

BTC FORM -56

[See Rule 371]

Form for Application for Final Withdrawal of Provident Fund Accumulations

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| <p>1. Name of the subscriber with designation (in block letters).....</p> <p>2. Account no. (The correct number should, if possible, be verified from the statement furnished to the depositors by the accounts office from year to year).....</p> <p>3. (i) The actual date, forenoon or afternoon, of retirement death, dismissal, resignation, or discharge (cut the items not required).....</p> <p>(ii) In the case of dismissal—</p> <p>(a) Whether the subscriber has appealed or intends to appeal against the orders of dismissal.</p> <p>(b) If the appeal has been rejected, the date of its rejection.</p> <p>(c) If no appeal has been filed yet, the date on which the time-limit for filing an appeal will expire.</p> <p>(iii) In case of resignation, it should be stated whether the resignation has been accepted,</p> <p>(iv) In case of discharge, the reason for the same should be stated.</p> <p>4. Name of the Treasury where payment is desired,</p> <p>5. Was any advance from the Fund granted to the subscriber and drawn by him (or by the head of the office on his behalf) during the last 12 months? If so, full particulars of the advance should be quoted.</p> <p>6. Amount of the last Fund, deduction and no. and date of the Treasury voucher in which the deduction was made</p> <p>7. If the answer to the last question be in the affirmative, is the subscriber going to reside after retirement in a country where the rupee is not a legal tender?</p> <p>8. Is the subscriber on leave preparatory to retirement? If so, the date from which such leave commenced</p> | |
|---|--|

Date.....

Subscriber.....

Signature of the Head of Office.....

Designation.....

(Contd.....)

Bihar Treasury Code - 2011
BTC FORM -56 (Cont....)

[To be used in the Case of Non-Gazetted Government Servants only.]

Memo No....., dated the.....20.....

Forwarded to the -----
Concerned GPF Office [3(a)]

[3(b) and (4)] (Head of the Department)
no advance

2. I certify that ----- was granted to
an advance of Rs.
within 12 months preceding the date of his retirement
on(if granted within 12 months preceding the date of retirement).

Signature of the Head of Office
Designation

[For Both Gazetted and Non-Gazetted Government Servants.]

Memo No.....Dated the.....20.....

Countersigned and forwarded to the -----
Concerned GPF Office [2(b) and 3(b)]

Secretary to Government.
no advance

2. I certify that ----- was granted to.....
an advance of Rs.
within 12 months preceding the date of his retirement
on(if granted within 12 months preceding the date of retirement)

Signature of the Head of Department.

[To be used In the case of Gazetted Government Servants only.]

Memo No..... Dated the.....20.....

Forwarded to the Concerned GPF Office (through the Finance Department)[2(d)].
no advance

2. I certify that ----- was granted by the Government to.....
an advance of Rs.
within 12 months preceding the date of his retirement
on(if granted within 12 months preceding the date of retirement).

3. The Provincial Government is satisfied that the subscriber intends to reside after retirement in a country where the rupee is not a legal tender.

(Paragraph 3 to be struck off where necessary.)

Note: The reference in brackets above refers to the appropriate instructions given in this form.

Secretary to Government,
Department.....

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BTC FORM -56 (Contd....)

(General Instructions)

1. **Urgency:**-- The application should be treated as urgent by all concerned at all stages.
 2. **Gazetted Government servants.**—(a) when the applicant for refund is the subscriber himself, and a gazetted Government servant, he should fill in all items in the form of application and send it on to the head of the department.
(b) The head of the department shall see that all the information required in the form of application have been supplied, complete the certificate on the forwarding memo, regarding the grant of an advance within 12 months preceding the date of the officer's retirement and, except in the cases mentioned in 2(c) below forward the application direct to the Accountant-General, Bihar.
(c) In the cases falling under any of the four categories (i) to (iv) below, the application should be forwarded to Government in the administrative department concerned, viz;—
 - (i) When the subscriber being a gazetted Government servant applied for any advance under rule 15 (3) of the Bihar General Provident Fund Rules within 12 months preceding the date of his retirement;
 - (ii) When the subscriber was governed by the Indian Civil Service Provident Fund Rules;
 - (iii) When the subscriber was governed by the General Provident Fund (Superior Civil Service) Rules; and
 - (iv) When the subscriber elected to join the sterling branch of the Provident Fund.
(d) The administrative department of Government shall in the cases of applications falling within category (iii) alone verify whether any advance was granted to the subscriber within 12 months preceding the date of his retirement and forward the application direct to the Accountant-General, Bihar, after completing the certificate in the forwarding memo. In other cases, i e., applications falling within categories.(i), (ii) and (iv) above, the administrative department shall first ascertain from the Finance Department what amount of advance, if any, was sanctioned to the Government servant by the Finance Department within 12 months preceding the date of his retirement, complete the certificate in the forwarding memo and forward the application to the Accountant-General *through the Finance Department* after noting "Consulted Unofficially" on the margin of the memo.
3. **Non-gazetted Government servants.**—
(a) When the applicant for refund is the subscriber himself and a non-gazetted Government servant, the head of the office in which the subscriber last worked, should fill in the form, complete the certificate in the forwarding memo, after verifying whether any advance was granted to the subscriber within 12 months preceding the date of his retirement and forward the application direct to the Accountant-General, Bihar except in the cases mentioned in 3 (b) below.
(b) When a subscriber had applied for an advance under Rule 15 (3)(a) of the Bihar General Provident Fund Rules within 21 months preceding the date of the retirement, the application should be forwarded to the head of the department who, after verifying the application and completing the certificate in the forwarding memo, will forward the application to the Accountant-General, Bihar.
(c) If the subscriber wants payment at a place other than that in which he last worked the application should be accompanied with three slips containing the specimen signature, left hand thumb and finger impressions, and personal marks of identification of the pay duly attested by the Head of the Office or by a Magistrate.
 4. **Payment after death of a subscriber:**—If the final payment has been necessitated by the death of a subscriber (whether a gazetted or non-gazetted Government servant) the head of the office shall fill in items 1 to 8 of the application form, and forward it to the head of the department. *At the same time he should send a direct and immediate intimation of the death of the subscriber, together with his Provident Fund Account number, to the Accountant-General Bihar who will advise the head of the department what further action should be taken.*

Note: *When the subscriber is himself the head of an office and/or head of department, his successor in office should be treated as the head of office and/or head of department for the purpose of forwarding the application to the proper authorities.*