

ഹയർ സെക്കന്ററി ഡയറക്ടറുടെ  
കാര്യാലയം, ഹൗസിംഗ് ബോർഡ്  
ബിൽഡിംഗ്, ശാന്തി നഗർ,  
തിരുവനന്തപുരം.

പി.എഫ്4/12243/2011/എച്ച്.എസ്.ഇ

തീയതി : 05/09/2014

സർക്കുലർ

വിഷയം :- ഹയർ സെക്കന്ററി വിദ്യാഭ്യാസം - കെ.എ.എച്ച്.എസ്.എസ് (+2)  
ഇ.പി.എഫ് - അഡ്മിഷൻ, എൻ.ആർ.എ, ട്രാൻസ്ഫർ ക്ലോഷർ,  
റിട്ടയർമെന്റ് ക്ലോഷർ എന്നിവയുടെ അപേക്ഷാ ഫാറങ്ങൾ -  
അപേക്ഷ സമർപ്പിക്കുമ്പോൾ ശ്രദ്ധിക്കേണ്ട കാര്യങ്ങൾ - എന്നിവ  
സംബന്ധിച്ച്.

കേരള എയ്ഡഡ് ഹയർ സെക്കന്ററി സ്കൂൾ (+2) ഇ.പി.എഫ് അക്കൗണ്ട് അഡ്മി  
ഷൻ, എൻ.ആർ.എ, ട്രാൻസ്ഫർ ക്ലോഷർ, റിട്ടയർമെന്റ് ക്ലോഷർ എന്നിവയ്ക്ക് അപേ  
ക്ഷിക്കുമ്പോൾ ചിലർ തെറ്റായ അപേക്ഷാഫാറങ്ങൾ ഉപയോഗിക്കുന്നതായി കാണുന്നു.  
ആയതിനാൽ മേൽപ്പറഞ്ഞ അപേക്ഷകളുടെ നിർദ്ദിഷ്ട മാതൃകയിലുള്ള ഓരോ  
പകർപ്പും, ഈ അപേക്ഷകൾ പൂരിപ്പിക്കുമ്പോൾ ശ്രദ്ധിക്കേണ്ട കാര്യങ്ങളും ഇതോടൊപ്പം  
ചേർക്കുന്നു. നിർദ്ദിഷ്ട മാതൃകയിലല്ലാതെ സമർപ്പിക്കുന്ന അപേക്ഷകൾ യാതൊരു കാര  
ണവശാലും സ്വീകരിക്കുന്നതല്ല.

സീനിയർ ഫിനാൻസ് ഓഫീസർ  
ഡയറക്ടർക്ക് വേണ്ടി

എല്ലാ എയ്ഡഡ് ഹയർ സെക്കന്ററി സ്കൂൾ  
പ്രിൻസിപ്പൽമാർക്കും

- പകർപ്പ് :-
- 1) റീജിയണൽ ഡെപ്യൂട്ടി ഡയറക്ടർ  
തിരുവനന്തപുരം/എറണാകുളം/കോഴിക്കോട്/  
കണ്ണൂർ/മലപ്പുറം/കോട്ടയം.
  - 2) സ്റ്റോക്ക് ഫയൽ

