

FORM – 2
[See sub-paragraph (1) of paragraph 7]
(Application for premature closure of account)

To,
The Postmaster/Manager
.....
.....

Sir,

1. I wish to prematurely close my Account No _____
having balance of _____ (Rupees _____
Only) and request you to pay the amount after deduction of applicable penalty as per
details given below:-

Please Credit the amount to my SB Account no. _____
standing at _____ (Name of Account office).
or

Please issue a Demand Draft/account payee cheque
or

Please pay in cash (applicable if the amount is below permissible limit)

3. I hereby declare that the provisions under which the account can be closed
before maturity have been complied with.

Necessary documents as applicable are attached as under:-

- 1.
- 2.

*Certified, that the amount sought to be withdrawn/loan to be availed is required
for the use ofwho is alive and still a Minor.

Date:- _____ Signature or thumb impression of depositor/guardian

(Thumb impression of the depositor should be attested by a person known to the
accounts office)

For office use only

Payment detail

Eligible balance in Account ` . _____

Less Penalty amount ` . _____

Total Amount to be paid ` . _____ (In figures)

(In words) _____

Date Stamp

Signature of Postmaster/Manager

Acquittance

Received Rs. _____ (to be filled by account holder/ messenger)
(In figures) _____ (in words) By
cash/cheque/DD bearing No.) _____ dated _____/by
transfer to Account No _____.

Date

Signature/thumb impression of depositor/guardian

FORM – 3
[See sub-paragraph (1) of paragraph 8]
(Application for Withdrawal)

To,
The Postmaster/Manager
.....
.....

Sir,
I(Depositor/guardian)
hereby apply for withdrawal from my account as per details below:-
Account Number:.....

Amount of withdrawal applied.....

*Certified, that the amount sought to be withdrawn to be availed is required for the use ofwho is alive and still a Minor.

2. Please Credit the amount of withdrawal to my SB Account no. _____ standing at _____(Name of Account office).

or

Please issue a Demand Draft/account payee cheque

or

Please pay in cash (applicable if the amount is below permissible limit of cash payment).

3. I certify that all the conditions applicable under scheme for grant of withdrawal have been complied with.

Necessary documents as applicable are attached as under:-

- 1.
- 2.

Date:- _____ Signature or thumb impression of depositor/guardian

Attested By _____
(Attestation is applicable in case of thumb impression)

For office use only

Payment detail

Amount available in Account Rs . _____

Date of Initial Subscription _____

Date on which last withdrawal was allowed _____

Total Amount granted for withdrawal Rs . _____(In figures)
(In words)_____

Date Stamp

Signature of Postmaster/Manager

Acquittance

(to be filled by depositor)

Received Rs . _____(In figures)_____ (in words) By
cash/cheque/DD _____ bearing
no.....dated...../by transfer to Account
No.....

Date

Signature/thumb impression of depositor/guardian

FORM – 4
[See sub-paragraph (3) of paragraph 9]
(Application for closure of account)

Name of Post Office/Bank _____

Date _____

Account Number _____

1. I hereby submit pass book/deposit receipt book and apply for closure of my above mentioned account.

2. Please Credit the amount of eligible balance in my matured account to my SB Account no. _____ standing at _____ (Name of Account office).

or

Please issue a Demand Draft/account payee cheque

or

Please pay in cash (applicable if the amount is below permissible limit).

*Certified, that the amount sought to be withdrawn/loan to be availed is required for the use of who is alive and still a Minor.

Signature or thumb impression of depositor/guardian
(Thumb impression should be attested by a person known to Accounts office)

Payment Order
(For office use only)

Date

Payment detail

Principal amount Rs. _____

(+) Interest due Rs. _____

(-) Recovery of overpaid interest Rs. _____

Deduction if any Rs. _____

Total Amount due Rs. _____

Pay Rs. _____ (in
figurers) _____ (in words)

Date

Signature of Postmaster/Manager

Acquittance

(to be filled by depositor)

Received Rs . _____ (In figures) _____ (in words) By
cash/cheque/DD _____ bearing
no.....dated...../by transfer to Account
No.....

Date

Signature/thumb impression of depositor/guardian