

APPLICATION FOR WITHDRAWAL FROM GENERAL PROVIDENT FUND

PART – I

Department _____
Head of Office _____

1.	Name of the Subscriber:	
2.	Designation:	
3.	Account number (complete) :	
4.	Existing Scale of pay:	
5.	Basic pay including Dearness Pay, Personal Pay, Special Pay, if any, in the existing scale : Rs	
6.	Date of joining service:	
7.	Date of superannuation	
8.	Balance at credit of the subscriber on the date of the application as below: -	
i.	Closing balance as per latest General Provident Fund statement for the year 2012-13 (copy enclosed)	
ii.	Add regular monthly subscription plus lump sum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above: 3/2013 to	
iii.	Add refunds of advance(s) after the date of Rs...../- statement mentioned at (i) above:	
iv.	Total (i) + (ii) + and (iii): Rs.	
v.	Less amount of advance(s) and withdrawal(s) Rs _____ taken after the date of General Provident Fund statement mentioned at (i) above:	
vi.	Net balance at credit :	
9.	Amount of withdrawal required:	
10.	Purpose for which withdrawal is required	
11.	Rule under which withdrawal is admissible:	
12.	Whether any withdrawal was taken for the same purpose earlier, if so, indicate the Amount and the date:	

Serial Number	Date of drawl	Sanction Number and Date	Amount	Name of office from where payment was received
1.				
2.				
3.				

13. Additional information be given in the relevant (Part- ___ attached) part i.e. acquisition of Plot/flat in part-II/detail of marriage ceremony in Part-III/details of higher education in Part-IV/ details of motor vehicle(s) in Part-V :

1. Certified that I have utilized the withdrawal(s) taken from my General Provident Fund earlier for the purpose for which the withdrawal(s) was/were sanctioned. I have already submitted the utilization certificate to the Head of Office as required under rules 19/20/21/22.
2. Certified that the person for whose ceremony/education etc. the advance has been applied for, is fully and solely dependent upon me.

3. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or misstatement of facts, I will be debarred from taking any withdrawal(s) from my General Provident Fund Account for a period of five years.

(Signature of applicant)
Designation:

Dated: _____

(EXAMINATION/VERIFICATION BY THE OFFICE)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rule
 - (i) -NIL-
 - (ii) -NIL-
 - (iii) -NIL-

(Signature of the Head of office with Seal)

PART - II

If the application is for seeking withdrawal for acquisition of a plot and construction of house thereon/acquisition of flat or house/construction of house, the following additional information be provided:

Sr. No.	Subject	Particulars
1.	Purpose:	(i) Acquisition of a plot for house (ii) Acquisition of a built up flat (iii) Acquisition of a built up house (iv) Construction of House (v) Re-payment of loan taken from a financial institution expressly for acquiring a dwelling unit (vi) Repair/Renovation of a house
2.	Source of acquisition (please give details of the agency e.g. Haryana Urban Development Authority/Co-op. Housing Society/ Open market or any other source	
3.	Person in whose name the plot/ house/flat (Clear title). Enclose proof of ownership/copy of allotment letter	
4.	Amount of House Building Advance taken from the Government under its Scheme, if any.	
5.	Whether withdrawal from General Provident Fund taken earlier for this purpose?	Yes / No
6.	If the answer to above is 'yes' , please give the details:	
i.	withdrawal taken for the same unit	i)
ii.	withdrawal taken for some other unit(s)	ii)
ii	whether the previous unit has been disposed off and the advance taken for the same deposited back in the account	iii)
7.	If the withdrawal is being applied for a plot in the name of spouse, please indicate who is the first nominee to receive the General Provident Fund accumulations.	

(Signature of applicant)

Designation _____

Office _____

ANNEXURE D
FORM NO. PF-4
PART - IV

(Withdrawal for higher education of children)

Sr. No.	Subject	Particulars
1.	Withdrawal is being applied for higher education of:-	Son/Daughter
2.	Name of Child	
3.	Details of the course of Study	
4.	Name of the institute of Study	
5.	Evidence of admission	
6.	Evidence of fees to be supported to justify the advance	
7.	Details of withdrawal taken earlier for the purpose:-	(i) (ii) (iii)

(Signature of applicant)

Designation _____

Office _____

ANNEXURE D
FORM NO. PF-4
PART - V

(Withdrawal for purchase of Motor/Car vehicle)

Sr. No.	Subject	Particulars
1.	Withdrawal is being applied for motor vehicle i.e. motor car, motor cycle, scooter or moped	CAR
2.	Particulars of withdrawal or loan taken previously, if any.	Amount Date of Drawl withdrawal or Loan
3.	Cost of vehicle (Performa invoice to be attached)	
4.	Amount required for purchased of vehicle	

(Signature of applicant)
Designation _____
Directorate of Agriculture Haryana

ANNEXURE D
FORM NO. PF-4
PART - III

(Withdrawal for marriage ceremony)

Sr. No.	Subject	Particulars
1.	Marriage of Self/Son/Daughter/Dependent Sister	DAUGHTER
2.	Name of the dependent for whose marriage advance is applied	
3.	Date of birth of the dependent	17-02-1985
4.	Has any withdrawal been taken earlier for marriage? If yes, the amount of withdrawal taken with detail :	-NO-
5.	Amount of withdrawal being applied for	3,00,000-00
6.	Date of marriage ceremony	

(Signature of applicant)
Designation Clerk
Addl. Cane Commissioner. Hr.
Panchkula