## **NRA അപേക്ഷ സമർപ്പിക്കുമ്പോൾ ശ്രദ്ധിക്കേണ്ട കാര്യങ്ങൾ**

1. അപേക്ഷ നിശ്ചിത മാതൃകയിലുള്ളതായിരിക്കണം (Form B1)
2. അപേക്ഷകന്റെ പേര്, Account Number, Date of joining in Service, Retirement Date എന്നിവ വ്യക്തമായി രേഖപ്പെടുത്തേണ്ടതാണ്.
3. ആദ്യമായി NRA യ്ക്ക് അപേക്ഷ സമർപ്പിക്കുന്നവർ PF Account ൽ നിന്നും ഇതുവരെ TA/NRA എടുത്തിട്ടില്ല എന്ന ഒരു certificate, സ്കൂൾ പ്രിൻസിപ്പലിന്റെ letter pad ൽ അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
4. അപേക്ഷയിലെ ഏഴാമത്തെ കോളത്തിൽ പണം പിൻവലിക്കുന്നതിനുള്ള കാരണം വ്യക്തമായി രേഖപ്പെടുത്തിയിരിക്കണം.
5. ഒൻപതാമത്തെ കോളത്തിൽ എത്ര രൂപയാണ് പിൻവലിക്കാൻ ഉദ്ദേശിക്കുന്നത് എന്നത് അക്കത്തിലും അക്ഷരത്തിലും രേഖപ്പെടുത്തേണ്ടതാണ്.
6. ABC Statement ലെ Deposit column ൽ ഓരോ മാസത്തേയും Date of encashment, Gross Amount, Net Amount എന്നിവ രേഖപ്പെടുത്തിയിരിക്കണം. Deposit Column ലെ ഓരോ പേജും പ്രിൻസിപ്പൽ verify ചെയ്ത് ഒപ്പും സീലും പതിക്കേണ്ടതാണ്.
7. Deposit column ൽ അപേക്ഷകന്റെ പേരും അക്കൗണ്ട് നമ്പറും രേഖപ്പെടുത്തിയിരിക്കണം.
8. ABC statement ലെ B column ൽ last credit card issue ചെയ്തതിനുശേഷം credit ചെയ്തിട്ടുള്ള DA arrear രേഖപ്പെടുത്തുമ്പോൾ ഓരോ Arrear amount കളും ഏതു ഗവൺമെന്റ് ഓഡർ പ്രകാരമാണുള്ളത് എന്ന് കൃത്യമായി രേഖപ്പെടുത്തിയിരിക്കണം.
9. ABC statement ലെ 'C' Column ൽ withdrawal details രേഖപ്പെടുത്തുമ്പോൾ ഇതുവരെ എടുത്തിട്ടുള്ള TA/NRAയുടെ order No., Date of drawal, purpose എന്നിവ രേഖപ്പെടുത്തിയിരിക്കണം.
10. അപേക്ഷയിൽ കാണിച്ചിരിക്കുന്ന തുകകൾ എല്ലാം തന്നെ പ്രിൻസിപ്പൽ സൂക്ഷ്മമായ പരിശോധനയ്ക്കു വിധേയമാക്കി ഒപ്പും സീലും രേഖപ്പെടുത്തിയ ശേഷം ബന്ധപ്പെട്ട RDDയ്ക്ക് സമർപ്പിക്കേണ്ടതാണ്.

## FORM B1

### Application for non-refundable withdrawal from the Kerala Aided Higher Secondary School Teacher's Provident Fund

1. Name and designation of the Subscriber  
with mobile number :
2. Pay and Dearness pay :
3. Provident Fund Account No. :
4. Name and Address of school with pin code :
5. Date of retirement on superannuation :
6. Total service (in years) under the  
management as on this date, and date of joining :
7. Object of the withdrawal :
  - (a) If the withdrawal is required for  
meeting the expenditure in  
connection with the ..... :
  - (i) Higher education of any child or dependent  
of the subscriber, specify the nature and  
duration of the course (in case of a  
dependent, also specify the nature and  
duration of the course (in case of a  
dependent, also specify whether the subscriber,  
has any child). :
  - (ii) marriage of a son or daughter or any other  
female relative dependent on the subscriber  
indicate also the month in which the  
marriage take place (In the case of  
dependent, specify also whether the subscriber  
has any daughter) :
  - (iii) illness of the subscriber or any person  
actually dependent on him mention the  
nature of illness also :
  - (iv) acquisition of a house and or site, furnish  
in whose name(s) [subscriber(s) and/or  
his wife's] it will be acquired and whether  
it is for the actual residence of the subscriber  
and/or his family. :

(v) construction, re-construction, repairs, etc. of a house; state whether the site on which the house is proposed to be constructed or the site on which the house is proposed to be reconstructed, repaired, altered etc, is situated, is owned by the subscriber and/or his family. :

b) If the withdrawal is required for payment of a loan taken for the ..... :

(i) marriage of a son or daughter or any female relative dependent on him :

Specify the amount of loan taken on account of the marriage the balance outstanding against it and the date on which the marriage has been celebrated.

(ii) Construction of a house or allied purpose state the amount of loan expressly taken for the purpose, the balance outstanding Against it and in whose name [subscriber(s) and/or his wife's] the ownership of the house and/or site is vested. :

8. Amount of the loan, if any, taken by the subscriber and or/his wife from the Government under any scheme sponsored by them for the grant of house construction loans, and the number and date of the orders/proceedings in which sanction was issued therefore. :

This column need be filled in only if the subscriber purpose to make a withdrawal for house construction or allied purpose.

9. Amount of the withdrawal proposed (both in figures and words) :

10. Name of the treasury at which payment is desired :

11. (a) Whether any non-refundable withdrawal was made by him from the fund previously for the same or a different object and, if so furnish the details thereof :

(b) If any withdrawal was made as mentioned in :

(a) above, state whether he had submitted the utilization certificate in respect of that withdrawal to the appropriate authority within the prescribed time limit. If the certificate was not submitted with the said period furnish the reasons therefore. :

12. Special circumstances which necessitate the withdrawal (this column need be filled in only if the amount proposed to be withdrawn exceeds half the amount at the credit of the subscriber in the fund or six month's pay whichever is less, or if the withdrawal requires sanction in relaxation of any of the provisions in the statutes. :

**Declaration**

I ..... do hereby declare that the above statements furnished by me are true and that I agree to abide by the Kerala Aided Higher Secondary School Employees Provident Fund rules as amended from time to time.

