superannuation, which ever is later.

In case of resignation, to take up employment in another organization having CPF scheme, the amount standing at the credit will be transferred to the new employer instead of refunding to the member.

(a) Form(s) for Application :

- |   |          |
|---|----------|
| (1) By the retired employee (Gazetted)  | Form - A |
| (2) By the retired employee (non-gazetted)  | Form - B |
| (3) By the nominee or other claimant in the event of death of employee (Gazetted or non-gazetted) | Form - C |

(b) Application to whom & when to be submitted :

To the Secretary (CPF-Trust), RVPN, Vidyut Bhawan, Jaipur immediately on retirement / death / V.R./resignation/termination of service as the case may be, through last Head of office.

(c) Documents to be attached with the application :

(1) When application is made in Form "A" or "B" :

- (i) Retirement/relieving order. / *VRs acceptance & relieving order*
- (ii) A certificate of non opting of GPF Scheme 1988.
- (iii) A certificate of membership or no membership of EFPF Scheme, 1971 or Employees' Pension Scheme, 1995 (EPS-1995)
- (iv) Bank A/c. No. (with Bank name and branch) *duly authorised by HOD/ Circle AO*
- (v) Deduction statement. (in annexure "B") upto the date of retirement/resignation/termination, duly indicating employees' subscription, additional subscription, employer's contribution and recovery of advance. ( CPF loan) verified by the Circle AO with reference to monthly pay orders.
- (vi) *PAN card copy in case of service is less than 5 years (Resignation case)*

(2) When application is made in Form "C" :

- (i) Death certificate of the employee
- (ii) A certificate of non-opting of GPF Scheme, 1988.
- (iii) A certificate of membership or no membership of EFPF Scheme, 1971 or EPF Scheme, 1995
- (iv) Photocopy of nomination or complete list of family members at S.No. 11 of the application form in case nomination does not subsist. If the claimant is minor, application should be supported by a guardianship certificate issued by the Court of Law.
- (v) Bank A/c. No. (with Bank name and branch) *duly verified by HOD/ Circle AO*
- (vi) Deduction statement (in annexure "B")

- (d) In certain cases the Head of Office, at his own or at member's request stops recovery of subscription to CPF, which is wrong. Recovery of employee's contribution is to be made from the salary paid upto the date of retirement.



(D) PAYMENT OF D.L.I. TO CPF HOLDER MEMBER'S NOMINEE/HEIRS :

The claim is admissible to the nominee for CPF accumulation or to all the family members who are eligible to payment of CPF accumulation in the event of no nomination, or to the guardian in case the nominee/claimant is minor only in the case of death of an employee while in service. Hence the claim should be preferred alongwith the claim for final payment of CPF accumulation to the Secretary (CPF-Trust), RVPN, Vidyut Bhawan, Jaipur through the last Head of Office. *Last 12 Month Pay+D.A duly verified by circle A.O is also required.*

- (a) Form for Application : - Form No. 4 (DLI)

(E) PENSION TO CPF HOLDERS :

Only the CPF holders who were the members of CPF prior to 1.3.1971 and opted for EPPF Scheme, 1971 and the employees who became eligible to the membership of CPF w.e.f. 1.3.1971 are covered under the Pension Scheme.

Under this scheme the pension is paid by the Employees' Provident Fund Organisation (in Rajasthan RPFC). To fund the scheme the employee & employer both were required to contribute @ 1.16% of the wages upto 15.11.1995. W.e.f. 16.11.95 contribution was/is required to be made by the employer only @ 8.33% of the wages subject to a ceiling of Rs.417/- upto 31.5.2001 and Rs.541/- thereafter out of CPF, upto the age of 58 years of a member.

(a) Form(s) for application :

- (i) By the retired employee or by the widow/widower/ children (< 25 years of age) in case the employee died after 1.4.1993 - 10 (D) (in triplicate)\*
- (ii) By the widow in case of death of the employee prior to 1.4.1993 - ~~10 (D)~~ 10 (D) (in triplicate)\*

\* In quadruplicate when the pension is to be drawn in a state other than Rajasthan.

