

Form 3

Form for Application for Advance from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber
2. Account Number (with Departmental suffix)
3. (i) Designation
(ii) Section/Branch
4. Basic Pay/ (Pay in the Pay Band+Grade Pay)
5. Balance at credit of the subscriber on the date of application (if known)
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 measurement, etc.
 - (v) Cost of construction
 - (vi) If the purchase of flat is from DDA or any other State/city Development authority or any Housing Board or any other Government 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/College where studying
 - (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 the 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 (e), no certificate or documentary evidence is required.

9. Number of monthly instalments in which the consolidated advance (total of items 6 and 7) is proposed to be repaid instalments

10. (i) Special reasons for the advance if it is in excess of the limit laid down in rule 12 (1) or if there is an advance outstanding as on the date of application
- (ii) Special circumstances if the advance is applied for the reasons other than those mentioned in rule 12 (1)

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:

Part II
(To be filled in by the Drawing & Disbursing Officer)

1. Balance at credit of the subscriber on the date of application is given below:-
- | | | | |
|-------|---|---------------------------------------|--------|
| (i) | Closing balance as per statement for
the year..... | ... |₹ |
| (ii) | Credit from..... to | on
account of monthly subscription |₹ |
| (iii) | Refunds | |₹ |
| (iv) | Amount of advance outstanding | ... |₹ |
| (v) | Withdrawals during the period from.....
to..... | |₹ |
| (vi) | Net balance at credit | ... |₹ |
2. Purpose for which advance was taken earlier.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for advance from Provident Fund

(Signature)