

APPENDIX

APPLICATION FOR SANCTIONING PART- FINAL WITHDRAWALS FROM GENERAL PROVIDENT FUND

1. Name of the subscriber :
2. Designation (Gazetted or Non-gazetted to be specified) : HEADMASTER
3. General Provident Fund Account No :
(with the Department suffix)
4. Present basic pay (Subscriber's pay at the time of sanctioning the part final with drawls (as defined in the F.R) : **Rs** + **G.P**
 - (i) Total service (including broken period of service) :
 - (ii) Date of birth :
 - (iii) Date on which he/she has been completed fifteen years of service (including broken period of service):
 - (iv) Due date of retirement on superannuation :
 - (v) Date of first appointment :
- 5.Amount of part final withdrawal requested
(to be expressed both in figures and words)
- 6.Balance at credit of the subscriber on the date of application (vide particulars below) :
 - (i) Balance as per the latest account slip furnished by the Accountant general : **Rs.**
 - (ii) Add subsequent deposit and refunds of Withdrawals : **Rs**
 - (iii) Deduct subsequent withdrawals if any (temporary advance and part final) : **Rs**
 - (iv) Balance as On date : **Rs**
7. Purpose of withdrawals : **Medical treatment of subscriber's**

A.MARRIAGE :-

- (i) Relationship to the subscriber of the person to be married : -----
- (ii) If it is for the marriage of female relation of the subscriber other than the daughter state whether she is actually dependent on the subscriber : -----
- (iii) Certificate to the effect that no amount was on drawn for this purpose as temporary advance : -----
- (iv) Details of previous part-final withdrawals drawn for the same purpose if any : -----

B .HIGHER EDUCATION

- (i) Relationship of the person to the subscriber : -----
- (ii) Nature of the course and period of study[viz] Academic Engg.] Medical scientific : -----
- (iii) Details of previous temporary advance part-Final withdrawal sanctioned for higher education for the person with month drawn etc: : -----
- (iv) Whether the amount sanctioned has been Restricted to the actual requirement for next six Months [as final withdrawal is permissible] Once in six months and withdrawals on each occasion Should be treated as separate purpose. : -----
- (iii) Whether education is outside India / or within India : -----

C . MEDICAL TREATMENT

- (i) Whether withdrawals is for the illness of the subscriber or for his dependent : **Medical treatment of subscriber**
- (ii) Whether withdrawals is for the illness of the subscriber or for his dependent : -----

D. HOUSE BUILDING

- (i) The specified purpose (viz) for house site or for house Constriction or reconstruction /making addition /repayment of loan etc : -----
- (ii) Whether the subscriber already owns a house site / house : -----
- (iii) In the case of construction of a house or a site purchased utilizing the amount with – drawn from the fund the month and the amount of previous with - drawals for purchase of site : -----
- (iv) If the withdrawals is for the repayment of loan whether the loan was expressly taken for the house building purpose specify the amount of loan taken source and also the date : -----

- (v) If the loan is taken under such scheme by the state / union Govt the particulars and the amount of advance withdrawn under such scheme : -----
- (vi) The amount of any other assistance regard from any other Govt source : -----
- (vii) Whether the withdrawals is towards the repayment of house/house site purchased through buildings societies or similar agencies on hire basis/ instalment basis if so : -----
- (viii) (a) The no of instalment with in the repayment should be made and the period within which repayment should be completed : -----
- (b) The instalment period of which the amount now sanctioned relates : -----
- (c) The name of the building society : -----
- (d) The amount due to paid to the building society : -----
- (e) Details of previous part final withdrawal sanctioned for house / building purpose (specify purpose) amount sanctioned and month of drawal : -----

B. MOTOR CAR ADVANCE

- (i) Date of completion of 25 years of service by the subscriber : -----
- (ii) Actual price of the car : -----
- (iii) Whether the withdrawal is for purchase of motor car or for the purpose of repayment of loan . specify the amount to be repaid : -----
8. Reference to Rule or Rules under which the part final withdrawals is to be sanctioned : **As per G.O No 129 21 Feb '06**
9. Whether the sanctioned has been accorded by the competent authority (viz) authority competent to sanction temporary advance from provident fund for which special reasons are required Reference to such order or delegation of power may be given : To be sanctioned by the District Educational Officer Villupuram
10. The drawing officer to whom the authority officer to whom the authority of payment has to be issued by the Accountant general : ECS Credit to **SB A/C** : **BANK , VILLUPURAM**
- Treasury or sub – treasury at which the amount is to be drawn. : -----

Certified that all the conditions specified in rule or rules quoted in col. 8 above has been satisfied.

SIGNATURE OF THE SUBSCRIBER

ANNEXURE - 1

Statement of deposit and withdrawal in the General Provident Fund

Account No. _____/EDN of Thiru, _____ HEADMASTER,
GOVT HIGH SCHOOL, _____ During the period from
March 2013 to 201 for months

S.NO	Month	subscri ption	Enhanced D.A.	Refund of advance	Instal ment	Total deposit (col 3,4,5)	withdrawal if any
1	2	3	4	5	6	7	8

Statement attached separately

ABSTRACT

- Balance at credit as per amount
Slip for year (2012-13) : Rs
- Further deposit made ,during the
The period from March 2013 to
----- 201 for months as details : Rs
- Total credits Rs
- Less temporary advance and part - final
If any : Rs
- Balance actually at credit as on counter
Signed data : Rs

Signature of the subscriber
with date

Certified that the amount at the credit at the subscriber above is correct and it has been verified with reference to the pay bills.

CERTIFICATE

Certified that Thiru -----, HEADMASTER ,
GOVERNMENT HIGH SCHOOL,..... was last sanctioned Part- final
withdrawal by the D.E.O R C No. Dated
For an amount of Rs (Rupees only)
vide _____ of the
account statement for the year **2012-2013** and
this is the second time that he/she has applied for the part -final withdrawal from
His/ her general provident fund .

Certified that the previous advance and part- final withdrawal had been taken
into account while applying for the part - final withdrawal.

Signature of the subscriber

Statement showing the month wise Deduction and Deposits for the period
from 03/2013 to 0.../2013.

Name:

Designation: Headmaster,

Account No.:

Month & Year	Subscription	Refund of withdrawals	Total	Installments Number	Remarks
March 2013					
April 2013					
May 2013					
June 2013					
July 2013					
Total					

Adjustment if any	Rs.	- Nil -
Balance as per Account Slip	Rs.	
Add Subscription and Refund	Rs.	
Total	Rs.	
Deduct withdrawals	Rs.	- Nil -
Balance as on date	Rs.	
Eligible of 50 % amount	Rs.	
Amount required	Rs.	

Signature of the Applicant.