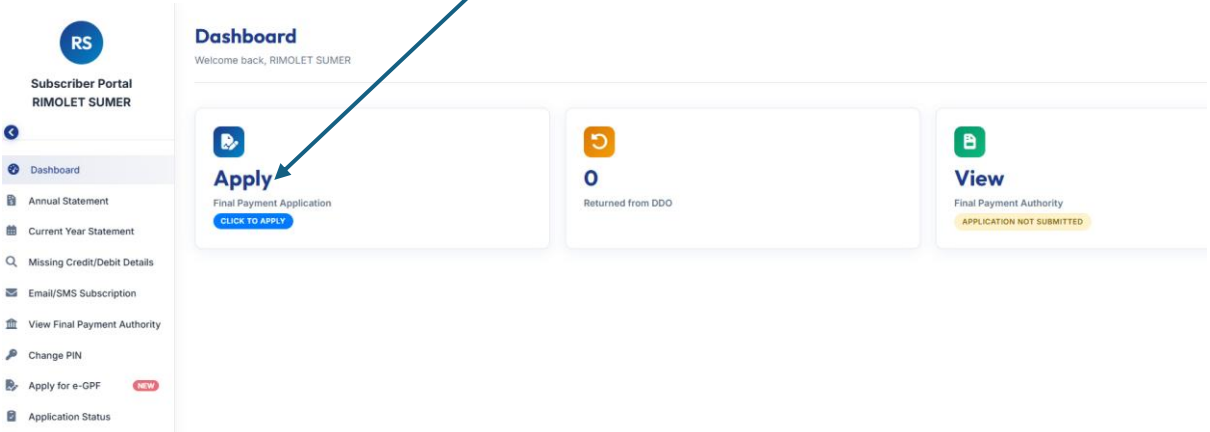


## Help for submission of Application for Final Payment Authority

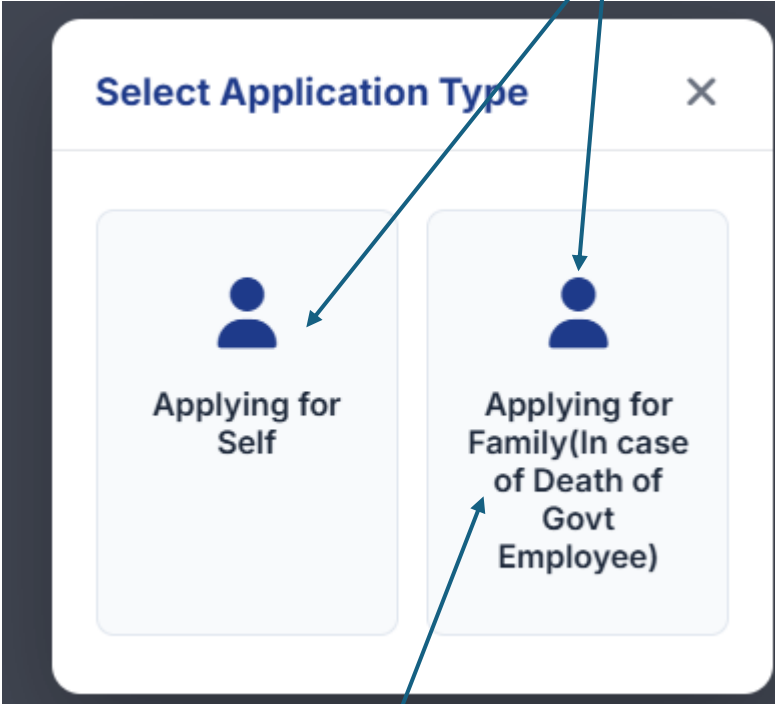
On the Dashboard

Click Apply button



The screenshot shows the 'Subscriber Portal RIMOLET SUMER' dashboard. On the left is a navigation menu with options like 'Dashboard', 'Annual Statement', and 'Apply for e-GPF'. The main content area has a 'Dashboard' header and three cards. The first card, titled 'Apply', is for 'Final Payment Application' and features a blue 'CLICK TO APPLY' button. A yellow callout box with the text 'Click Apply button' has an arrow pointing to this button. The second card shows 'Returned from DDO' with a '0' count. The third card, titled 'View', is for 'Final Payment Authority' and has a yellow banner that says 'APPLICATION NOT SUBMITTED'.

GPF Subscriber will be provided with two option



The screenshot shows a dialog box titled 'Select Application Type' with a close button (X) in the top right. It contains two selectable options, each with a person icon: 'Applying for Self' and 'Applying for Family(In case of Death of Govt Employee)'. Arrows from the text above point to these two options.

Click on Applying for Family

Applicant must complete the following information

- Name of the Applicant
- Gender of the applicant
- Date of birth of the applicant
- Religion of the applicant
- Relationship with the deceased Government employee
- Date of death of the deceased Government employee

**Most important is the following question. The applicant must answer the same.**

Are you a family member of the deceased Government employee?

Is your name included in the nomination submitted by the deceased Government employee?



