

As regards updating of the P. F. Accounts etc. done by the Director of Treasuries & Inspection at present, the work shall be reviewed by the Education & Youth Services Department twice every month on 15th and 30th. The meeting among others, will be attended by a representative of your office, Additional D. T. I./D. T. I. and the Deputy Secretary of Finance Department.

In view of the urgency, it is requested that the matter may be given top most priority

Yours faithfully,

P. K. PATNAIK

Secretary to Government

FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 28429—G. P. F. 11/89-F.

The 22nd August 1990

Subject—Standard forms for the application of advance/withdrawal from G. P. F.

The undersigned is directed to invite a reference to the Finance Department Office Memorandum No. 10249-F, dated the 5th March 1973 and Finance Department Office Memorandum No. 32000-F., dated the 11th August 1975 in which the forms for application of Advance/Withdrawal from G. P. F. were prescribed and to say that after further consideration it has been decided that the form of application/withdrawal are modified to this extent as under.

(a) After sub-item (f) of item No. 6 of application for Temporary Advance a new sub-item (g) "whether final payment application has been submitted (In case of subscribers who are due to retire within one year), shall be inserted.

(b) After sub-item (v) of item No. 6 of application of withdrawal, a new sub-item (VI) "Whether final payment application has been submitted (In case of subscribers who are due to retire within one year)" shall be inserted.

2. Sample copies of revised application forms for advance/withdrawal are enclosed for reference and guidance.

3. Commerce Department are being requested to supply printed copies of revised and standardise forms and supply those forms to the indenting officers hereafter.

B. S. BOHIDAR

Joint Secretary to Government

APPENDIX - II

PRO FORMA FOR APPLICATION OF WITHDRAWAL FROM GENERAL PROVIDENT FUND

1. Name of the subscriber
2. Account Number
(with Departmental suffix)
3. Designation
4. Pay
5. Date of joining service and the date of superannuation.
6. Balance at credit of the subscriber on the date of application as below —
 - (i) Closing balance as per statement for year
 - (ii) Credit from _____ to _____ account of monthly - subscriptions.
 - (iii) Refunds made to the fund after the closing balance vide (i) above.
 - (iv) Withdrawal during the period from, _____ to _____
 - (v) Net balance at credit on the date of application.
 - *(vi) Whether final payment application has been submitted (in case of subscribers who are due to retire within one year)

7. Amount of withdrawal required

8. (a) Purpose for which the withdrawal is required.
- (b) Rule under which the request is covered.

Whether any withdrawal was taken for the same purpose earlier if so, indicate the amount and the year.

Name of the Accounts Officer maintaining the Provident Fund Account.

Verified from Co. 1 & 6 and found Correct / Corrected.

Signature of applicant

Name

Signature of Accountant

Designation

Strike out, if not applicable.

SCHEDULE - LIII-FORM NO. 233

FORM OF APPLICATION FOR TEMPORARY WITHDRAWAL OF MONEY FROM THE
GENERAL PROVIDENT FUND

1. Name of the Applicant
2. Designation
3. Account No.
4. Pay D. P.
- *5. Amount standing at credit of the applicant up to the date of application.

The above can be arrived at in the following manner—

(i) Amount at credit as per last Annual Account furnished by the Accountant -General.

(ii) Add recoveries of subscription and on account of previous advance, if any, from 1st April to date.

(iii) Deduct advance drawn, if any, subsequent to 31st March

	Rs.
..	..
..	..
(+)	..
Total ..	
(-) ..	
Balance ..	

6. Whether any advance was taken previously and, if so,
 - (a) the amount and the date of its drawal
 - (b) the purpose for which the advance was granted and ..
 - (c) the date on which such advance was finally repaid ..
 - (d) in case consolidation of more than one advance was sanctioned, the date of such sanction and the date on which the consolidated advance has been repaid.
 - (e) balance outstanding, if any, out of the advance or consolidated advance, as the case may be.
 - (f) the rate / rates of recovery of outstanding advance / advances.
 - ** (g) whether final payment application has been submitted (in case of subscribers who are due to retire within one year)
7. Amount of advance now applied for (this should not ordinarily exceed three month's pay).
8. Full particulars of the purpose for which the present advance applied for is required.
9. Total amount of advance, including outstanding balance if any, plus the advance applied for.
10. Number of instalments in which it is proposed to repay the present / consolidated advance.

Verified particulars in items No. 1 to
Accountant

Signature of applicant

* The information can be obtained from the records of the applicant's Office

** Strike out, if not applicable.