CHECK LIST Releasing the Provident Funds

Name of the Employee	:
Designation	:
UPF No	:
Last date of the service	

- 1. Receiving for request letter form SAR Non Academic Establishment
- 2. Application form Releasing of provident funds
- 3. National ID Photo copy (Certified by SAR)
- 4. Bank Account detail copy (Certified by SAR)
- 5. Last year PF Balance Statement (Certified by SAR)
- 6. Release of provident fund statement of liabilities forms
 - a) SAR /CDCE
 - b) SAB/ CDCE Store Keeper
 - c) SAB/ CDCE Payment Division
 - d) SAB/ CDCE Salaries
 - e) SAR Non Academic Establishment
 - f) DB/ Salaries Division Finance Administration Division
 - g) DB/ Loans Division Finance Administration Division
 - h) DB/ Payments Division Finance Administration Division
 - i) CMO/ University Health Center
 - j) SAR/ General Service Division
 - k) Other Units
- 7. Prepared by Signature (Part II Form)
- 8. Check by Signature (Part II Form)
- 9. Recommendation Signature SAB (Part II Form)
- 10. Recommendation Signature Senior Internal Auditor -(Part II Form)
- 11. Certification Signature SAB (Part III Form)
- 12. Approval from Vice Chancellor (Part III Form)
- 13. After getting approval from VC, forward all documents to UGC

Notes:

Prepared By: Name : Signature Date : Senior Assistant Bursar/CDCE

Please put " $\sqrt{}$ " if Yes and use "X" for No/NA