



# Himachal Pradesh University, Shimla-5

## “PROVIDENT FUND SECTION”

### (APPLICATION FOR ADVANCE/N.R. FROM C.P. FUND)

1. Name of the subscriber .....
2. Account No. GPF/..... CPF.....
3. Designation/Branch..... Basic Pay.....
4. Date of Birth ..... Date of First Appointment.....
5. 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 ..... Subscription.....
  - (iii) Refund of advance/Advances.....
  - (iv) Withdrawals during the period from.....to.....
  - (v) Net balance at credit.
6.
 

Amount of advance taken	Date of Sanction	Balance outstanding as on date
(i) .....	.....	.....
(ii) .....	.....	.....
7. Amount of advance required Rupees.....
8.
  - (i) Purpose for which the advance is required.....
  - (ii) Rules under which the request is covered.....
  - (iii) If advance is sought for house building etc. following information may be given :-
    - (a) Location and measurement of the Plot.....
    - (b) Whether plot is free-hold or no lease.....
    - (c) Plan for construction.....
    - (d) If the flat or plot being purchased is from a H.B. Society, the location and measurement etc. ....
    - (e) Cost of construction.....
    - (f) If the purchase of flat is from S.D.A. or any Housing Board etc., the location dimension etc., may be given.
  - (iv) If advance is required for education of children, following details may be given:-
    - (a) Name of the Son/Daughter.....
    - (b) Class and institution/college where studying.....
    - (c) Whether a day scholar or a hostler.....
  - (v) If advance is required for treatment of ailing family members, following details may be given:-
    - (a) Name of the Patient and relationship.....
    - (b) Name of the Hospital/Dispensary/Doctor where the patient is undergoing treatment.....
    - (c) Whether outdoor/indoor.....
    - (d) Whether reimbursement available or not.....

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Note:- In case of advance under 8 (iii) to 8 (v) no certificate or documentary evidence would be required.

9. Amount of the consolidated advance (items 6 and 71 and number of the monthly installments in which the Rs. .... consolidated advance is proposed to be repaid in .....installments.

10. Full particulars of the peculiar circumstances of the subscriber justifying the application for the temporary withdrawal.

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)

Name and address with branch/office

Date.....

Forwarded to the S.O. (PF) for further necessary action.

(Branch Officer/Section Officer/Head of the Deptt.)

**(For use in Provident Fund Section Only)**

1. Date and amount of last advance taken (if any) ..... Rs. ....  
2. Rate & total installments of previous advance ..... Rs. ....  
3. Balance as on ..... Own Subscriber..... Rs. ....  
(-) Less advance, if any..... Rs. ....  
Net balance as on..... Rs. ....  
Subs. w. e. f. ....to..... Rs. ....  
Refund of loan.....to..... Rs. ....  
N.C.P.F. if any.....to..... Rs. ....  
Total : Rs. ....

Amount admissible Rs. ....

Plus previous balance Rs. ....

Grand Total Rs. ....

To be recovered in ..... installments @

Rs. .... From ..... payable in .....