Place :

Dated Signature of the Subscriber

With full official address.

(To be filled in by the Principal)

I recommend for sanction the withdrawal of Rs. .... (Rupees .....only) by the subscriber.

**Certificates**

1. It is certified that I have verified the particulars furnished by the subscriber against columns 2,3,4,5,6,8 and 11 with reference to the relevant records in my office and that they are found to be correct.
2. It is also certified that I have caused enquiries to be made about the statement contained in the application regarding the object of the proposed withdrawal and that I am satisfied that it is bonafide.

Station

Dated Signature of Principal.

## Verification Report

1. Total amount at the credit of the subscriber in the fund.
2. Amount admissible under the Rules.
3. Rule(s) under which the sanction permitting the withdrawals by the subscriber is to be accorded.
4. Any other facts which require special consideration.

Account Officer/Principal

Endt. No. .... dated .....

To

The .....

The Verification report shall be furnished by the Principal with reference to the latest annual account slip issued by the Account Officer and the office copies of the pay bills etc., relating to the subsequent period.

**FORM B**

**Form of application for Temporary Advance against deposit in Kerala Aided Higher Secondary School Teacher's Provident Fund**

- 1) Name and Account No. of the Subscriber :
- 2) Monthly pay. Dearness pay and Designation :
- 3) Date of Birth & Mobile Number :
- 4) Amount of advance required (both in figures and words) :
- 5) Purpose for which it is required :
- 6) Date of complete repayment of the previous loan :
- 7) Details of advance pending recovery
  - a. The amounts of previous advances :
  - b. Dates of drawal of each advance :
  - c. Balance outstanding against each advance :
- 8) Amount of consolidated advance (Item Nos. 4 and 7 (3) and the number and amount of monthly instalments in which the consolidated advance is proposed to be repaid)
- 9) Name of treasury at which payment is desired :
- 10) I hereby declare that the above statements are true and that I agree to abide by the Kerala Aided Higher Secondary School Teacher's Provident Fund rules in force. I also promise to repay the above advance in equal monthly instalments.

*Signature of the subscriber with  
Name and Designation*

Place :  
Date :

- 11) Enquiry Certificate :

Place :  
Date :

*(Signature of the Principal)*

**Verification Report**

- 12) Total amount at the credit of the applicant :
- 13) Amount of advance admissible :
- 14) Number of instalments of repayments :
- 15) Any other fact requiring consideration :

***Accounts Officer/Head Office/ Department.***

**FORM – J**

[See Rule 28 (C)]

**KAHSS (+2) EPF**

**FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A PART  
FINAL WITHDRAWAL**

- 1) Name of the subscriber :
- 2) Designation and office to which attached :
- 3) Pay :
- 4) Name of the Provident Fund and Account  
Number :
- 5) Balance at credit on the date of application  
(Amount actually subscribed by him along with  
interest due thereon) :
- 6) Balance outstanding to be converted in to a  
part final withdrawal :
- 7) (a) Purpose for which advance taken :  
(b) Date of payment of the advance :  
(c) Amount of advance sanctioned :
- 8) Particulars of communication under which  
advance was sanctioned :
- 9) Whether any advance or part final withdrawal  
has been drawn previously for the purpose  
mentioned above. If so, particulars thereof. :
- 10) (a) Total service, including broken periods,  
if any, on date of this application. :  
(b) Period of service left on the date of  
application for attaining the age of  
superannuation. :  
(c) The date of superannuation :

Place : .....

Signature of the Applicant

Date : .....

Dated :

The above particulars have been verified and found to be correct.

Signature and Designation of  
Recommending Authority



**ORDER**

No. ....

Dated : .....

Sanction is hereby conveyed/is accorded under Rule 28 (C) of the General Provident Fund (Kerala) Rules for the conversion into part final withdrawal of an amount of Rs. ....(Rupees ..... only) being the outstanding balance out of the KAHSS (+2) EPF advance of Rs. .... Sanctioned on ..... and drawn in Bill No. .... of ..... for the (purpose) ..... to Shri/Smt. .... of the Office of the (KAHSS (+2) EPF Account No. ....)

Signature

.....

Designation

.....

Dated

.....

