

**JAWAHAR NAVODAYA VIDYALAYA \_\_\_\_\_**  
**DISTT. \_\_\_\_\_ STATE**

**Check List for Final Payment of CPF**

• **RETIREMENT CASES:**

1. a. Application form duly filled in by the subscriber and forwarded by the Principal concerned, furnishing No dues certificate in application itself.  
b. Application form - Vigilance clearance certificate furnished by the Deputy Commissioner, NVS, Regional Office, Bhopal.
2. No dues certificate furnished by all the JNV's Principal concerned(s) where the subscriber has worked time to time-while furnishing No dues certificate, it might be ensured that there is no AG/Internal ) recovery against the subscriber.
3. Details of CPF subscription particulars in the format of CPF pass book furnished by all JNV's Principal concerned(s) when he subscriber has worked time to time.
4. Details of CPF Advance and Part-withdrawal taken by the subscriber (in the format given under), duly furnished by all JNV'S Principal concerned(s) where the subscriber has worked time to time.

S. N.	Name of Subscriber	Amount of Advance	Date of Advance	Amount of Part - Withdrawal	Date of Part - Withdrawal

5. Copy of appointment order letter (Duly Attested), against which subscriber has been allowed to join initial duty in Samiti.
6. Authority letter accepting date of joining CPF scheme of the subscriber.
7. Copy of pay fixation order(s):

**Consequent upon:**

- A. Absorption in Samiti.
- B. Promotion in Samiti.
- C. Grant of ACP completing 12 years of service in Samiti.
- D. Revision of pay in Parent Department. Relieving order issued by the concerned authority consequent upon retirement.

It is certified that the aforesaid information/ document is being attached with the Application Form forwarded vide Letter No. \_\_\_\_\_ Dated \_\_\_\_\_.

**Signature of LDC/UDC/DEALING**

**PRINCIPAL**

**JAWAHAR NAVODAYA VIDYALAYA \_\_\_\_\_**  
**DISTT. \_\_\_\_\_ STATE**

**Check List for Final Payment of CPF**

• **RESIGNATION CASES:**

1. A. Application form duly filled in by the subscriber and forwarded by the Principal concerned, furnishing No dues certificate in application itself.  
B. Application form – Vigilance clearance certificate furnished by the Deputy Commissioner, NVS, Regional Office, Bhopal.
2. No dues certificate furnished by all the JNV's Principal concerned(s) where the subscriber has worked time to time-while furnishing No dues certificate, it might be ensured that there is no AG/Internal ) recovery against the subscriber.
3. Details of CPF subscription particulars in the format of CPF pass book furnished by all JNV's Principal concerned(s) when he subscriber has worked time to time.
4. Details of CPF Advance and Part-withdrawal taken by the subscriber (in the format given under), duly furnished by all JNV'S Principal concerned(s) where the subscriber has worked time to time.

S. N.	Name of Subscriber	Amount of Advance	Date of Advance	Amount of Part - Withdrawal	Date of Part - Withdrawal

5. Copy of appointment order letter (Duly Attested), against which subscriber has been allowed to join initial duty in Samiti.
6. Authority letter accepting date of joining CPF scheme of the subscriber.
7. Copy of pay fixation order(s):

**Consequent upon:**

- A. Absorption in Samiti.
  - B. Promotion in Samiti.
  - C. Grant of ACP completing 12 years of service in Samiti.
  - D. Revision of pay in Parent Department.
8. Copy of resignation acceptance letter i. r. o. of the subscriber issued by the Deputy Commissioner, NVS, Regional Office, Bhopal.
  9. Copy of relieving order issued by the concerned JNV consequent upon acceptance of resignation.
  10. Number of completed years of service of the subscriber in Samiti (Mention period) -
  11. Ledger card for all respective periods (meant for Regional Office, \_\_\_\_\_).

It is certified that the aforesaid information/ document is being attached with the Application Form forwarded vide Letter No. \_\_\_\_\_ Dated \_\_\_\_\_.

