

**FORM OF APPLICATION FOR A TEMPORARY
ADVANCE FORM GENERAL PROVIDENT FUND**

1. Name of the Subscriber : -----
2. Section : -----
3. Designation : -----
4. Amount of advance outstanding : ` -----
5. Purpose for when last advance was taken : -----
6. Amount of advance required : ` -----
7. Purpose for which the advance is required : -----
8. Amount of monthly installments (in which the advance is proposed to be repaid) : -----
9. Full particulars of the Pecuniary circumstance of the subscriber justifying the application for the temporary withdrawal : ` -----

Date :

Signature of the Applicant

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1. Pay of the subscriber : ` -----
2. Three months pay : ` -----
3. Balance at credit of subscriber on the date of application : ` -----
4. Half of the Balance : ` -----
5. Whether any previous advance is outstanding : ` -----
6. Amount admissible : ` -----

P.T.O.

Director may please accord sanction under GPF Rules for the grant of temporary advance of ` _____ (Rupees _____) to Shri/Smt./Kum. _____ from his/her GPF account to enable him/her to defray expenses on account of _____.

The advance will be recovered in _____ monthly installments of ` _____. Each, commencing from the salary of _____ payable in _____.

OR

As per Rule 13(1) GPF Rules, normally an advance to be granted to an individual from his/her GPF Account should not exceed the sum equal to 3 months salary or half the amount in the balance, whichever is less.

However, sub-rule 13(2) ibid provides that, for special reasons to be recorded in writing advance in excess of the limit prescribed under sub-rule 13(1) may be sanctioned provided that the advance shall in no case exceed the amount of subscription and interest thereon actually standing to the credit of the subscriber (individual account) in the fund.

The balance in Shri/Smt./Kum. _____ individual account with interest at the end of 31/3/_____ is ` _____. Adding to it, further contributions amount to ` _____ upto _____ the total amount in the balance thus works out to ` _____.

A sum of ` _____ being the balance out of the previous advance, still due from his/her.

Shri/Smt./Kum. _____ has requested the special advance for _____. He/She has also certified in the application that _____.

In the circumstances, it is for orders whether a special advance of ` _____ (Rupees _____) in excess of the prescribed limit may be sanctioned to Shri/Smt./Kum. _____. The advance, if sanctioned, is proposed to be refunded in monthly installments of ` _____.

Accounts Clerk

Accountant

Accounts Officer

Director & Sr. Professor

FORM OF APPLICATION FOR A **WITHDRAWAL**
FORM GENERAL PROVIDENT FUND

- 1 Name of the Subscriber : -----
- 2 Section : -----
- 3 Date of entry in Service : -----
- 4 Amount of withdrawal required : `-----
- 5. Purpose for which the withdrawal is required : -----

- 6. Document/Proof in support Justifying the
Need for withdrawal for withdrawal : -----

Date :

Signature of the Applicant

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- 1. Pay of the subscriber : `-----
- 2. Six months pay : `-----
- 3. Balance at credit of subscriber on the date of application : `-----
- 4. Half of the Balance : `-----

Withdrawal of _____ (Rupees _____) is normally permissible under Rules 16 & 17 of the GPF Rules.

Director may please accord sanction under GPF Rules for the grant of withdrawal of _____ (Rupees _____) to Shri/Smt./Kum/ _____ has requested for a withdrawal of _____ (Rupees _____) Which is in excess of the normal permissible limit. However, as further provided in Rules 17(1) the sanctioning authority may sanction the withdrawal of an amount in excess of this limit up to _____% of the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund having regards to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, (iii) the amount of subscription and interest thereon standing to the subscriber in the Fund.

In the circumstances, it is for orders whether the withdrawal of _____ (Rupees _____) requested by Shri/Smt./Kum _____ may be sanctioned.

Submitted for sanction please.

Accounts Clerk

Accountant

Accounts Officer

Director & Sr. Professor

