

**APPLICATION FOR ADVANCE FROM  
GENERAL PROVIDENT FUND / CONTRIBUTORY PROVIDENT FUND**

1. Name of Subscriber :
2. Account No. :
3. (i) Designation :  
(ii) Department/Section :
4. Basic Pay (Pay in the Pay Band + Grade Pay) :
5. Balance at credit of the subscriber on the date of application :
  - (i) Closing balance as per statement for the year ..... :
  - (ii) Credit from .....to ..... :
  - (iii) Refunds :
  - (iv) Withdrawals during the period from .....to..... :
  - (v) Net Balance at credit :
6. Whether any advance is outstanding, if so, the purpose for which advance was taken :
7. Amount of advance required :
8. (a) Purpose for which the advance is required :
  - (b) 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 Group Housing Society, the name of the Society, the location and measurements etc. :
    - (v) Cost of construction :

- (vi) If the purchase of flat to from DDA of any :  
 other State / City Development authority  
 or any Housing board or other Govern-  
 ment agency, the location, dimension etc.,  
 may be given.
  
- (c) If advance is required for education of children, :  
 Following details may be given:-
  - (i) Name of the son/ daughter :
  - (ii) Class and Institution / Collage where staying :
  - (iii) Whether a day-scholar or a hostler :
  
- (d) If advance is required for treatment of ailing  
 member(s) of family, following details may be given
  - (i) Name of patient and relationship :
  - (ii) Name of the Hospital / Dispensary / Doctor, :  
 where the patient is undergoing treatment :
  - (iii) Whether outdoor / indoor patient :
  - (iv) Whether reimbursement available or not :

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

- 9. Number of monthly installments in which the consolidated : in ..... installments  
 advance (total of items 6 & 7 ) is proposed to be repaid
  
- 10. Full particulars of the pecuniary circumstances of the :  
 subscriber, Justifying the application form the advance

I certify that particulars given above are correct and complete to the best  
 Of my knowledge and belief and that noting has been concealed by me.

Dated :

\_\_\_\_\_  
 (Signature of the Applicant)  
 Name :  
 Designation

Remarks / recommendation of the Head of the Section where  
 the applicant is serving

Forwarded to Dy. Registrar (Accounts)  
 Items 2,4 and 6 verified

Dy. Registrar (Accounts)

Forwarded to Dy. Registrar (Administration)