



**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

FORM-'A'

(For Final Settlement of GPF in respect of Retired / Resigned/Terminated employee.)

'DOCUMENTARY PART' OF FORM-'A'

(To be completed by the office concerned)

Office of _____

No. _____

Dated _____.

The Director Accounts (Funds).
Wapda, Wapda House Lahore.

Subject:- FINAL SETTLEMENT OF G.P.FUND A/C NO.

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1. Brief information of the case is as under:
 - (a) Name of Employee _____ (b) Designation _____
 - (c) Father's Name _____ (d) G.P.F. A/c No. _____
 - (e) Date of Appointment _____ (f) Dt. Of Retirement _____
2. Certificate that GPF A/c No. _____ stands allotted to Mr./ Mst _____ Son/ Daughter of _____

Later on, if the G.P.F Account No. is found to be wrong: this office will be responsible for the wrong payment and will also be liable to refund the amount with interest.

3. An attested copy of the office order pertaining to retirement/ termination/ acceptance of resignation is enclosed.
4. Prescribed application form duly completed and countersigned is also attached (appended on the other side).
5. Certificate that:- _____

(PLEASE RECORD ABOVE THE APPLICABLE CLAUSE OUT OF FOLLOWINGS :-).

- (i) The employee is Muslim and liable to pay zakat as confirmed by him/ her.
 - (ii) The employee is Muslim who belongs to Fiqah Jafaria and as such is exempted from zakat. A declaration (CZ-50) on judicial stamped paper (of at least Rs.4/=) required for this purpose is attached.
 - (iii) The employee belongs to non Muslim community and as such is exempted from zakat. A declaration on ordinary paper taken from him/ her and duly attested is attached.
6. Particulars of the office Bank Account:-
 - (a) Designation of the Drawing & Disbursing Officer _____
 - (b) Bank A/c No _____ (c) Bank Name & Branch _____
 7. Certificate that all G.P.F deductions made from the employee have been remitted. Last deduction was made in _____ and remitted vide Bank Draft No _____ Dt _____ for Rs. _____.
 8. The information/ certificates provided above are correct and the case is recommended for payment.

(HEAD OF OFFICE)

With stamp.

Postal address of }

Office in complete } _____

P.T.O. (Application Part).



**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
FORM-‘A’**

For Final Settlement of GPF in respect of Retired/ Resigned/
Terminated employee.

“APPLICATION PART” OF FORM-‘A’

(To be completed by the employee concerned duly addressed to his/her Head of Office)

To:

The _____

Sir,

I have relinquish/will relinquish the charge of the office/post of _____
Consequent upon retirement/ proceeding on L.P.R/ Resignation/ Dismissal/ Discharge vide office order
No. _____ Dated _____ I, therefore, request that my General
Provident Fund dues may please be paid to me.

The requisite information is given below:-

1. G.P.F Account No.

| | | | | | |
|--|--|--|--|--|--|
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|--|--|--|--|--|--|
2. Name of Employee _____
3. Desination: _____
4. Father’s Name _____
5. Reference to insurance policy (if any) financed out G.P.Fund Account:-
 - (a) Name of the Insurance Company. _____
 - (b) No. & Date of Insurance Policy. _____
 - (c) Insurance Policy was assigned
to (or with the subscriber). _____

It is certified that I have neither applied for the payment before this nor received final payment as
yet.

Countersigned

(Signature of Claimant)

(HEAD OF OFFICE)

With stamp.

Full Name; _____

Designation: _____

Postal address _____

P.T.O. (Documentary Part).