

**FORM-16**  
**(See Rule 13 of Government Savings Promotion Rules, 2018)**

**To be issued by transferor account office**

To  
**The Branch Manager / Post Master**  
\_\_\_\_\_ (Name of Account Office)  
\_\_\_\_\_ (Address)

Subject:- Transfer of \_\_\_\_\_ (Name of Scheme) account number  
\_\_\_\_\_ in the name of \_\_\_\_\_ (Name of  
account holder/s).

Sir,

It is certified that the account opening form for account No. \_\_\_\_\_  
of \_\_\_\_\_ (Name of Scheme) was maintained by this office with the following  
details:

1. Name of Account holder;
2. Name of Joint Holder(s) if any;
3. Address;
4. Scheme Name;
5. Account Number;
6. Date of opening;
7. Date of extension/s, opted by the account holder; and
8. Name of nominee/s

It is further certified that the account opening form is not traceable and the transferee  
account office may obtain new account opening form along with prescribed identification  
document.

Yours faithfully,

(Branch Manager/Post Master)  
Name of Bank/Post Office