

**Form PF No. 9**  
(See rule 54)  
(to be submitted in duplicate)

**Application for Final Payment on Retirement/ Quitting Service**

To

The Chief Accounts Officer/ GPF,  
C-7, Urja Bhawan, HPGCL,  
Sector-6, Panchkula.  
(Through the Head of office/DDO)

Sir,

It is submitted that —

- (a) I am to retire/ have retired w.e.f. \_\_\_\_\_
- (b) I have been discharged/ dismissed w.e.f. \_\_\_\_\_
- (c) I have been permanently transferred/ absorbed to \_\_\_\_\_ w.e.f. \_\_\_\_\_
- (d) I have resigned finally from HPGCL service w.e.f. \_\_\_\_\_
2. My GPF Account No. is \_\_\_\_\_
3. I desire to receive payment through my office \_\_\_\_\_. Particulars of my personal marks of identification, left hand thumb and finger impressions (in the case of illiterate subscribers), specimen signature (in the case of literate subscribers). Undertaking for not claiming interest on delayed payment, passport size photographs. Undertaking regarding excess payment, duly attested by a Gazetted Officer of HPGCL/ Government and copy of pass book are enclosed.
4. I request that the entire amount at my credit with interest, due under the rules, may be paid to me/ transferred to \_\_\_\_\_.

Yours faithfully,

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

(Signature of Subscriber)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

(For Use by Head of Office)

1. Forwarded to the Chief Accounts Officer/ GPF, HPGCL, Panchkula for necessary action.
2. Sh./ Ms \_\_\_\_\_
  - (a) has to retire/ have retired w.e.f. \_\_\_\_\_
  - (b) has been discharged/ dismissed w.e.f. \_\_\_\_\_
  - (c) has been permanently transferred/ absorbed to \_\_\_\_\_ w.e.f. \_\_\_\_\_
  - (d) has resigned finally from HPGCL service w.e.f. \_\_\_\_\_
3. The last deduction for subscription to his GPF Account was made from his pay in the month of \_\_\_\_\_ the amount of deduction being Rs. \_\_\_\_\_ as subscription and recovery on account of refund of advance Rs. \_\_\_\_\_.
4. Certified that he/ she had taken the following advances in respect of which \_\_\_\_\_ installment of Rs \_\_\_\_\_ are yet to be recovered and credited to the Fund Account The details of advance(s)/ withdrawal(s) granted to him during the twelve months immediately preceding the date of his quitting service are also indicated below:-

Sr. No.	Amount of advances/ Withdrawal	Place of encashment	Voucher Number and Date
1			
2			
3			

5. Certified that no advance/withdrawal will be sanctioned to the subscriber henceforth without the concurrence of Chief Accounts Officer/ GPF, HPGCL, Panchkula.
6. Certified that the subscriber/claimant submitted the application on \_\_\_\_\_.

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

(Signature of Head of Office/DDO)

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