Copy forwarded to :-

- (i)
- (ii)

കേരളാ എയിഡഡ് ഹയർ സെക്കന്ററി സ്കൂളുകളിലെ അധ്യാപകർ പ്രോവിഡന്റ് ഫണ്ട്,  
ക്ലോഷറിന് അപേക്ഷിക്കുമ്പോൾ ശ്രദ്ധിക്കേണ്ട കാര്യങ്ങൾ.

1. അപേക്ഷ നിർദ്ദിഷ്ട മാതൃകയിലായിരിക്കണം. (Form E)
2. അപേക്ഷകർ അധ്യാപകൻ വിരമിച്ച് ഒരു വർഷത്തിനകം ബന്ധപ്പെട്ട ആർ.ഡി.ഡി ഓഫീസ് മുഖാന്തിരം ഈ ഓഫീസിൽ സമർപ്പിക്കേണ്ടതാണ്.
3. അപേക്ഷയോടൊപ്പം സമർപ്പിക്കുന്ന ഷെഡ്യൂളുകളിൽ ശരിയായ അക്കൗണ്ട് നമ്പർ രേഖപ്പെടുത്തിയിരിക്കണം. റിട്ടയർമെന്റ് ഡേറ്റ് വ്യക്തമായി രേഖപ്പെടുത്തിയിരിക്കണം.
4. അധ്യാപകന്റെ പേര്, സ്ഥിരമായ വിലാസം, തീയതിയോടുകൂടിയ ഒപ്പും അപേക്ഷയോടൊപ്പമുള്ള ഡിക്ലറേഷനിൽ കാണിക്കേണ്ടതാണ്. അതിനോടൊപ്പം രണ്ടു സാക്ഷികൾ അവരുടെ പേരും, ജോലിയും രേഖപ്പെടുത്തി തീയതിയോടുകൂടിയ ഒപ്പും രേഖപ്പെടുത്തേണ്ടതാണ്. മേൽപ്പറഞ്ഞ രണ്ടിലും പ്രിൻസിപ്പാൾ തീയതിയോടുകൂടി സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്.
5. അപേക്ഷയിൽ ട്രഷറിയുടെ പേര് രേഖപ്പെടുത്തിയിരിക്കണം.
6. പ്രിൻസിപ്പാൾ സാക്ഷ്യപ്പെടുത്തിയ ഓഫ്ഷൻ ഫോം അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
7. പ്രിൻസിപ്പാൾ/ആർ.ഡി.ഡി സാക്ഷ്യപ്പെടുത്തിയ Verification Report.
8. അവസാനം ലഭിച്ച ക്രഡിറ്റ് കാർഡിന്റെ കോപ്പി.
9. മുൻ വായ്പ എടുത്തിട്ടുണ്ടെങ്കിൽ ആ ഓർഡറിന്റെ കോപ്പി
10. ഡി.എ കുടിശ്ശികയെ സംബന്ധിച്ചുള്ള ഓരോ സർക്കാർ ഉത്തരവിലും വരിക്കാരന് ലഭിച്ച തുകയും ജി.ഒ നമ്പരും തീയതിയും അതിന്റെ കാലയളവും, ബിൽ മാറിയ തീയതിയും പ്രത്യേകം രേഖപ്പെടുത്തേണ്ടതാണ്.
11. വരിക്കാരൻ അക്കൗണ്ടിൽ നിന്നും NRA/TA എടുത്തിട്ടുണ്ടെങ്കിൽ എടുത്തിട്ടുള്ള വായ്പകൾ കൂടാതെ മറ്റു വായ്പകളൊന്നും എടുത്തിട്ടില്ലെന്നുള്ള പ്രിൻസിപ്പാളിന്റെ സർട്ടിഫിക്കറ്റ് അപേക്ഷയോടൊപ്പം പ്രത്യേകം നൽകേണ്ടതാണ്.
12. വരിക്കാരൻ പി.എഫ് വായ്പ നാളിതുവരെ എടുത്തിട്ടില്ലെങ്കിൽ വായ്പ എടുത്തിട്ടില്ലെന്നു എബിസി സ്റ്റേറ്റ്മെന്റിലെ കോളം നമ്പർ സിയിൽ രേഖപ്പെടുത്തി പ്രിൻസിപ്പാൾ സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്.
13. കേരളാ എയിഡഡ് സ്കൂൾ എംപ്ലോയീസ് പ്രോവിഡന്റ് ഫണ്ടിൽ അംഗമായിരുന്നവർ അവരുടെ കേരളാ എയിഡഡ് സ്കൂൾ എംപ്ലോയീസ് പ്രോവിഡന്റ് ഫണ്ട് തീർപ്പാക്കിയ തുക കേരളാ എയിഡഡ് ഹയർ സെക്കന്ററി സ്കൂൾ പ്രോവിഡന്റ് ഫണ്ടിലേയ്ക്ക് മാറ്റിയിട്ടുണ്ടെങ്കിൽ അത് തെളിയിക്കുന്നതിനുള്ള രേഖയുടെ കോപ്പി (ചെല്ലാൻ/അക്കൗണ്ടന്റ് ജനറൽ ഓഫീസിൽ നിന്നുള്ള അറിയിപ്പ്) സമർപ്പിക്കേണ്ടതാണ്.
14. ഓരോ മാസത്തേയും ഷെഡ്യൂളിന്റെ കോപ്പിയിൽ Gross Amount, Net Amount, Date of Encashment എന്നിവ രേഖപ്പെടുത്തി പ്രിൻസിപ്പാൾ സാക്ഷ്യപ്പെടുത്തി അപേക്ഷയോടൊപ്പം സമർപ്പിക്കണം.

