

FORM IX-A

To
The D.I. / A.D.I. / A.I. of Schools (S.E.)

Sir,
I am to inform you that –

1. I am due to retire / have retired from service in _____
_____(Name of the Institution) with effect from _____ (AN/FN).
2. I have resigned finally from service in _____
_____(Name of the Institution) with effect from _____ and my
resignation has been accepted with effect from _____.
3. I have been dismissed from service with effect from _____.
4. I have been transferred from _____(Name
of the Institution) and joined in _____(Name
of the new school).

Necessary steps for final payment / transfer of balance standing at my credit in my (PF)
Account may be made at the earliest convenience.

OR

I have been appointed as _____ in the _____
_____(Name and address of
the Institution) with effect from _____.

Which comes under the jurisdiction of _____
_____(Name of authorized officer under the act)

Necessary steps may please be taken for transfer of the balance including interest standing at the
credit of my general Provident Fund Account Number _____ to my G.P.F.
allotted in my present employment in _____
_____(Name of the Institution)

Signature of the candidate

Place:- Name in block letters _____.

Date:- Address _____.

Name of the School: - _____.

P.O.:- _____ Police Station: - _____.

Particular in connection with the prayer for final payment / transfer for the provident fund account.

1. Name of the incumbent with designation :-
2. Date of appointment :-
3. Date of introduction of PF/CPF :-
4. Period of contribution :-
5. Total amount of employee's share together :-

6. Total amount of employee's share of CPF :-
Together with interest thereon
7. Particulars regarding the option
 - a) Opted to come under D.C.R.B. :-
 - b) Date of Option :-
 - c) Date of Retirement / Resignation / Death :-
8. Date of release (in case of transfer) :-

Certified that the claim for final payment is made as per the rules of West Bengal Non-Government Education Institute and local authorities Control of P.F. of employees, Rules property calculated from the relevant papers / record it is solemnly declared the total amount which may be paid to the payee be afterwards found to be in excess of that to which he/she is actually entitled he/she will refund the excess amount forthwith on demand certified also that he/she has no liability to the school.

Headmistress

Secretary

Signature of the candidate