

KIRORI MAL COLLEGE, DELHI

(University of Delhi)

C.P.F./G.P.F.

APPLICATION FOR LOAN FROM PROVIDENT FUND

Last Loan taken on _____

1. Name of the Subscriber
2. Designation Department
3. Present Basic Salary
4. Amount of Advance Outstanding, if any As on
5. Amount of Loan required
6. Purpose for which Loan required
7. No. of instalments for re-payment

Date

.....
(Signature of the Subscriber)

PAYMENT ORDER

OWN SUBSCRIPTION A/C		LOAN A/C	
Op. Balance as on		Op. Balance as on	
Add. P.F. Sub. to		Add : Loan taken	
Less : F.W. of P.F.		Less : Loan recovery	
Total		Out-standing Loan	

75% or 90% of Rs. :

Less : Out-standing Loan :

Net Payable :

Passed for payment of Rs. (Rupees.....)

..... only)

Debit Head : **PROVIDENT FUND LOAN A/c.**

Cheque No.

Dated

ASSISTANT

S.O. (A/cs.)

A.O.

BURSAR

PRINCIPAL

Received payment of Rs.....(Rupees

Vide Cheque No. date.....on OBC E/C KMC, Delhi-7

.....
(Signature of the Subscriber)

This is to certify that the amount of Loan Advance/Final-Withdrawl of Rs.

(Rupees

taken by me on vide Cheque No. date would be spent

within one month for the purpose for which it has been withdrawn.

.....
(Signature of the Subscriber)

To,
The Principal,
Kirori Mal College,
Delhi-7

Subject : Application for withdrawal from G.P.F./C.P.F.

Sir,

1. Name of the Subscriber :
2. Account Number :
3. Designation :
4. Department :
5. Pay :
6. Date of joining service and the date of superannuation :
7. Balance at credit of the subscriber on the date of Application as below :-
 - (i) Closing balance as per statement for the year :
 - (ii) Credit from to on account of monthly subscriptions :
 - (iii) Refunds made to the Fund after the closing balance, vide (i) above :
8. Amount of withdrawal required :
9. (a) Purpose for which the withdrawal is required :
- (b) Rule under which the request is covered :
10. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year :
11. Name of the Accounts Officer maintaining the P.F. Account :

(Signature of Applicant)

Name

Designation

Department

Date :

KIRORI MAL COLLEGE

UNIVERSITY OF DELHI, DELHI-7

Proforma for Application for Withdrawal from Provident Funds

Subject : Withdrawal from the G.P.F./C.P.F. by Shree _____

Sir/Madam,

I am directed to convey sanction of the under Rule of the Rules to the withdrawal by Sh. of a sum of Rs. (Rupees) from his G.P.F./C.P.F. Account No. to enable him to meet expenditure

The amount of withdrawal does not exceeds six months pay of Sh. or half the amount at his credit/subsription in the GPF/CPF account Account, whichever is less 75% / 90% of the amount at the credit/subsription of Shree in the GPF/CPF Account. His basic Pay is Rs.

It is certified that Shri is within 10 years of his retirement on superannuation/has completed twenty/twenty five years of his Government service on

It is also certified that the total amount drawn, including the withdrawal from the GPF/CPF, from all Government sources by Shri for house building purpose does not exceed the maximum limit prescribed from time to time under Rules 2(a) abd 3(b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

The balance at the credit of Shri as on is detailed below :

(i) Balance as per statement for the year	Rs.
(ii) Subsequent deposits and refunds of advance at the rate p.m. from to	Rs.
(iii) Total of Cols. (i) and (ii)	Rs.
(iv) Subsequent Withdrawls if any	Rs.
(v) Balance as on date of sanction Cols. (iii)-(iv)	Rs.

Shri was last sanctioned a part-final withdrawal by this office for an amount of Rs. vide after the account statement for the year Shri is understood (as stated by him) to have been last sanctioned a part-final withdrawal of Rs. by

Yours faithfully

ASSTT.

S.O.A./CS

A.O.

BURSAR

PRINCIPAL

TREASURER,
Sanctioning Authority

Form of Application for conversion of an advance into a final withdrawal

1. Name of the subscriber :
2. Designation and office to which attached :
3. Pay :
4. Name of the Provident Fund and Account No. :
5. Balance at credit on the date of application (amount actually subscribed by him along with interest due thereon in the case of GPF subscriber) :
6. (a) Balance outstanding to be converted into a final withdrawal :
(b) Interest due on the amount of advance taken :
7. (a) Purpose for which advance taken :
(b) Date of payment of the advance :
(c) Amount of advance sanctioned :
8. Particulars of communication under which advance was sanctioned
.....
9. Whether any advance or final withdrawal has been drawn previously for the purpose mentioned above. If so, particulars thereof.
10. (a) Total service, including broken periods, if any, on date of this application.
(b) Period of service left on the date of application for attending the age of superannuation
(c) The date of superannuation

Place :

Signature of the Applicant

Date :

The above particulars have been verified to be correct

ASSTT.

S.O.(A/cs)

A.O.

BURSAR

PRINCIPAL

ORDER

NO.

Date

Sanction of is hereby conveyed/accorded under Rule 16 of the GPF(CS) Rules for the conversion into final withdrawal of an amount of Rs. (Rupees only) being the outstanding balance out of the GPF advance of Rs. sanctioned on and drawn in Bill No. of for the (Purpose) to Sh./Smt..... of the office of the (GPF Account No.)

Bal. of P.F.

as on : Rs.....

Loan A/c

.....

Op. Bal. as on : Rs.....

Add : Loan Taken :

Total :

Less Loan recovery :

O/s Loan Bal. as on :

TREASURER
Sanctioning Authority