(b) Documents to be attached with the application :

(1) When application is made in Form - 10 (D) :

- (i) Death certificate (in duplicate) of the employee, when the application is made by the widow/widower/children.
- (ii) Certificate of date of birth issued by the school or the Registrar, Birth & Death, in respect of children.
- (iii) Separate Bank A/c. No. (in SBBJ/PNB/HDFC) of each claimant.
- (iv) 3 Pass-port size photos of all the claimants duly attested by the circle AO. joint photograph in case the claim is made by the retired employee himself.
- (v) Certificate of non-opting of RSEB GPF/Pension Scheme.
- (vi) Certificate of no break in service.
- (vii) Certificate of reckonable service.
- (viii) Form No.7(EPF) for last 12 months from the date of retirement/ death.

(2) When application is made in Form 10-11(EPF) :

- (i) Death certificate (in duplicate)
- (ii) Bank A/c. No. (in SBBJ/PNB/HDFC) of the widow/widower.
- (iii) L.P.C.
- (iv) Form No.7(under the EPPF scheme, 1971) for last 12 months from the date of death.
- (v) *FORM 13 EPF required in case of transfer in other circle.*

(c) To whom the application is to be made :


To the Sub-Regional Office (SRO) through last Head of Office duly counter signed by the last circle A.O.

**(F) TIME FRAME FOR SUBMISSION OF THE CLAIMS BY THE HEAD OF OFFICE AND THEIR DISPOSAL/PAYMENTS BY DY.COA( P&F) / SECRETARY (CPF-TRUST)**

S.No.	NATURE OF CLAIM	TIME PERIOD FOR SUBMISSION BY THE HEAD OF OFFICE	TIME PERIOD FOR ARRANGING PAYMENT/P.O. BY THE DY. COA(P&F)/SEC Y.(CPF-TRUST)	REMARKS
1.	2.	3.	4.	5.
1	Final payment of GPF	Immediately, on retirement /resignation/termination/ death.	Within 2 months, if the case is complete in all respect having no observation.	In case there are some substantial observation(s) the case is to be returned to Head of office within 10 days of receipt and the H.O.O. has to re-send the case, duly attending to each point of observation, to the Dy.COA(P&F)* within 10 days. The period of 2 months as shown in Col.4 shall be counted from the date the case received after removing observations.
2	Final payment of CPF	-do-	-do-	-do- *Secretary (CPF-Trust)
3	EDLI payment.	Alongwith the case of CPF final payment.	Alongwith the CPF final payment.	-do- *Secretary (CPF-Trust)
4	Gratuity payment to CPF holders	Immediately, on retirement /resignation/termination/ death.	Within 1 month, if the case is completed in all respect having no observation.	-do- *Secretary (CPF-Trust) The period of 1 month as shown in Col.4 shall be counted from the date the case received after removing observations.

It is enjoined upon the Heads of office to ensure that the case for final payment of GPF or CPF or payment of Gratuity to CPF holders or the payment of EDLI to CPF is made out in the manner narrated here in before and sent to the concerned authority, duly enclosing there with the required documents within the time period prescribed under para (F) above.

The Dy.COA(P&F)/Secretary (CPF-Trust) shall ensure release of payment including preparation of Demand Draft /P.O. within the time period prescribed as above. Any departure/delay beyond the prescribed time frame shall attract an administrative action against the defaulting officer/official.

  
(Virendra Singh Bankawat)  
Secretary (Admn.)

Copy forwarded to the following for information and necessary action:

1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The FA&COA, RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur. He is requested to arrange endorsement/circulation of this circular to all the concerned under his control.
3. The Chief Engineer/Addl.Chief Engineer/Dy.Chief Engineer( ), RVPN/RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/ Ajmer/ Jodhpur. He is requested to arrange endorsement/circulation of this circular to all the concerned under his control.
4. The Chief Accounts Officer( ),RVPN/ RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur.
5. The Secretary ( ), RVPN/RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur.
6. The Dy./Asstt. Secretary( ),RVPN/RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur.
- 7. The Dy.COA(P&F)/Secretary(CPF-Trust), RVPN, Jaipur.
8. The Suptdg.Engineer( ),RVPN/RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur/\_\_\_\_\_.
9. The Sr.Accounts/Accounts Officer( ), RVPN\_\_\_\_\_.

  
(S. P. Pareek)  
Asstt. Secretary (GAD)



# FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE GENERAL PROVIDENT FUND/CONTRIBUTORY PROVIDENT ACCOUNT

The Dy. COA( P&F)/  
Secretary (CPF-Trust)  
RRVFN Ltd.  
Jaipur

THROUGH ..... THE HEAD OF OFFICE/DEPARTMENT.

