

Form 4 A  
Pro forma for sanctioning withdrawals from Provident Funds

No. ....  
Ministry of .....

To

Accounts Officer  
.....  
.....

Sir,

I am directed to convey sanction of the Competent Authority under Rule ..... of the General Provident Fund (Civil Services) Rules, 1960 or under rule ..... of Contributory Provident Fund Rules (India), 1962.....to the withdrawal of a sum of ₹ ..... (Rupees ..... only) by Shri ..... (name and designation) from his Account No. .... to enable him to meet the expenditure on .....

2. It is certified that the conditions for withdrawal as specified in General Provident Fund (Civil Services) Rules, 1960 have been met.

3. 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 drawn between ..... and .....	.....₹
(v) Withdrawals taken between ..... and .....	.....₹
(vi) Net balance at credit ...	.....₹

4. This issues with the concurrence of .....vide Dy. No....., dated .....

Yours faithfully,

Sanctioning authority

Copy forwarded to:

1. Drawing and Disbursing Officer.
2. Shri/Smt./Km ..... His/her attention is drawn to the provisions of the Rule 16 of GPF (CS) /CPS (India) Rules and requested that a certificate to the effect that the withdrawal sanctioned above has been utilized for the purpose for which it has been sanctioned may, therefore, please be furnished within three months of the disbursement of the money.
3. Sanction File.
4. Pay and Account Office