

PROFORMA FOR APPLICATION FOR ADVANCE FROM PROVIDENT FUNDS

Ministry/
Department of/Office

(Application for withdrawal from.....
Here enter the name of the Fund).

1. Name of the subscriber :
2. Account Number (with departmental suffix) :
3. Designation :
4. Pay :
5. Balance at credit of the subscribed on the :
date of application as below :-
 - (i) Closing balance as per statement for
The year _____ Rs.
 - (ii) Credit from _____ to _____ on
Account of monthly subscription Rs.
 - (iii) Refunds Rs.
 - (iii) Withdrawals during the period from
_____ to _____ Rs.
 - (v) Net balance at credit Rs.
6. Amount of advance/outstanding, if any and the
Purpose for which advance was taken by them :

Amount of advance taken	Balance Outstanding as on
Rs. _____	Rs. _____
7. Amount of Advance required :
8. (a) Purpose for which the withdrawal is required :
(b) Rule 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 name of the Society, the
Location and measurements etc. :
 - (v) Cost of construction :
 - (v) If the purchase of flat is from DDA or 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 a hosteler :

(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 where the patient is under-
Going the treatment :
- (iii) Whether outdoor/indoor patient :
- (iii) Whether reimbursement available
or not :

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

9. Amount of the consolidated advance (item 6 and 7) and
Number of monthly instalments in which the consolidated
Advance is proposed to Rs. _____ in be repaid
_____ instalments.

10. Full particulars of the pecuniary circumstances of the
Subscriber, justifying 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.

Signature of Applicant

Dated :

Name.....

Designation

Section/Branch...../Office