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for ..... months/  
have/discharged/been dismissed/have resigned finally from Nigam's service and my resignation has been accepted  
with effect from ..... forenoon/afternoon (copy of order duly attested enclosed).

2. I, therefore, request that the entire amount at my credit with interest due under the rules may be paid to me  
through .....

3. A sum of Rs. .... (Rupee ..... was last deducted  
as Provident Fund (GPF/CPF) subscription and recovery on account of refund of advance from my pay bill for the  
month of ..... for Rs. .... encased on ..... at .....

4. My Provident Fund A/C. No. GPF/CPF ..... I desire to receive payment through my  
office ..... particulars of my personal marks of identification .....

5. My specimen signature, in duplicate duly attested by another gazetted officer is enclosed.

6. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident  
Fund account during the 12 months immediately preceding the date of my quitting service/proceeding on leave  
preparatory to retirement or thereafter.

**OR**

Details of the temporary advance drawn by me/final withdrawals made by me from my Provident Fund account  
during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to  
retirement or thereafter are given below :

	Amount of advance	Date
1.		
2.		

7. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident  
account during the 12 months immediately preceding the of my quitting service/proceeding on leave preparatory to  
retirement or thereafter for payment of Insurance premium or for purchase of a new policy :

	Amount of advance	Date
1.		
2.		

8. The particular of the Life Insurance policies financed by me from the Provident Fund which are to be released  
by you are given below :

Yours faithfully,

(Signature of applicant)

Name : .....

Postal Address : .....

.....

Foot Note :-para 4 applies only when payment is desired at state other than one at the District Head quarters where the subscribers last served otherwise it may be struck out.

### **CERTIFICATE BY THE HEAD OF OFFICE/DEPARTMENT**

1. Necessary details relating to the subscribers are as follows :

(a) Name of retires : ..... S/o .....

(b) Date of Birth ..... Date of appointment .....

(c) Last pay drawn .....

(d) GPF/CPF A/c. No. ....

(e) He opted/did not opted EFP Scheme and his A/c. No. ....

(f) Bank A/c No. .... Name of Branch .....

2. The last fund deduction was made from his pay in this office in bill No. ....)

dated ..... for Rs. .... ( Rupees .....

Cash voucher No. .... of ..... the amount of deduction being Rs.....

and record on account of refund of advance Rs. ....

3. It is certified that after due verification with reference to the records in my office that no temporary advances/ final withdrawal was sanctioned to the applicant from his Provident Fund Account during the 12 months immediately preceding the date of his quitting service/preceding on leave preparatory to retirement or thereafter.

OR

It is certified that after due verification with reference to the records in my office that the following temporary advance/final withdrawal was sanctioned to and drawn by the applicant from his Provident Fund Account during the 12 months immediately preceding the date of his quitting service/preceding on leave preparatory to retirement of thereafter.

(Amount of advance/withdrawal

Date

Voucher No.

1.

2.

4. It is certified that no demands of the Nigam are due for recovery:

Signature of Head of Office/Department

Following documents should be enclosed.

1. Copy of the order of retirement, acceptance of resignation/discharged/dismissed etc.
2. Personal Marks of Identification of the applicant, Left/Right; hand finger and thumb impression of the applicant duly attested by the head of office.

(16)

# Form of Application for final payment of Balances in the General Provident Fund/Contributory Provident Fund Account

The Dy. COA(P&F)/  
Secretary (CPF-Trust)  
RRVFN Ltd., Jaipur

\_\_\_\_\_  
(Name of Head of Office)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for..... month I have been discharged/dismissed/have resigned finally from Nigam's service and my resignation has been accepted with effect from ..... fore noon/afternoon (Copy of order duly attested is enclosed).

1. My date of birth is .....
2. I, therefore, request that arrangements may kindly be made to pay the entire amount at my credit with interest due under the rules.
3. My Provident Fund Account No. GPF/CPF ..... I desire to receive payment through my office ..... Particulars of my personal marks of identification, left hand thumb and finger impressions and specimen signature, in duplicate, duly attested by a Gazetted Officer of the Nigam are enclosed.
4. The under mentioned Life Insurance Policies financed by me from my Provident Fund account may kindly be released.

Policy No.	Name of the Co.	Sum assured.
1.		
2.		
3.		
4.		

