

PUJAB NATIONAL BANK

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.

FOR USE AT PROVIDENT FUND DEPARTMENT

OWN CONTRIBUTION: Rs. _____

BANK'S CONTRIBUTION: Rs. _____

Refundable under Rules 1515 and/or
15A, and/or 15B to the member: Rs. _____

Forfeitable under Rules No. 14
and/or 15 (A) to the Fund/Bank: Rs. _____ Rs. _____

Total Rs. _____

AMOUNT PAYABLE TO THE MEMBER

Own contribution: Rs. _____

Bank's contribution: Rs. _____

Total Rs. _____

LESS:

Refundable Loan: Rs. _____

Non-refundable Loan: Rs. _____ Rs. _____

Balance Due Rs. _____

RECOMMENDATIONS OF THE TRUSTEE'S OFFICE

Recommended for refund of Rs. _____ as per details given
above.

Officer

Manager
PROVIDENT FUND

FINAL ORDERS OF THE TRUSTEE

Sanctioned
TRUSTEE