15. ട്രാൻസ്ഫർ ക്ലോഷറിന് അപേക്ഷിക്കുമ്പോൾ വരിക്കാരൻ ജോലി നോക്കിയിരുന്ന എയ്ഡഡ് സ്കൂളിൽ നിന്നുള്ള റിലീവിംഗ് ഓർഡറിന്റെ കോപ്പി നിർബന്ധമായും സമർപ്പിക്കേണ്ടതാണ്.
16. റിട്ടയർമെന്റിന് മുമ്പാണ് ക്ലോഷർ അപേക്ഷ സമർപ്പിക്കുന്നതെങ്കിൽ റൂൾ 30 (സി) അനുസരിച്ചുള്ള ഓപ്ഷൻ ഫോറം കൂടി സമർപ്പിക്കേണ്ടതാണ്.
17. സർവ്വീസിലിരിക്കെ മരിച്ചുപോയ ജീവനക്കാരുടെ അപേക്ഷ സമർപ്പിക്കുമ്പോൾ അപേക്ഷയോടൊപ്പം Nomination Form (രണ്ടു സാക്ഷികളുടേയും, വരിക്കാരന്റേയും ഒപ്പോടുകൂടിയ) Death Certificate ന്റെ copy, Departmental Enquiry Certificate/Heirship Certificate എന്നിവ കൂടി ഹാജരാക്കേണ്ടതാണ്.

**Form E**  
**(See Rule – 42)**

**APPLICATION FOR CLOSURE OF KERALA AIDED HIGHER SECONDARY SCHOOL TEACHERS**  
**PROVIDENT FUND ACCOUNT**

1. Name and Account No : \_\_\_\_\_
2. Designation and Basic Pay : \_\_\_\_\_
3. School Address with Pin code : \_\_\_\_\_
4. Where he had drawn his salary for the month immediately preceding in the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation. If so, furnish the date of drawal of salary. : \_\_\_\_\_
5. Date of his quitting service(also state whether he will be quitting/he quitted the service by Retirement or proceeding on leave preparatory to retirement or if he already quitted service otherwise. specify whether he quitted service by discharge, dismissal, resignation, or death. : \_\_\_\_\_
- \* The form shall be carefully filled in by the subscriber and submitted to the Principal. In the case of a subscriber who is no more, the principal shall obtain from the nominee(s) in his/her/their absence from the other claimant(s) immediately after the death of the subscriber, an application for closure of the account and to forward it with necessary document to the Account Officer within a fortnight of the receipts of the application. The Principal will such assistance to the nominees or claimants as is necessary to fill in the form of application properly.
6. (a) No. and date of the bill/Treasury voucher in which the last provident under deduction was made (Also indicate the name of the Treasury where the bill/voucher was encashed) : \_\_\_\_\_
- (b) The amount of last fund deduction .....
  - (i) Subscription Rs. : \_\_\_\_\_
  - (ii) Refund of advance Rs. : \_\_\_\_\_
- (c) Gross amount of the bill/ Treasury Voucher : \_\_\_\_\_
- (d) Net amount of the bill/Treasury Voucher : \_\_\_\_\_
- (e) Date of encashment of the bill/Treasury Voucher : \_\_\_\_\_

7. (a) Whether any temporary advance was sanctioned to him from his Kerala Aided Higher Secondary School Teacher's Provident Fund Account during the twelve Months immediately preceding the date of Application for closure of the account/his quitting service (if so, indicate the amount of the advance the number and date of sanction and the date of drawal of the amount.

(b) Whether any non-refundable withdrawal was sanctioned to him from PF Account during the twelve months immediately preceding the date of application for closure of account/ his quitting service. (If so indicate amount of advance number and date of sanction and the date of withdrawal of the amount.  
(In both cases, if any amount was sanctioned for payment of insurance premium or for purchase of any policy, that fact should also be noted.

