

PROFORMA FOR APPLICATION FOR ADVANCE FROM PROVIDENT FUND

Application for Advance from_GPF_____

1. Name of the subscriber :

2. . Account Number
3. Designation :
(with departmental suffix)
4. Pay :
5. Balance at credit of the subscriber on the date of superannuation.
 - i) Closing balance as per statement for the year:

 - ii) Credit from---
account of monthly subscriptions.

 - Iii) Refunds -

 - iv) Withdrawals during the period from |

 - v) Net balance at credit

6. Amount of advance/outstanding , if any, and the purpose for which advance was taken by them

Amount of advance taken

7. Amount of advance required

8. (a) Purpose for which the advance is required.

(b)Rules under which the request is covered.

(c) If advance is sought for
House building etc.,

following information may be given:-

i) Location and measurement of
the plot.

ii) Whether plot is freehold or
on lease.

iii) Plan for construction .

iv) If the flat or plot being purchased
is from a H.B.Society, the location
& measurement etc.

v) Cost of construction.

vi) If the purchase of flat is from
any Housing Board etc.,
the location dimension etc,
may be given.

(d) If advance is required for education
of children, following details may be given:-

(i) Name of the son/daughter

(ii) Class and institution/
college where studying.

(iii) Whether a day scholar or
hostler.

(e) If advance is required for treatment
of ailing family members, following
details may be given:-

(i) Name of the patient and relationship:

(ii) Name of the Hospital/dispensary/
Doctor whether the patient is undergoing
treatment:

(iii) Whether out-door/in-door patient:

(iv) Whether reimbursement available or
not :-

Note : In case of advance under 8(c) to 8(e),
no certificate on documentary evidence
would be required.

9. Amount of the consolidated advance(item
6 and 7) and number of monthly installments
in which the consolidated advance is proposed to
be repaid

10. Full particulars of the pecuniary circumstances
of the subscriber, justify the application for
the advance.

I certify that particulars given above are correct and complete to the best of my
knowledge and belief and that nothing has been concealed by me.

I further certify and declare that the amount of advance will be spent for the
purpose for which it has been concealed by me.

I further certify and declared that the amount of advance will be spent for the
purpose for which it has been applied for within two days weeks/months(period to be
specified by the applicant) from the actual receipt of the amount by me and that I will
furnish a declaration in the prescribed form to the sanctioning authority about the actual
use of the advance within the specified period failing which I will be liable to re-deposit
the amount in the fund account and in the case of my failure to do so it may be
deducted and deposited from my salary.

I also declare that in case the entire amount is not spent by me for the purpose
for which it is applied for the balance amount will be re-deposited in the fund account.

I fully understand that in case any of the particulars mentioned by me in the
application are found false or I am found to have committed breach of any of the
aforesaid conditions I shall render myself liable for disciplinary action.

Signature of applicant.

Dated.

DECLARATION

I do hereby solemnly declare that I have used the amount of advance sanctioned in my favour vide the order No Dated for the purpose for which it was applied for .

Applicant.

Designation

Dated

Section/Branch

ANNEXURE `A'

STATEMENT OF PARTICULARS OF INCOME FROM
OTHER SOURCES, IF ANY.

1. Whether the applicant has any other source (s) of income e.f. Agricultural land, rent from house/shop etc? If so, what is/are those source(s) and what is the monthly/annual income from such source(s)?

2. Whether the spouse of the applicant is in service? If so, what is his/her monthly/annual income? Whether he or she has applied for advance/ withdrawal on the same ground and If so, what amount has been sanctioned?

3. In case of marriage of a dependent of the applicant, whether the dependent to be married has his/her own source of income, including employment. If so, what is his/her monthly/annual income?

4. Where an applicant is made on the ground of marriage of brother/sister of the applicant himself, state the monthly/annual income of the applicant's father alongwith the source.

Name & signature of the
applicant alongwith designation.

STATEMENT OF G.P.F. ACCOUNT

1. Name & Designation :
2. Gross emolument of employee :
3. Net emoluments of employee : -

4. The previous advance (s) if any which is still not fully paid up with grounds on which the advance (s) were granted and the balance amount to be recovered.

5. The monthly instalments due: and payable in respect of the previous advance, if any. .

6. Rate of regular contribution: towards the G.P.F.

7. The amount of advance/withdrawal: now applied for together with the ground therefor.

8. The schedule of the repayment: of the advance and the monthly rate of repayment.

9. The net balance on the day of: . the application in the G.P.F. Account of the employee.

10. Whether any advance/withdrawal: has been taken earlier on the same ground? If so, when and amount hereof.

Signature of the Drawing
& Disbursing Officer.