

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ASSAM,
MAIDAMGAON, BELTOLA, GUWAHATI - 781 029.**

(Dos & Donts for GPF Final Withdrawal Claim)

This office has been experiencing in sending back a considerable number of GPF Final Withdrawal claims due to incomplete, inadequate or wrong information in the claim form. In order to settle GPF Final Withdrawal claims expeditiously, some guidelines in the form of 'Dos & Donts' are listed below to enable concerned authorities to use it as checklist before forwarding the claims to this office so that claims are received in complete shape.

DOs	DONTs
1. Obtain Final Withdrawal of GPF claim in Form-1 (from all retired subscribers) and in Form-2 (from claimant other than subscriber i.e. in respect of deceased subscriber) & forward the claim in the manner provided in para 4 (a) & (b) to Rule 31 of GPF(AS) Rules'1937.	1. Forward Final Withdrawal of GPF claim in Form-'A', 'B' & 'C' (old Form)
2. Forward the Final Withdrawal claim well in advance to enable this office to authorize the amount as soon as the subscriber retired.	2. Forward the claim which is unsigned and without GPF A/C No. & home address of the applicant.
3. The form should be completely filled up, signed by the claimant & with full home address of the claimant.	3. Continue deduction of GPF subscription during last 3 months preceding superannuation as per Rule 4B of GPF(AS) Rules'1937.
4. Furnish a copy of last GPF statement along with the claim.	
5. Ensure that the name & GPF A/C No. of the subscribers are correct as per latest GPF statement issued from Pr. A.G.(A&E) Assam and date of retirement is tallied with the date of birth recorded in the GPF statement.	
6. In case of death, ensure submission of 'Death Certificate' and list of nominees with percentage of share. In absence of 'Nomination', details of family member(s) with age & relationship supported by evidence or details of claimant(s) other than family member(s) supported by 'Succession Certificate" is to be furnished.	

DOs	DONTs
7. Claim is supported by Legal Guardianship Certificate in case the claimant is minor.	
8. Detail of Last Fund Deduction (LFD) is clearly noted in the form with TV No. & date.	
9. The name of DDO & Treasury through which the payment is desired.	
10. Certificate of drawal/non-drawal of TA & NRA during last 12 months preceding the date of retirement/death is filled up in the form.	
11. An undertaking/certificate by H.O. that no TA/NRA will be sanctioned/paid from the date of forwarding the claim to till the date of retirement in case the claim is forwarded before retirement.	
12. The form is signed and sealed by the Head of Office.	
13. Final Withdrawal claim of Gazetted Officers should be forwarded through the Deptt. of Govt. of Assam.	

[For use in Head of Offices/Deptts. of Govt. of Assam while forwarding Final Withdrawal of GPF claim to the O/o the Pr. Accountant General (A&E) Assam]