

**Check List for use of Head of the office before sending the Final Payment
Application in prescribed form to AGMP**

- (i) Column No. 1 to 10 have been verified and filled in properly. Death certificate/order of resignation is enclosed.
- (ii) Part final withdrawals sanctioned and paid with effect from 5-6-72 & temporary advances have been mentioned or list enclosed.
- (iii) Temporary advance sanctioned for construction of house its recovery and interest recovered have been stated. Major Head of Account under which the interest is credited has been mentioned.
- (iv) Details of DPF A/c (monthwise deduction, withdrawals and interest upto last 31st March transfer) the balance into GPF have been enclosed.
- (v) In case of nominations subsists original nomination is enclosed. Nominee is a family member as per definition of Madhya Pradesh General Provident Fund Rules, 1955 or out of family member has been stated in proper column.
- (vi) Details of family members of deceased Govt. Servant relationship and age have been stated.
- (vii) In case of amount due to a minor, Indemnity Bond/Guardianship Certificate is enclosed.
- (viii) In case subscriber has left no family and no nomination subsists, succession certificate/legal heir certificate in favour of claimant is enclosed.
- (ix) Payment if desired through Treasury, three sets of attested specimen signature, finger and thumb impression, mark of identification and attested photographs have been enclosed.
- (x) In case of resignation of the subscriber to take up appointment in another department of the State Govt. or under other Govt. or under body corporate owned or controlled by the Govt., details such as PF A/c No. of new Deptt/Institution, consent of new Deptt/Institution, designation and address to whom the Bank Draft is payable have been enclosed.

- (xi) Other Required Documents
 - (a) Certified original GPF Pass Book
 - (b) Details of incumbency of the subscriber.
 - (c) Details of deductions towards GPF for last 12 months prior to his retirement/death/resignation in case GPF Pass Book is not available.