### Enter Applicant Details ✕

Applicant Name	<input type="text"/>	Gender	-- Select -- <span>▼</span>
Date of Birth	<input type="text" value="mm / dd / yyyy"/> <span>📅</span>	Email	<input type="text"/>
Religion	-- Select Religion -- <span>▼</span>	Nationality	Indian <span>▼</span>
Relation with Deceased	-- Select -- <span>▼</span>	Phone Number	<input type="text"/>
Are you a family member of the deceased Government employee? <input type="radio"/> Yes <input type="radio"/> No			
Is your name included in the nomination submitted by the deceased Government employee? <input type="radio"/> Yes <input type="radio"/> No			
Deceased Name (Govt Servant)	Late LUDWIG SUMER	Date of Death (Govt Servant)	<input type="text" value="mm / dd / yyyy"/> <span>📅</span>

**Submit Details**

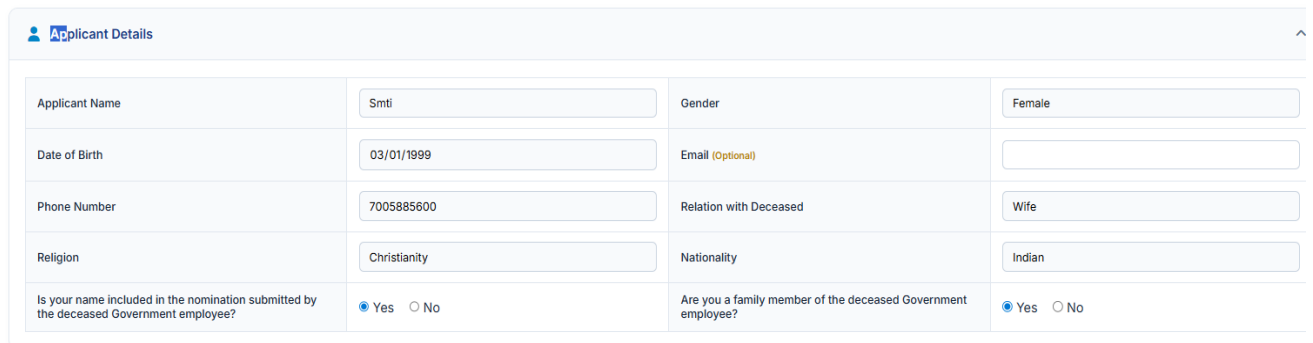
**Deceased Government employee detailed will be populated automatically**

**as under:**

### Deceased Government Employee Details Required for Death Claim

GPF Number	MIS/4126	Deceased Name (Government Servant)	Late LUDWIG SUMER
Gender	Male	Designation	Chowkidar
Date of Death	01/01/2025		

**Applicant details will be shown as under:**



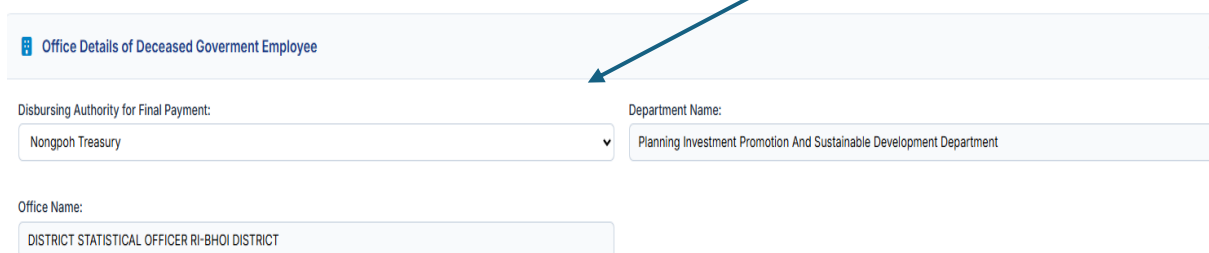
Applicant Details			
Applicant Name	Smti	Gender	Female
Date of Birth	03/01/1999	Email (Optional)	
Phone Number	7005885600	Relation with Deceased	Wife
Religion	Christianity	Nationality	Indian
Is your name included in the nomination submitted by the deceased Government employee?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Are you a family member of the deceased Government employee?	<input checked="" type="radio"/> Yes <input type="radio"/> No

In case the applicant wishes to change the following detailed, he/she can make changes:

- Is your name included in the nomination submitted by the deceased Government employee?
- Are you a family member of the deceased Government employee?

**If both the above answer is “NO”, then the applicant must upload the succession certificate.**

Disbursing Officer detailed will be populated automatically on the basis of last salary drawn by the deceased government employee as under:



Office Details of Deceased Government Employee	
Disbursing Authority for Final Payment:	Department Name:
Nongpoh Treasury	Planning Investment Promotion And Sustainable Development Department
Office Name:	
DISTRICT STATISTICAL OFFICER RI-BHOI DISTRICT	

**Note:** In case the applicant wish to change Treasury for disbursement of fund then he/she can select the Treasury from where he/she wish the draw the amount.

