

**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE
CREDITED IN NAVODAYA VIDYALAYA SAMITI CPF ACCOUNT**
(To be submitted by the Subscriber through the Principal, JNV, /Deputy. Director concerned)

To,

**The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
CPF Cell, Regional Office,
BHOPAL**

Sir,

I have resigned finally/have retired/have been dismissed/ have been terminated from the service of the Navodaya Vidyalaya Samiti with effect from _____.
I request that the entire amount at my credit with interest due under the Rules may please be paid to me. My relevant particulars are given below:

1. Name of the Ex-employee : _____
(In Capital Letters)
2. Designation in the Samiti : _____
3. Place of Last Posting in the Samiti : _____
4. NVS CPF Account Number : _____
5. Mode of Appointment on Regular Basis : _____
in the Samiti. **DIRECT / ABSORPTION**
6. Date of joining on direct recruitment : _____
7. Cause of leaving the service of the Samiti : **Resigned/Retired/Dismissed/Terminated**
(Documentary Proof to be Enclosed Invariably)
8. Date of Relieving from the Services : ____/____/_____
From the Samiti (Copy of relieving order to be enclosed)
9. Place (s) of postings during the service in the Samiti

S. No.	Place of Postings	Duration
1		
2		
3		
4		

10. Present postal address : _____
(In capital Letters) _____

Pin - _____

Place : _____

Date : ____/____/____.

(Signature of Claimant)

FOR USE BY HEAD OF OFFICE

Forwarded to the Deputy Commissioner, Navodaya Vidyalaya Samiti, CPF Cell
CHANDIGARH for release of final payment in respect of **CPF Account No.**_____

1. Certified that Shri / Smt. / Kumari _____ has been relieved from the services of the Navodaya Vidyalaya Samiti, on account of retirement/resignation/termination/dismissal with effect from _____.
2. Certified that the particulars given in the application are correct, as per records.
3. Certified that the last deduction of CPF subscription was deducted from his / her pay as per following details:

Pay Bill Month	Subscription	Arrear Subscription	Refund of Advance	Total

4. Certified that he / she drawn the following advances / part withdrawal during last 24 month period to the date of cession of his / her service from his / her NVS CPF Account.

Month of Draws

Amount of Advance / Part Withdrawal

5. Certified that, his / her basis pay on the date of relieving from the services of the Samiti was Rs. _____. (A copy each of pay fixation orders on absorption / promotion may be attached.)
6. Certified that nothing is due for recovery from the subscriber. (The controlling Officer should carefully examine before submitting the case to the Navodaya Vidyalaya Samiti CPF Section that nothing is due against the ex-subscriber otherwise he / she will be personally responsible for over payment, if any.)

**(Signature of Principal, JNV /
Deputy Commissioner, Concerned)**

Dated : ____/____/_____

FOR USE IN REGIONAL OFFICE / VIGILANCE CELL AT HQRS.

Certified that, no vigilance case is pending / contemplated against Shri/Smt./Kumari_____ who was working in the Samiti as _____ at _____ and relieved from the service of the Navodaya Vidyalaya Samiti on account of **retirement / registration / dismissal / termination** and there is no objection for release of final payment of his / her own subscription as well as the Samiti's Contribution, if admissible, to him / her.

(Deputy Commissioner, Regional Office / CVO (Hqrs.))