

# PATLIPUTRA UNIVERSITY, PATNA

## Form for the final withdrawal of General Provident Fund/ Contributory Provident Fund

1. Name of University servant
2. Post held by him/her
3. Name of Institution
4. Date of joining the service
5. Date of leaving the service
6. Reasons for leaving the service
7. P.F. Account No.
8. Standing amount of credit as on as per P.F. Ledger.
9. Standing amount of credit as per Bank / P.O. pass Book / fixed deposit as on (All pass books must be made up to date)  
Name of Bank / P.O. .... Account No. .... amount at credit.
10. Total amount of employees subscription (including interest)
11. Total amount of University contribution (Including Interest )
12. Up to date position of P.F. outstanding advance

Date of advance	Amount of Advance	Amount Recovered till date of leaving service	Outstanding Balance
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13. Amount of Employer's contribution to P.F. which was deposited in to Patliputra University.  
Pension and gratuity fund A/C.

14. Nature of opted Retirement benefits
  - a. G.P.F. Cum-Pension Cum-gratuity or
  - b. Contribution P.F. Cum-gratuity or
  - c. Contribution P.F

Signature of the  
Subscriber / heirs of the subscriber

In the case of a deceased University Servant, this form shall be filled in by the legal heirs of the deceased University servant and shall be forwarded to the University by the Head of the Institution with his specific recommendation along with the following documents.

2. Nomination form in the original (If Nomination exists)
3. If no nomination exist, list of all legal heirs as per statutes (duty verified and certificated by the Head of the Institution)
4. An indemnity Bond duly stamped, signed and signature attested by the Head of Institution.



1. The information furnished above has been verified by me. It is true to the best of my knowledge.
2. The dues have also been verified and found that there are no dues against him. Details of statement of dues amount to Rs .....is enclosed.
3. Copy to University for relieving him and copy of relieving letter are enclosed.
4. I recommended that the final withdrawal of P.F may be allowed as per rules applicable.

Signature of the Head of the  
Institution with seal



# PATLIPUTRA UNIVERSITY, PATNA

## Annexure IV (Chapter II Para B)

### Application for Pension (Other than Family Pension And / Or / Gratuity)

1. Name of the Employee-
2. Father's Name-
3. Name of the spouse-
4. Religion & Nationality-
5. Post Held-
6. Date of Birth-
7. Date of beginning of service-
8. Date of conformation or substantive appointment to the permanent post in the University (Specify the post of the College / Deptt./ Institution / Office where held-
9. Date of ending of service-
10. Interruption in service, if any-
11. No. of completed half years for Pension / Gratuity-
12. Class of pension / Gratuity admissible –
13. (1) Rate of emolument drawn during the last 10 months of service (enclose the month- wise details of emolument that have been/will be drawn during the last ten months of service.)
14. Proposed Pension-
15. Proposed Gratuity-
16. Proposed Family Pension-
17. Place of Payment-
18. Applicant's individual Bank Account No. to which the pension / Gratuity is to be credited-
19. Correspondence address of the applicant-
20. Signature of the applicant.

Signature of the Head of the  
Institution / Registrar



# PATLIPUTRA UNIVERSITY, PATNA

## Memo of Calculation of Average Emoluments

Certified that Sri / Smt .....

Designation ..... who retired / superannuated (will retire / superannuate ) on ..... has / will have drawn the following emoluments for the last ten months / twelve months prior to the date of his / her retirement.

Sl. No. Month	Basic Pay Emoluments	D.A. Counting for pension	Any other amount qualifying for pension such as Personal/ Special pay etc.
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1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11  
12.

Total Rs .....

Average emoluments per month

Signature .....

Head of the Institution / Officer

- Note: - 1. In the Case of those on leave with allowances, emoluments will comprise the amount which the employee would have drawn, but for proceeding on leave.
2. In the Case of an employee who was on or under suspension immediately before his retirement, his / her emoluments will mean the amount (1) which he / she had drawn immediately before proceeding on such leave / suspension.



# PATLIPUTRA UNIVERSITY, PATNA

## NO DUES CERTIFICATE

This is certified that there is no dues in the name of Sri / Smt .....  
..... Designation ..... of  
..... Deptt. / Section.

Principal / Finance Officer  
Seal

Certified that Shri/ Smt. ....  
who retired from this College / Deptt. As .....  
was holding a substantive post .....and was  
Confirmed vide letter no ..... Resolution No  
..... dated .....