8. Particulars of life Insurance policies finances by him from PF money which are to be released.

Policy No. and Date of purchase

Sum Assured Rs.

---

1.

2.

3.

4.

9. Name of the office through which payment to be made :

10. (A) In the event of death of subscriber before

making final disbursement of the PF amount,

furnish also -----

:

(a) Date of birth of the subscriber

(b) Date of commencement of continuous service under the management

- (c) Date of Birth
- (d) Whether proof of death in the form of Death certificate issued by the Municipal Authorities or other competent authorities is available (the proof of death needs be insisted upon only incases of doubt)
- (e) Whether a valid nomination executed by the Subscriber in accordance with the Rules exist. (If so furnish the age(s) and name(s) of the nominee(S) and his/her/their relationship to the subscriber)
- (f) In the case of a subscriber who sent in his nomination while unmarried whether he has acquired a family after the submission of the first nomination and whether he has submitted a fresh one thereafter.

(B) If there is no valid nomination furnish a list of Member(s) of the subscriber's family as defined In rule of the Kerala Aided higher Secondary School, College Teacher's Provident Fund Rules surviving on the date of death of the subscriber to whom the PF money is payable together with his/her/their name(s) age(s) and respective relationship to the subscriber. (In the case of daughter(s) indicate whether she/they is are married or unmarried. If married, furnish whether her/their husband(s) is/are alive.

(C) In case where there is no valid nomination and where no Member of the family of the subscriber as defined in rule 44 of the Kerala Aided Higher Secondary School Teachers Provident Fund rule survives. Furnish the name(s) of the person(s) to whom the PF money is payable to be supported by letters of probate or succession certificate. Etc)

(D) If the subscriber had contained in service up to the date of his retirement on superannuation furnish.

- (i) Date of his retirement form service on superannuation.
- (ii) Amount at his credit in the fund at the time of his retirement.
- (iii) Amount finally withdrawn after retirement, if any.

**DECLARATION**

I ..... do hereby declare that the particulars mentioned above are true. I further declare that I do not/do accept the balance standing to my credit in the Kerala Aided Higher Secondary School Teacher's Provident Fund Account No. .... communicated to me by the Account Officer in his annual Account statement for the financial year ended on the ..... (\*\*)  
..... (here enter the financial year immediately preceding the date of his quitting service).

Date of signature of the Subscriber  
[Nominees(s) other claimant(s)]  
with full Home Address.

**CERTIFICATES**

**(To be filled in by Principal)**

1. Certified after due verification with reference to the records available in my office that Shri/Smt. .... Subscriber to PF Account No.

..... has drawn on ..... his salary for the month immediately preceding the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation and that he will be retiring/proceeding on leave preparatory to retirement from service for ..... months/has been discharged/dismissed/removed/has resigned/finally from service with effect from ..... F.N/A.N and his resignation has been accepted.

\* If the application is submitted by a nominee or other claimants, the second sentence in the declaration may be scored off.

\*\* If the subscriber has not received the annual account statement for the financial year immediately preceding the date of his quitting service he may indicate here the year of the latest annual account statement received by him. In cases where the subscriber does not accept the balance communicated to him, he should furnish hereby in a separate letter the reasons for not accepting the balance.

(2) Certified further after the verification with reference to the records available in my office that no temporary advance/non-refundable withdrawal was sanctioned to the subscriber from his Provident Fund Account during the 12 months immediately preceding the date of

his application for closure of the account/his after due verification with reference to the records available in my office that the following temporary advance(S) non-refundable withdrawal was/were sanctioned to the subscriber from his Provident Fund Account during the twelve months immediately preceding the date of his application for the closure of PF account/his proceeding on leave preparatory to retirement/quitting service.

<b>Sl. No.</b>	<b>Amount of Temporary Advance Rs.</b>	<b>Amount of Non-refundable withdrawal Rs.</b>	<b>No. and date of sanction</b>	<b>Date of voucher withdrawal</b>
1				
2				
3				
4				

3. Certified also that the entries against column 1,2,3,6 and 8 furnished by the subscriber /nominees(s) have been verified by me with reference to my office records and found correct.

**Station :**

**Date :**

**Signature of Principal**

- \* This certificate is not necessary in cases other than resignation. Certified also that he has quitted service with the prior permission of the Department to take up appointment in any Government Service.