5. I certify that I have not been employed in any other establishment or factory which is covered under EPF & MP Act, 1952 for a Continuous period of not less than 2 years immediately receding the date on which I have made the application for withdrawal.

Yours faithfully,

Signature

Station ..... Name .....

Date ..... Address .....

### (For Use by Head of Office)

1. Forwarded to the Dy. COA (P & F)/Secretary (CPF-Trust) Rajasthan Rajya Vidyut Prasaran Nigam Ltd., Jaipur for necessary action.
2. Necessary details relating to the subscriber are as follows-
  - (a) Date of birth and date of apptt.
  - (b) Date of retirement
  - (c) Last Pay drawn
  - (d) CPF/GPF A/c No. ....
  - (e) He opted/did not opt EPF scheme & his EPF A/c No.

for Rs. .... (Rupees ..... ) Cash Voucher No. ....

of .....the amount of deduction being Rs. .... and recovery on account of refund of advance Rs. ....

5. Certified that he was neither sanctioned any temporary advance or any final withdrawal from his Provident Fund account during to 12 months immediately preceding the date of his quitting service/proceeding on leave preparatory to retirement or there after. Certified that the following temporary advance/final withdrawals were sanctioned to him and drawn from is Provident Fund account during the 12 months immediately preceding the date of his quitting service/proceeding on leave preparatory to retirement or there after:-

	Amount of Advance/with drawal/	Date	Voucher No.
1.			
2.			

6. Certified that no amount was withdrawn/the following amount were withdrawn from his Provident Fund Account during 12 months immediately preceding the date of his quitting service/proceeding on leave preparatory to retirement or thereafter of Insurance premium or for the purchase of a new policy.

	Amount	Date	Voucher No.
--	--------	------	-------------

(Signature of Head of Office/  
Department)

The Following Documents Should be Enclosed:-

1. Personal marks of Identification of the employee duly attested by the head of office.
2. Left/right hand finger and thumb impressions of the employee duly attested by the head of office.
3. A Copy of order of retirement/resignation/discharge etc. duly attested by the head of office.
4. Copy of Bank Pass Book of Claimant.
5. A certificate to the effect that no amount was kept in difference upto 31.3.62 (in case of E & M CPF subscriber).
6. Date of first Deduction.
7. Deduction statement duly verified by circle AO concerned from pay order.

**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE  
PROVIDENT FUND ACCOUNT OF A SUBSCRIBER  
(TO BE USED BY THE NOMINEES OR ANY OTHER CLAIMANTS  
WHERE NO NOMINATION SUBSISTS)**

To,

The Secretary (C.P.F. Trust)  
Rajasthan Rajya Vidyut Prasaran Nigam Ltd.  
Jaipur.

(Through the Head of Office)

Sir,

It is requested that arrangement may kindly be made for the payment of the accumulations in the Rajasthan Rajya Vidyut Prasaran Nigam Ltd. C. P. Fund Standing at the credit of Shri \_\_\_\_\_  
Account No. \_\_\_\_\_ The necessary particulars required in this connection are given below :--

1. Name of the Nigam's Employee with Father's Name .....
2. Date of Birth. ....
3. Date of appointment. ....
4. Post held by the employee. ....
5. Date of death. ....
6. Proof of death in the form of a death certificate issued by the Municipal Authorities etc. ....
7. Contributory Provident Fund Account No. allotted to the subscriber. ....
8. Details of the nominees alive on the date of death of the subscriber if a nomination subsists.

Name of the nominee. .....	Relationship with the subscriber. .....	Share of the nominee. .....
-------------------------------	--	--------------------------------

- 1.
- 2.
- 3.
- 4.

9. In case the nomination is in favour of a person other than member of the family, the details of the family of the subscriber subsequently acquired.

Name .....	Relationship with the subscriber. .....	Age on the date of death of the subscriber .....
---------------	--	---

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In case of a daughter or a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of the death of the subscriber.

Name	Relationship with the subscriber	Age on the date of death of the subscriber
.....	.....	.....
1.		
2.		
3.		
4.		

11. In case of Amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim would be supported by indemnity Bond or Guardianship certificate as the case may be.
12. If the subscriber has left no family and no nomination subsists, the names of persons to whom the provident fund money is payable (to be supported by letters of probate or succession certificate etc.)