Applicant Bank details will be shown as under. In case the applicant wishes to change the same, he/she can do so:



**Applicant Bank Details** Required for Payment

Bank Name	STATE BANK OF INDIA	Account Number	10941593314
IFSC Code	SBINORRMEGB		

Applicant must enter his/her address as under:

**Applicant Address**

Full Address	Barapathar		
District	West Jaintia Hills	State	Meghalaya
Police Station	barapathar	Post Office	barapathar
PIN Code	793002		

[Save & Continue](#)

Nominee declaration must be entered as shown below:

**Nominee Declaration**

YOUR NAME IS INCLUDED IN THE NOMINATION SUBMITTED BY THE DECEASED GOVERNMENT EMPLOYEE.  Yes  No

YOU ARE A FAMILY MEMBER OF THE DECEASED GOVERNMENT EMPLOYEE.  Yes  No

**Provide the family details of deceased Government Employee**

**Details**

NAME	RELATION WITH DECEASED	AGE ON THE DATE OF DEATH OF THE DECEASED	ACTION
Smti	Wife	45	<a href="#">Delete</a>

[+ Add Row](#) [Save & Continue](#)

In case the applicant age is minor then, he/she must upload the Dependency certificate

Applicant identification details must be entered as shown below:

Applicant Identification Details

Height (in feet) 5.40	Identification Mark 1 black mole	Identification Mark 2 (Optional)
<span style="background-color: #006633; color: white; padding: 5px 15px; border-radius: 5px; cursor: pointer;">Save &amp; Continue</span>		

Applicant must upload the following document

- Passport size photograph of an applicant
- Specimen signature or thumb impression of an applicant
- Death Certificate of Deceased (Govt Servant) duly attested by the Gazetted Officer.

Upload Required Enclosures

Note: Fields marked with \* are mandatory and must be uploaded before submission.

SL.No	Enclosures	File / Preview
		• Passport (JPG/JPEG): 50 KB – 200KB • Signature (JPG/JPEG): 10 KB – 100 KB • PDF: MAX 1MB
1	Passport size photograph of an applicant duly attested by Gazetted officer on the front side. *	<span style="background-color: #003366; color: white; padding: 2px 10px; border-radius: 10px; cursor: pointer;">Choose Photo</span> <small>JPG/JPEG, 50KB - 200KB</small>
2	Specimen signature or thumb impression of an applicant duly attested by Gazetted Officer on the front side. *	<span style="background-color: #003366; color: white; padding: 2px 10px; border-radius: 10px; cursor: pointer;">Choose Signature</span> <small>JPG/JPEG, 10KB - 100KB</small>
3	Death Certificate of Deceased (Govt Servant) duly attested by the Gazetted Officer. *	<span style="background-color: #cc0000; color: white; padding: 2px 10px; border-radius: 10px; cursor: pointer;">Choose PDF</span> <small>PDF, Max 1MB</small>

Applicant must verify the details as shown below before downloading and uploading the pre-filled form:

Death Application – Confirmation & Preview

Please review all details carefully before submitting. Changes cannot be made after submission.

Applicant Details			
Applicant Name	Sex	Relation with Deceased	Title
Gender	Female	Date of Birth	01-03-1999
Phone Number	7000008000	Email	
Religion	Christianity	Nationality	Indian
Deceased Government Servant Details			
UPF Number	MSG122	Deceased Name (Govt Servant)	LIFE LUDWIG SUMER
Designation	Chowkidar	Gender	Male
Date of Birth	13-10-1906	Date of Death	01-01-2025
Department Name	DISTRICT STATISTICAL OFFICER RI-BHOI DISTRICT		
Treasury Name	Nongpoh Treasury		
Nominee Details			
Sl. No.	Name	Relationship	Share
1	Sex	Daughter	100 %
Address			
Village / Town	Banspathar	District	West Jaintia Hills
State	Meghalaya	Police Station	Banspathar
Post Office	banspathar	Pincode	793002
Bank Account Details			
Bank Name	STATE BANK OF INDIA	Account Number	10841803314
IFSC Code	SBINORRMEGB		
Identification Mark Details			
Height (in feet)	5.40 ft	Identification Mark 1	black mole
Identification Mark 2			
Documents Uploaded			
Passport Photo			Signature 
<span style="background-color: #003366; color: white; padding: 5px 15px; border-radius: 5px; cursor: pointer;">Verify</span>			

Applicant must download the pre-filled form, sign it and upload the same as shown below:

Download the Forms and Upload Signed Copies				
Sl. No	Enclosures	Download	Upload Signed File	Action
1	Form-C (Application for final payment of Provident Fund balances)	<a href="#">Download Form-C</a>	<input type="text" value="Choose file"/> No file chosen	
2	Latest Annual Statement		<a href="#">Preview PDF</a> ✓ Uploaded	

[Back](#)

Note: The Head of Office will provide their signature at a later stage. Therefore, the Head of Office's signature is not required while the pensioner is uploading the form. Only PDF files are accepted.

[Submit to DDO](#)