

FORMAT

The Chief Manager (PF)
Oriental Bank of Commerce
F-14/15, Shivam House
1st Floor, Connaught Place,
New Delhi-110001

Branch / Office	Regional/Office	Telephone

Date

Dear Sir,

SETTLEMENT OF PROVIDENT FUND OF Shri / Smt. / Km _____

Designation _____ Branch / Office _____

PF Account No _____.

In reference to your letter No. HO/PF/_____ dated _____ we are furnishing the following information/documents in order to enable you to settle the PF dues of the subject:

1. Date of appointment:
2. Date of confirmation:
3. Date of retirement/death/resignation/termination :
4. Name of the month and amount of last provident fund and APF/PF loan installment, if any deducted from the salary, of the subject:
5. Any disciplinary action is pending against him/her.
6. The following amounts are due from him/her to the Bank:

S. No.	Kind of loan	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.	Amount to be recovered towards furniture facility availed if any :	
8.	Attested copy of death, certificate in respect of late _____	
9.	Request letter from the subject/legal heirs of the deceased for settlement of PF dues.	
10.	Authority letter from the subject employee/legal heirs of the deceased for adjustment of the retiral dues/ other dues towards adjustment of various outstanding loans.	
11.	Residential address for correspondence and Residence telephone no. if any _____	

12. Recommendation:

Yours faithfully

Branch Incumbent

Encl : as above.

Copy to the Regional Head..... for information and necessary action please. He may kindly send his specific recommendations to the Chief Manager (PF), Head Office, New Delhi in regard to the PF dues as above.

Branch Incumbent