Name	Relationship with the subscriber	Address :-
.....	.....	.....
1.		
2.		
3.		

13. Relation of the claimant (s).

14. The payment is desired through the office of ..... through the ..... In this connection the following documents duly attested by a Gazetted Officer in Service / Magistrate are attached.

- (i) Personal marks of identification.
- (ii) Left / Right hand thumb and finger impressions (in the case of illiterate claimants).
- (iii) Specimen signature in duplicate (in the case of literate claimants).
- (iv) Photographs in duplicate.

Note :- This applies only when payment is not desired through the Head of office.

Yours faithfully,

Station .....

(Signature of claimant)

Dated .....

(Full name and Address).

Certificates by the Head of office / Department :-

1. It is certified that after due verification with reference to records in my office, no temporary advance /Final payment / withdrawal was sanctioned to the applicant from his P.F. Account during the twelve months immediately preceding the date of the death of the subscriber.

OR

2. It is certified that after due verification with reference to the records in my office, the following temporary advance / Final payment / withdrawal were sanctioned to and drawn by the deceased subscriber from his P. F. Account during the twelve months immediately preceding the date of his death.

Amount of advance / withdrawal	Date	Vr. No.
A.		
B.		
C.		

3. His last P. F. subscription was deducted vide Vr. No. / Bill No. \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF HEAD OF  
OFFICE / DEPARTMENT  
(Seal)

Enclosures

Following Documents should be enclosed :-

1. Death certificate.
2. Personal marks of identification of NOMINEE (induplicate)
3. Photograph (induplicate)
4. Left / right hand fingers and thumb impression of the claimant. Specimen signature, duly attested.
5. Guardianship / Succession certificate (where ever necessary)
6. Balance as on 31. 3. 62 in case of E & MCPF Subscriber as per record.
7. Subscription Book.
8. Copy of Bank pass book of claimant

# APPLICATION FOR GRATUITY BY EMPLOYEE IN DUPLICATE

To,  
The Secy. (CPF-Trust)  
PRVPN, Jaipur

Sir,

I beg to apply for payment of gratuity to which I am entitled under ruled 5(i) of the RSEB payment of Gratuity Rules, 1972 on account of my superannuation / retirement / resignation after completion of not less than five years of continuous service / total disablement due to accident / disease with effect from.....Necessary particulars relating to my establishment are given in the statement below :

### Statement

1. Name in full.....
2. Father's Name.....
3. Address in full of application .....
4. Office where last employed.....
5. Post held, C.P.F. A/c No.....
6. Date of Birth .....
7. Date of Joining.....
8. Date and cause of termination of Service.....
9. Total period of service.....
10. Amount of wages last drawn.....
11. Amount of Gratuity claimed.....
13. I was rendered totally disabled as a result of (here give the details of the nature of disease or accident.).....

The evidence / witnesses in support of my total disablement are as follows :

(here give details)

Payment may please be made in Cash/Demand Draft or crossed bank cheque.

As the amount of gratuity payable is less than Rupees one thousand, I shall request you to arrange for payment of the sum due to me by postal Money order at the address mentioned above after deduction postal money order commission therefrom.

Place.....

Date.....

Yours faithfully  
Signature/Thumb Impression of  
the applicant employee.

### CERTIFIED BY THE HEAD OF OFFICE/CONTROLLING OFFICER.

Certified that the above particulars of the above named employee have been checked with the record maintained by this office and are verified as correct.

Signature and Seal of  
Controlling Officer/Head of Office

- Note :
1. Strike out the Words PARAGRAPH (s) not applicable.
  2. Enclose certificate of dues if any against loans & advances taken from the employer supported by a consent of the



- (1) Relieving order
  - (2) Original Final L.P.C.
  - (3) D.E./P.E. (certificate)
  - (4) If there is any loan & Advances taken from the employer.  
No Dues certificate, therefor.
  - (5) Service Book
  - (6) Nomination acceptance (If available)
  - (7) Certificate of payment not drawn Previously
  - (8) RSEB pension Scheme 1988 & GPF Not opted (certificate)
-

