

GP - FORM II

Department _____ Office _____

ORDER

1. Sanction is hereby accorded under rule _____ of _____
 To the grant of an advance of Rs, _____ (Rupees) _____
 To Shri _____ from his G.P. Fund
 account No. _____ to enable him to defray expenses on

2. The advance will be recovered in _____ monthly installment of
 Rs. _____ commencing from the salary for the month of
 _____ payable in _____
 a sum of Rs. _____ (Rupees) _____ out
 advance of Rs. _____ sanctioned in _____
 and paid to him/her in _____ will be outstanding till the
 commencement of the recovery of the consolidated amount as specified below: -
 This amount together with the advance now sanctioned aggregating to Rs _____
 recovered in _____ monthly installments of Rs. _____
 each commencing from the salary for the month of _____ payable

3. The balance at the credit of Shri _____ as on _____
 is detailed below: -
- | | | |
|------|---|-----------|
| 1. | Balance as per account slip for the year | Rs. _____ |
| 2. | Subsequent deposits and
refunds of advance At rate _____
P.M. from _____ to _____ | Rs. _____ |
| III. | Total of Col. I and II | Rs. _____ |
| IV. | Subsequent withdrawals, if any | Rs. _____ |
| V. | Balance as on the date of sanction Col.
(III) Minus (IV) | Rs. _____ |

Sanctioning Authority