FORM F

[See rules 14 & 37(2)]

FORM OF SANCTION FOR TEMPORARY ADVANCES FROM

**KPCSPF**

No. {fileno} Date : {date}

A Temporary advance from the KPCSPF as particularised below is sanctioned by the undersigned under the rule regulating that fund.

|  |  |  |
| --- | --- | --- |
| 1 | Name of the subscriber | {name} |
| 2 | Designation, Permanenet Employee Number and Institution | {designation}, {pen}  {college} |
| 3 | Basic pay | {basic} |
| 4 | Provident Fund Account Number | {pfno} |
|  | (a) Refernce number of the Annual Statement received from the Accountant General indicating Section Number and Branch |  |
| (b) Number and date of order granting previous temporary advance | {preno}, {predate} |
| (c) Amount of previous temporary advance | {preadvance} |
| (d) Date of drawal of the previous temporary advance | {drawdate} |
| 5 | Amount of advance | {amount} |
| 6 | Object of advance | {object} |
| 7 | Rule or Rules under which the advance is sanctioned |  |
| 8 | Balance at credit of the subscriber on his date (as verified from the account last rendered by Accounts Officer/Head of Officer/Department) | {total} |
| 9 | Balance of previous advance, if any outstanding against the subscriber | {prebalance} |
| 10 | Date of repayment of previous advance, if any | {repayment} |
| 11 | Special reasons for granting the advance under Rule 14 | No other source of Income |
| 12 | Number of instalments in which the advance is to be recovered | {instalments} |
| 13 | Amount of consolidated advances (items 5 & 9) and the number of instalments in which the consolidated advance | {consolidated} |
| 14 | Amount of each such instalments | {instalmentamount} |

Deputy Director

Collegiate Education, Thrissur

To

1. The Treasury Officer, {treasury}
2. The Principal, {college}
3. {name}

Office of the Deputy Director of

Collegiate Education, Thrissur

Date: {date}

No.: {fileno}

From

The Deputy Director

To

1. The Director of Collegiate Education,

Vikas Bhavan, Thiruvananthapuram

2. The Treasury Officer,

{treasury}

Sir,

Sub : KPCSPF Temporary advance Sanction Order - Private Colleges – regarding.

Ref : Letter No. {lrno} dated {lrdate} of the Principal, {college}

I am forwarding herewith the sanction order of KPCSPF Temporary advance in respect of {name}, {designation} in {college} or favour of necessary action.

Your faithfully,

Deputy Director

Office of the Deputy Director of

Collegiate Education, Thrissur

Date: {date}

No.: {fileno}

From

The Deputy Director

To

The Principal,

{college}

Sir,

Sub : KPCSPF Temporary advance Sanction Order - Private Colleges – regarding.

Ref : Letter No. {lrno} dated {lrdate} of the Principal, {college}

I am forwarding herewith the sanction order of KPCSPF Temporary advance in respect of {name}, {designation} in {college} or favour of necessary action.

Your faithfully,

Deputy Director

നം. {fileno}

കുറിപ്പ്

വിഷയം : കെ.പി.സി.എസ്.പി.എ‌ഫ്. നമ്പര്‍ {pfno} ആയ {college} {designation} {name}‍ - താല്‍ക്കാലിക വായ്പ അപേക്ഷ – സംബന്ധിച്ച്

സൂചന : {college} പ്രിന്‍സിപ്പാളുടെ {lrdate} തിയ്യതിയിലെ {lrno} നമ്പര്‍ കത്ത്

{ccyear}ലെ ക്രെഡിറ്റ് കാര്‍ഡ് പ്രകാരം ബാലന്‍സ് : {credit}

{firstmonth} മുതല്‍ {lastmonth} വരെ വരിസംഖ്യ : {subscription}

{firstmonth} മുതല്‍ {lastmonth} തിരിച്ചടവ് സംഖ്യ : {refund}

അരിയര്‍ ({arrears}-{notallowed}) : {allowed}

ക്രെഡിറ്റ് കാര്‍ഡിന് ശേഷം എടുത്ത വായ്പാ തുക : {totaladvance}

ആകെ തുക : {total}

വായ്പാതുകയില്‍ തിരിച്ചടച്ച സംഖ്യ : {remitted}

തിരിച്ചടയ്ക്കാത്ത ബാക്കി തുക : {prebalance}

അനുവദിക്കാവുന്ന പരമാവധി തുക : ({total} x 3) – {prebalance} = {permissible}

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അപേക്ഷിച്ച സംഖ്യ : {amount}

അനുവദിച്ച സംഖ്യ : {amount}

മൊത്തം സംഖ്യ : {consolidated}

തിരിച്ചടവ് സംഖ്യയും തവണകളുടെ എണ്ണവും : {instalmentamount}, {instalments}

അപാകതകളില്ലാത്തതിനാല്‍ താല്‍ക്കാലിക വായ്പ അനുവദിക്കാവുന്നതായി കാണുന്നു.

മേല്‍ ഉത്തരവിനായി

**{fileno}**

**KPCSPF**

**TEMPORARY ADVANCE**

**in r/o.**

**{name},**

**{designation},**

**{college}**