

6. Date of Joining Service (DD-MM-YYYY)

7. Date of Retirement

8. Department (Parent)

9. Designation

10. Permanent Employee Number (PEN)

11. Official Address

District

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PIN

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12. Service is

(i)	Central	State
(ii)	Full-time	Part-time
(iii)	Pensionable	Non-pensionable
(iv)	Officiating	Permanent
(v)	Re-employed	Not Re-employed

13. If the applicant is a subscriber to any other Provident Fund

Name of the Fund

Account Number

14. Basic Pay

15. Monthly Subscription

16. Salary month from which
the subscription starts

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17. Salary Head of Account

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18. Whether the applicant has a family

Yes	No
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19. Whether nomination enclosed

Yes	No
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Signature of applicant

Place:

Date:

(Counter signature of the
Head of Office with designation)

(Office Seal)

FOR USE IN THE OFFICE OF THE KASEPF
(To be entered by the Section concerned)

Section

Unit

Prefix

Account Number

(to be entered by EDP-PF)

Signature of Assistant Accounts Officer.

INSTRUCTIONS

- The amount of monthly subscription shall not be less than 6% of the basic pay and shall not exceed the maximum basic pay.
- Those who have not completed one year's continuous service shall submit a written consent to join the Fund.
- Gazetted subscribers have to file the nomination with the Accountant General. In the case of Non-Gazetted subscribers, the nominations are to be accepted and kept by the Heads of Offices.