## FORM E2

[See Rule XXX 43 (i) and 44 (i)]

(Application for closure of Kerala Aided Higher Secondary school Employees Provident Fund Accounts)

### A Details to be furnished by subscribers

1. (a) Name of the subscriber with account number and mobile number :  
(b) Designation & Basic Pay :
2. School Address with pin code :
3. Date effect from which you resigned Aided School Service :
4. Have you resigned Aided School service to take up appointment in Government Service :
5. (a) Have you be sanctioned and paid any Non-refundable advances or temporary advances during the 12 months proceeding the date of your quitting service? :  
(b) If so what are the numbers and date of sanctions and amounts :
  - (i) Temporary Advance :
  - (ii) Non refundable Advance :
6. Give particulars of Life Insurance Policies finance by you from the PF money which are to be released :
7. (a) What is amount of your credit in the fund communicated by the accounts Officer (PF) through the latest annual account statement received by you :  
(b) Do you accept as the balance as credit :  
(c) If not give details of the discrepancies :
8. What is the address in which communications are to be sent to you :
9. If you have resigned aided school service to take up appointment in Government service or another aided School :

- (a) Have you been admitted to GPF
- (b) If so what is your GPF account number
- (c) What is the address of the Government Institution in which you were working at the time of admission of GPF

Station

Date

Dated Signature of the Subscriber

Details of furnished by the head of office and controlling officer

1. Was the resignation tendered by the subscriber for joining Government servant or another aided school
2. What is the date with effect from which resignation was accepted
3. Details of Temporary advance and non-refundable withdrawals paid to the subscriber during the 12 months proceeding the date of regulation

Amount

Sanction No.  
and date

Date of drawal

Treasury of the  
encashment  
of the bill

(a) Temporary Advances

(b) Non-refundable with drawals

Certified that the information furnished above has been verified by referring to the records in any office.

Signature of Officer

(name of school with postal address)

Signature of Controlling Officer

(give full address)

# VERIFICATION REPORT

- 1) Total amount at the credit of the subscriber in the fund
- 2) Amount admissible under the rules ..... (full amount) The verification report shall be furnished by the Head of Institution with reference to the latest annual account slip issued by the account officer and of the office copies of the pay bills etc. relating in the subscribed periods.
- 3) Rule (s) under which the sanction permitting the withdrawal by the subscriber is to be accounted.
- 4) Any other Loans require consideration

Ent. No.

Dated

Accounts Officer/Head of  
Institution/Department

To

The

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## DECLARATION

I ..... do hereby declare that the above statement furnished by me are true and that I agree to abide by the Kerala Aided School Employees Provident Fund Rules as amended from time to time.

Place  
Date

Dated Signature of the Subscriber  
with full official address

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To be filled in by the Head of Institution/ Department

I recommended for sanction the withdrawal of Rs. ....  
..... only) by the subscriber.

---

## CERTIFICATE

- 1) It is certified that I have verified the particulars furnished by the subscriber against column 2,3,4,5,6 and 11 with reference to the relevant records in my office and that they are found to be correct.
- 2) It is also certified that I have caused enquiries to be made above the statement certified in the application regarding adjustment of the proposed withdrawal and that I am satisfied that is bonafide.

Station

Dated Signature of the Head of  
Institution/ Department

Date

Form E3

[See Rule XXX – 43 (1) and (2) and 44 (1)]

**APPLICATION FOR CLOSURE OF KERALA AIDED HIGHER SECONDARY SCHOOL TEACHERS  
PROVIDENT FUND ACCOUNT**

IMPORTANT – This form is to be used only when the subscriber died before retirement or before receiving the amount in his PF account.

**A. Details to be furnished by the Nominee or other claimants**

1. Name and Account No (as indicated in the latest Annual Statement received from the Accounts Officer (PF) :
2. Designation and Basic Pay :
3. Name of School in which the subscriber worked last with Pin code :
4. Date of Death :
5. Have you produced proof of death of the subscriber before the Head of the Office :
  
8. (a) Has the subscriber been sanctioned any Non- Refundable withdrawal or temporary advance during the 12 months preceding the date of quitting service :
  - (i) Non-refundable withdrawal :
  - (ii) Temporary Advance :
- (b) If so, the number and date of sanctions :
  - (i) Non-refundable withdrawals :
  - (ii) Temporary Advances :
- (c) Amount :
  - (i) Non-refundable Withdrawals :
  - (ii) Temporary Advances :
  
9. Give particulars of Life Insurance of Policies financed by the subscriber from PF money which are to be released :
  
10. (a) What is the amount at Credit in the fund as communicated by the Account Officer (PF) through the latest Annual Account Statement :
  - (c) Do you accept this balance as correct :

11. Have you ascertained from the Account Officer (PF) or the Head of the Office, that you are the Nominee :

Note :- The item below need be filled up only when the subscriber has not filed a nomination in favour of a member of the "Family"