**Signature of LDC/UDC/DEALING**

**PRINCIPAL**

**JAWAHAR NAVODAYA VIDYALAYA \_\_\_\_\_**  
**DISTT. \_\_\_\_\_ STATE**

**Check List for Final Payment of CPF**

• **TERMINATION CASES:**

1. A. Application form duly filled in by the subscriber and forwarded by the Principal concerned, furnishing No dues certificate in application itself.  
B. Application form - Vigilance clearance certificate furnished by the Deputy Commissioner, NVS, Regional Office, \_\_\_\_\_.
2. No dues certificate furnished by all the JNV's Principal concerned(s) where the subscriber has worked time to time-while furnishing No dues certificate, it might be ensured that there is no AG/Internal) recovery against the subscriber.
3. Details of CPF subscription particulars in the format of CPF pass book furnished by all JNV's Principal concerned(s) when he subscriber has worked time to time.
4. Details of CPF Advance and Part-withdrawal taken by the subscriber (in the format given under), duly furnished by all JNV'S Principal concerned(s) where the subscriber has worked time to time.

S. N.	Name of Subscriber	Amount of Advance	Date of Advance	Amount of Part - Withdrawal	Date of Part - Withdrawal

5. Copy of appointment order letter (Duly Attested), against which subscriber has been allowed to join initial duty in Samiti.
6. Authority letter accepting date of joining CPF scheme of the subscriber.
7. Copy of pay fixation order(s):-

**Consequent upon:**

- a. Absorption in Samiti.
- b. Promotion in Samiti.
- c. Grant of ACP completing 12 Years of service in Samiti.
- d. Revision of pay in Parent Department.
- e. Office order or termination i. r. o. the individual.
- f. All information, as per decision furnished in the termination order.
- g. Relieving order issued by the concerned authority consequent upon termination.

It is certified that the aforesaid information/ document is being attached with the Application Form forwarded vide Letter No. \_\_\_\_\_ Dated \_\_\_\_\_.

Signature of LDC/UDC/DEALING

PRINCIPAL

**JAWAHAR NAVODAYA VIDYALAYA \_\_\_\_\_**  
**DISTT. \_\_\_\_\_ STATE**

**Check List for Final Payment of CPF**

• **DEATH CASES:**

1. Application form duly filled in by the Nominee/Legal Heir duly forwarded by the Principal concerned, furnishing No dues certificate in application itself.
2. No dues certificate furnished by all the JNV's Principal concerned(s) where the subscriber has worked time to time-while furnishing No dues certificate, it might be ensured that there is no AG/Internal ) recovery against the subscriber.
3. Details of CPF subscription particulars in the format of CPF pass book furnished by all JNV's Principal concerned(s) when he subscriber has worked time to time.
4. Details of CPF Advance and Part-withdrawal taken by the subscriber (in the format given under), duly furnished by all JNV'S Principal concerned(s) where the subscriber has worked time to time.

S. N.	Name of Subscriber	Amount of Advance	Date of Advance	Amount of Part - Withdrawal	Date of Part - Withdrawal

5. Copy of appointment order letter (Duly Attested), against which subscriber has been allowed to join initial duty in Samiti.
6. Authority letter accepting date of joining CPF scheme of the subscriber.
7. Copy of pay fixation order(s):

**Consequent upon:**

- A. Absorption in Samiti.
- B. Promotion in Samiti.
- C. Grant of ACP completing 12 years of service in Samiti.

8. **Revision of pay in Parent Department.**

9. Attested copy of Death Certificate issued by the competent authority.
10. Copy of nomination duly accepted by NVS (Hqrs.), New Delhi / Centralized CPF Cell, Chandigarh /NVS, RO, \_\_\_\_\_.
11. Legal Heir certificate duly furnished by the Court. (If any dispute is there)

It is certified that the aforesaid information/ document is being attached with the Application Form forwarded vide Letter No. \_\_\_\_\_ Dated \_\_\_\_\_.

Signature of LDC/UDC/DEALING

PRINCIPAL