

**Proforma for application for advance from Provident Funds**

Ministry of -----  
Department of -----/Office

Application for Advance from-----  
(Here enter the name of Fund)

1. Name of the subscriber -----
2. Account Number (with Departmental suffix)-----
3. Designation -----
4. Pay ----- Rs.
5. Balance at credit of the subscriber on the date of application as below—
  - (i) Closing balance as per statement for the Year----- Rs.
  - (ii) Credit from-----to -----on account of Monthly Subscription. ----- Rs.
  - (iii) Refunds. ----- Rs.
  - (iv) Withdrawals during the period from -----to----- Rs
  - (v) Net balance at credit ----- Rs.
6. Amount of advance/outstanding, if any, and the purpose for which advance was taken by them :

Amount of advance taken:	Balance outstanding as on date
Rs.-----	Rs.-----
7. Amount of advance required ----- Rs.
8. (a) Purpose for which the advance is required  
(b) Rules under which the request is covered  
© If advance is sought for House Building, etc., following information may be given:-
  - (i) Location and measurement of the plot
  - (ii) Whether plot is freehold or on lease -----
  - (iii) Plan for construction -----
  - (iv) If the flat or plot being purchased is From a H.B. Society, the name of the Society, the location and measurements, Etc.
  - (v) Cost of construction -----
  - (vi) If the purchase of flat is from DDA or any Housing Board, etc., the location, dimension, etc., may be given. -----

(d) If advance is required for education of children, following details may be given: -

- (i) Name of son/daughter -----
- (ii) Class and Institution/College where studying -----
- (iii) Whether a day-scholar or a hostler -----

(e) If advance is required for treatment of ailing family member, following details may be given: -

- (i) Name of the patient and relationship -----
- (ii) Name of the Hospital/Dispensary/Doctor where the patient is Undergoing treatment -----
- (iii) Whether outdoor/indoor patient -----
- (iv) Whether reimbursement available or not -----

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

- 9. Amount of the consolidated advance (Items 6 and 7)and Rs-----in number of monthly installments in which the consolidated instalments advance is proposed to be repaid.
- 10. Full particulars of the pecuniary circumstances of the subscriber, justifying the application for the advance. -----

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-----  
Designation-----  
Section/Branch-----

Dated: -