Signature of the Head of the  
Institution with date & seal

### **Certificate of deposit to P.F. subscription & contribution under Article (II) of the Retirement Benefits Statute.**

This is to certify that the applicant's subscription and employer's share of contribution  
of Shri / Smt .....designation  
..... who has retired on .....has been  
deposited in his P.F. Account from ..... to .....

Signature of the Head of the  
Institution with date & seal



# PATLIPUTRA UNIVERSITY, PATNA

List of surviving members of the family of Sri / Smt .....  
.....

Sl.No	Name of Wife / Husband Sons & daughters	Relation with Age of the applicant	Married or Unmarried
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Place .....

Date

Signature of the applicant  
Designation



# PATLIPUTRA UNIVERSITY, PATNA

## PHOTOGRAPH

- Joint Photographs of Smt. & Sri .....
- Or Single photographs of Smt. / Sri .....

Duly attested by a Gazetted Officer of an officer of the University or Principal of the college concerned.

- In the Case of Widow / Widower / Un- married persons.
- In Case of purdahanshin lady the following particulars are to be furnished.
  1. Name of the applicant.
  2. Height of the applicant.
  3. Personal Identification Marks.

Signature attesting authority



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- Joint Photographs of Smt. & Sri .....
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Duly attested by a Gazetted Officer or an officer of the University or Principal of the college concerned.

- In the Case of Widow / Widower / Un- married persons.
- In Case of purdahanshin lady the following particulars are to be furnished.

4. Name of the applicant.

5. Height of the applicant.

6. Personal Identification Marks.

Signature attesting authority



# PATLIPUTRA UNIVERSITY, PATNA

Slips bearing specimen signature of the applicant Sri .....

.....and his/ her wife/ husband duly attested by a Gazetted Officer or /and Officer of the University or Principal of the College concerned.

Specimen Signature of the  
Applicant

Specimen Signature of  
his / her Wife /Husband

1.

1.

2.

2.

3.

3.

Thumb and Finger impression in the case of person not literate enough to sign. his / her name.

Thumb	First Finger	2 <sup>nd</sup> Finger	3 <sup>rd</sup> Finger	4 <sup>th</sup> Finger

Thumb / Finger impression of Shri / Smt .....

.....attested.

Signature of attesting authority

Note: Male will give impression of left hand finger and female will give impression of right hand finger.



# PATLIPUTRA UNIVERSITY, PATNA

Slips bearing specimen signature of the applicant Sri .....

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Gazetted Officer or /and Officer of the University or Principal of the College concern.

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Thumb / Finger impression of Shri / Smt .....

.....attested.

Signature of attesting authority

Note: Male will give impression of left hand finger and female will give impression of  
right hand finger.



# ***PATLIPUTRA UNIVERSITY, PATNA***

**Certificate to be submitted with the application of Pension / Gratuity.**

I hereby declare that I have neither applied for, nor received any Pension or Gratuity in respect of any Pension of the service included in this application and in respect of which Pension or Gratuity is claimed herein nor shall submit an application herein after quoting a reference to this application and to the orders which may be passed thereon.

Signature of application



# PATLIPUTRA UNIVERSITY, PATNA

## UNDERTAKING

I ..... do

hereby undertake to refund any portion or full amount of Pension and Gratuity  
if paid in excess to me due to any error in calculation.

Place.....

Date .....

Signature of the applicant  
Designation



# PATLIPUTRA UNIVERSITY, PATNA

## PROFORMA TESTIFYING THE CHARACTER & CONDUCT OF RETIRED EMPLOYEE.

This is to certify that Sri / Smt. ....  
who retired from the service of this college / Deptt. ....  
..... on the ..... has  
served this institution satisfactorily and with devotion for a period of .....years  
has been unblemished. I have heard nothing against his/ her character and  
antecedents.

He / She has never been/ has been subjected to suspension / degradation  
for any period/..... period. But he / she has been cleared of  
the character.

I recommend that he/ she be paid the Pension & Gratuity in full / in part  
to the extent of ..... (\*) that he / she is  
entitled to under the P.P.U retirement Benefit statutes and the procedural rules  
made there under.

There is nothing due against him / her.

Signature of Head of the  
Institution with date & seal of office

- To be penned through if no changes were ever leveled & suspension /  
degradation ever made.
- To be penned through for those to whom it does not apply.