12. Had the subscriber a family? If so, Please furnish the details of the members of the "Family", viz :-
- i. Name and address of wife :
  - ii. Name of minor children with dates of birth :
  - iii. Name and address of daughters who were unmarried or widows at the time of death of the subscriber. :
  - iv. Names and address of widows of the subscribers son who died before the death of the subscriber :
  - v. Minor children of the sons of the subscriber who died before the death of the subscriber. :
  - vi. Unmarried daughters of sons of the subscriber who died before the death of the subscriber :
13. If there is no "Family"
- a. What is your relationship with the subscriber :
  - b. Has the subscriber filed a nomination in your Favour :
  - c. If there is no nomination in your favour have you obtained a heirship certificate from the Tahasildar or a succession certificate a from the court of law :

Note :- When the balance in the PF account exceeds Rs. 5,000 and when there is no nomination or a "Family", a succession certificate from a Court of law has lobe produced.

14. What is the address in which communications are to be sent to you

Station :

Date :

Name and Signature of Applicant

**B. Details to be furnished by the Head of office and the Controlling Officer**

- 1) Have you satisfied yourself that the subscriber is dead and the date of death furnished by the claimant is correct :
- 2) Is a copy of the nomination tiled by the subscriber available with you?  
(If so please enclose it with this application)
- 3) Have you conducted a local enquiry and ascertained that the particulars furnished by the claimant against item (9) are correct?

Note :- the Head of the office and the controlling officer should conduct a local enquiry and satisfy themselves that the particulars furnished against item (9), furnished by the applicant are correct.

- 4) Details of Temporary Advances and Non-refundable withdrawals paid to the subscriber during the 12 months preceding the date of quitting service

Sl. No.	Type	Sanction No. and Date	Date of Withdrawal	Treasury of encashment of the Bill
5.	(a) Temporary Advance  (b) Non-refundable Withdrawals  Details of last fund deduction :-  (a) Subscription  (b) Refund of advance  (c) Total deduction  (d) Gross and net amount of Bill  (e) Date of encashment, and Name of Treasury			

Certified that information furnished above has been verified by referring to the records in my office.

Signature of Head of Office

(Name of school with postal address)

Signature of Controlling Officer

(Give full address)



**B. DETAILS OF DA CREDITED TO KAHSS (+2) EPF BASED ON WHICH WITHDRAWAL IS ALLOWED SINCE LAST CREDIT CARD**

Sl. No.	No. & Date of G.O. as per which the DA arrear was credited to PF	Period to which the arrears relate	Amount credited to PF	Date of encashment of the bill	Gross amount of the bill	Net amount of the bill	Name of Treasury
1	2	3	4	5	6	7	8

**C. DETAILS OF WITHDRAWALS MADE AFTER THE LAST CREDIT CARD**

No. & Date of sanction	Date of Drawal	Amount	Name of Treasury	Nature of advance TA or NRA	Purpose
1	2	3	4	5	6



**D. ABSTRACT**

1. Total amount at Credit as per last credit card for the Year ..... :
2. Total amount Credited to PF account after last credit card  
(Total of A & B above) :
3. Grand Total (Item 1 + 2)
4. Deduct amount of advance drawn after the issue of the  
last credit card (vide details furnished under c above) :
5. Net balance at credit of the subscriber (3 + 5) on the date  
of application :

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Credited that the particulars furnished above have been verified with reference to pay, abstract, acquittance roll, KAHSS (+2) EPF Pass Book and other connected records and found correct.

Signature of Drawing & Disbursing Officer/  
Signature of Subscriber in the case of Gazetted Officer

Date :

Name :

Place :

Designation :

Note :- It there is no withdrawal since the last credit card that fact should be specifically stated in the proforma.

**ANNEXURE FORM II**

**FORM OF DECLARATION**

Final payment of accumulation in the KAHSS (+2) EPF Account No. .... having been agreed to be authorized in my favour I .....

.....  
hereby that I clearly understand the payment is strictly provisional and is subject to revision when any discrepancy in my KAHSS (+2) EPF account is detected at a later stage and I further promise that the upon revision, the Provisional payment made to me has been in excess of the amount eventually round admissible, I agree to repay excess payment in lump failing which I agree that the amount may be recovered from me under the provisions of the Revenue Recovery Act for the time being inforce.

Dated Signature of the Subscriber

Name and Home Address

**Witness I**

Name :

Designation and Address :

Dated Signature :

**Witness II**

Name :

Designation and Address :

Dated Signature :

## OPTION FORM

I, ..... (Name) have opted under Rule 30 (C) G.P.F (Kerala) Rules, 1964 to discontinue subscription to the KAHSS (+2) EP Fund so as to close and withdraw the entire amount to my credit before retirement.

Name :

Account No. :

Designation :

Address :

Dated Signature :

Place :

Date :