FORM E/F

# APPLICATION FOR GRATUITY BY A NOMINEE/LEGAL HEIR(IN DUPLICATE)

To,

The Secy. (CPF-Trust)  
PRVFN, Jaipur

Sir,

I beg to apply for payment of gratuity to which i am entitled under ruled 5(i) of the payment of Gratuity Rules, 1972 as a nominee/legal heir of last Shri/Smt.....who was an employee of your establishment and died on.....without making any nomination. The gratuity is payable on account of death of the aforesaid employee while in service/superannuation of the aforesaid employee on the.....after completion of .....years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from.....Necessary particulars relating to my claim are given in the statemtn below :

### Statement

1. Name of applicant Nominee/legal heir.....
2. Address in full of application .....
3. Marital status of applicant (unmarried/married/widow/widower).....
4. Name if full of the employee with Father's name.....
5. Relationship of the applicant with the employee.....
6. Date of joining and total period of service of the employee.....
7. Date of birth of the employee.....
8. Office where the employee worked last.....
9. Post last held by the employee & CPF A/c. No.....
10. Total wages last drawn by the employee.....
11. Date and cause of termination of Service of the employee (death or otherwise).....  
(Enclose certificate of death)
12. Total gratuity payable to the employee.....
13. Percentage of the gratuity claimed.....
14. Basis of the claim and evidence/ witness in support there of.....

I declare that the particulars mentioned in the above statement are and correct to the best of my knowledge and belief.

Payment may please be made in Cash/Demand Draft or crossed bank cheque.

Place.....

Date.....

Yours faithfully  
Signature/Thumb Impression of  
the applicant employee.

---

**CERTIFIED BY THE HEAD OF OFFICE/CONTROLLING OFFICER.**

Certified that the above particulars of the above named employee have been checked with the record maintained by this office and are verified as correct.

Signature and Seal of  
Controlling Officer/Head of Office

- (1) Application in Form E/F
  - (2) Death Certificate
  - (3) Original Final L.P.C.
  - (4) D.E./P.E. (certificate)
  - (5) No-Dues Certificate  
(Mention to be given only when a consent/under taking by the employee was given for recovery from gratuity)
  - (6) Nomination acceptance (If available)
  - (7) Certificate of payment not drawn Previously
  - (8) Certificate pension Scheme 1988 & GPF Not opted.
-

(From to be used by a nominee/ legal heir of the deceased or guardian  
of the minor nominee (s)/legal heir under paragraph 12 of this scheme )

(To be submitted in duplicate)

The Secretary (D.L.I.-Trust),

Rajasthan state Electricity Board,

Jaipur.

(Through the Head of the office under whom the deceased was last employed)

I/We, the following being the nominee /Legal Heir/ Guardian of the minor nominee(s) or minor heir of the deceased employee apply for the payment of the Assurance Benent the Employees Deposit Linked Insurance Scheme , 76.

FOR USE BY THE NOMINEES/LEGAL HEIR OTHER THEN MINOR

Name and address of the applicant	Sex	Age or year of birth	Marital status	Relationship with the deceased	Remark
1	2	3	4	5	6

FOR USE IN RESPEST OF MINOR NOMINEES/HEIR(S)

Name and address of the applicant	Sex	Age or year of birth	Name of minor nominee/heir	Sex	Age or year of birth	Relationship with the deceased	Remark
1	2	3	4	5	6	7	8

- (b) Fathers name .....  
(or husband name in the case of married woman) .....
- (c) Date of death .....
- (d) Last employed in .....
- (e) Account number in Provident fund .....
2. The payment may be made through/cheque/ DD through the office where the deceased was last employed.
3. I/We declare that the above particulars are true to the best of my/our knowledge and nothing has been hidden.

Signature or left/right hand thumb impression of Sh./Smt./Kum.(the applicant )  
(Left thumb impression in the case of illiterate male applicant and right hand thumb impression in the case of illiterate female applicant).

Certify that the signature /signatures or the thumb impression was/were fixed before me.

Signature of the head of the office  
(with date and seal)

CERTIFICATE

- (1) Certify that the particulars furnished are above.
- (2) Certify that the member dead on .....while in service.
- (3) The clam of the DLI has not been preferred /previously and payment has also not been made.
- (4) Certify that the provided fund accumulation of the deceased employee late Shri. /Smt.....A/C no.....were paid to Shri/Smt./Miss .....

(i).....

(ii).....

Forwarded to the Secretary (CPF-Trust) RRVNL, Vidhyut Bhavan, Janpath, Jaipur-5, for necessary action:-

Date -

Signature of the Head of the office  
(Name and Designation with official seal)