

Checklists to be observed while forwarding the GPF Final Payment cases.

1. Form No OTC-80-A is to be used in case of a gazetted officer and it may be countersigned and forwarded by the Head of the Department.
2. Form No OTC-80-B is to be used in case of a non-gazetted officer.
3. Form No OTC-80-C is to be used in death case.
4. GPF A/c No is to be furnished in the prescribed column of the application.
5. The nature and date of retirement/quitting of service (whether retired/resigned/invalidated/dismissed/removed) is to be stated in the prescribed column of the application.
6. Applicant is to sign in full in the application and complete home address is to be furnished in it with PIN.
7. Official address of the DDO is to be furnished with PIN.
8. Name of the treasury where the Bills of the office are entertained is to be furnished with PIN.
9. Last Fund Deduction with month and T.V.No. and date is to be furnished in the prescribed column of the application.
10. The temporary/non-refundable withdrawal made during the last 12 months preceding the date of retirement is to be furnished alongwith T.V.Nos and date . In case of non-drawal of the same during the said period, the word NIL is to be quoted in the prescribed column of the application.
11. The attested copy of the Death Certificate of the late subscriber is to be enclosed with the application.
12. The attested copy of the legal heir certificate from the competent authority with age, relationship with the subscriber and marital status is to be furnished.
13. Attested copy of the Succession Certificate issued by court is to be furnished in the absence of any family member.
14. Attested copy of the Guardianship Certificate issued by court is to be furnished in respect of the minor children in the absence of the natural guardian.
15. A declaration of the retiring Government Servant/widow of the deceased regarding recovery of over payment as per O.C.S. (Pension), Form No. 5-A is to be attached with the application.
16. The statement of Non-refundable Advances drawn during the entire service period is to be furnished with T.V. No. and date of drawal.
17. Religion of the claimant is to be furnished in the prescribed column of the application in death cases.
18. A statement of GPF subscription and refunds for the period of 12 months preceding the date of retirement/death/quitting the service is to be furnished.

The above documents/information are to be furnished to avoid the return of Final payment application causing delay in authorizing final payment.