

# PUJAB NATIONAL BANK

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Date: \_\_\_\_\_

The Trustees  
Punjab National Bank Employees' Provident Fund Trust  
New Delhi

Dear Sir(s)

Sub.: Provident Fund A/c of \_\_\_\_\_

The above member of Punjab National Bank Employees' Provident Fund has ceased to be in the service of the Bank. I therefore, request you to deal with the question of refund of his Provident Fund balance due to him subject to the rules of the said Fund. The necessary information required by you in this connection is given hereunder:

1. Name of the member \_\_\_\_\_
2. P. F. Account No. \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Period of Service \_\_\_\_\_
5. Date of leaving the Service \_\_\_\_\_
6. Reasons for termination of the service with complete report in terms of regulation No. 14(1) and 14(2) and/or 14(3) and/or 15 and/or 15A and/or 15B, whichever is or are applicable to the case.
- \*7. Name of the claimant \_\_\_\_\_
- \*\*8. Recommendations \_\_\_\_\_
- \*\*\*9. Remarks \_\_\_\_\_  
\_\_\_\_\_

Yours faithfully,

Incumbent Incharge of the Branch/Office

- \* Here state whether the claimant is the member himself or any nominee or nominees with their full particulars or legal representative of the member with a brief note as to how they claim.
- \*\* Definite recommendation should be made regarding the refund, i.e. whether the employee's contribution only or the bank's contribution also is recommended to be refunded.
- \*\*\*State here instructions, if any, regarding mode of payment or deductions of any amount recoverable under the rules.