

LAKSHMIBAI COLLEGE
(University of Delhi)

**APPLICATION FORM FOR TEMPORARY ADVANCE
PERMANENT WITHDRAWALS FROM PROVIDENT FUND ACCOUNT**

1. Name of the Employee _____
2. Designation _____ 3. Date of Joining _____
4. Whether Member of GPF/CPF _____
5. (A) Pay of the Applicant Rs. _____ (B) Total Emoluments _____
6. Amount of Permanent Withdrawal required _____
7. Amount of Advance required Rs. _____ 8. Purpose for which Amount/Advance is required _____
9. (a) No. of monthly instalments in which advance will be repaid _____
(b) Amount of monthly instalment _____
10. Particulars of Advance Previously taken :-
 - a. Amount and month of advance taken _____
 - b. Purpose for which it was taken _____
 - c. Amount re-paid so far _____
 - d. Amount outstanding, if any _____
11. Documents in support of reason of the advance/permanent withdrawal attached, if any _____
In case of permanent, withdrawal for purchase of land/construction of house, original/photostat copies of the Registration deed/approved plan is estimates are to be enclosed _____
12. Any other information _____

Signature of the Applicant

VERIFICATION BY THE OFFICE

1. Entries against items 4,5 and 10 have been verified from record and are found correct.
2. The advance asked for is admissible under the P.F. Rules or it is not admissible for reasons stated below _____
3. Total amount of own subscription with interest available in the Account of the subscriber _____

Dealing Assistant

4. Recommendations:

- a) Amount recommended together with previous outstanding loan, if any _____
- b) Deduct amount outstanding, if any _____
- c) Amount payable Rs. _____
5. 3/4th of the amount in the account of Rs. _____
6. Final Amount recommended for payment of Rs. _____

Admn. Officer

S.O. (Accounts)

P.T.O.

7. Recommendation of the Bursar : Pay Rs. _____
8. Recommendation of the principal : Pay Rs. _____

Recommendation of P.F. Committee

Approved subject to the confirmation by the Governing body

May please be sanctioned Rs. _____

Chairman/Treasurer
Lakshmibai College
Governing Body

Members of P.F. Committee

Please pay Rs. _____ to _____ on account of
Final withdrawal/Advance sanctioned from his/her P.F. Account.

Section Officer
(Accounts)

Admn. Officer

Bursar

Principal

Required a sum of Rs. _____ on advance/Final withdrawal from my
Provident Fund Account vide cheque No. _____

Dated :

Signature
with Revenue Stamp

Applicants are requested to please note :

1. Application for Advance/Permanent withdrawal are accepted by 25th of the month.
2. All entries in the application form should be filled in properly by the applicant. No action will be taken on an incomplete form.
3. Documents in support of the reasons of Advance should be supplied.
4. Details of Previous Advance should also be provided.

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Reasons for Non Sanctioning
the Advance