



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Application for ADVANCE from G.P.F./ C.P.F.

1. Name of the applicants/ subscriber (Emp No.) :
2. PF Account Number :
3. Designation/ Deptt./ Section :
4. Basic Pay = [Band Pay+GP/ AGP] + NPA : Rs.
(Please enclose a copy of the pay slip)
5. Date of joining service :
6. Date of birth and date of superannuation :..... and.....
7. Details of the balance at credit of the subscriber on the date of application as below:
 - (i). Closing balance as per statement for the year ending March'20..... : Rs.
(Please enclose a copy of the statement)
 - (ii). Credit from April'20..... to March'20..... on account of monthly subscription : Rs.
 - (iii). Refunds made to the Fund after closing balance, vide (i) above : Rs.
 - (iv). Withdrawals during the period from April'20....to March'20.... : Rs.
 - (v). Net balance at credit on the date of application : Rs.
8. Amount of outstanding advances as on date, if any : Rs.
9. Amount of advance required : Rs.
10. (a). Purpose for which the advance is required :.....
 - (b). If advance is required for education of children, please state: -
 - (i). Name of the son/ daughter :.....
 - (ii). Class and Institution/ College where studying :.....
 - (d). If advance is required for treatment of ailing family members, please state:
 - (i). Name of the patient and relationship:
 - (ii). Name of the Hospital where the patient is undergoing treatment:
 - (iii). Name of the Doctor treating the patient:
11. a). Amount of the consolidated advance (item 9- item 8) Rs.....
b). No of monthly instalments in which the advance is proposed to be repaid installments

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.

Date:

Signature of Applicant

FOR OFFICE USE

- (1). Name of the applicants/ subscriber (Emp No.) :
- (2). PF Account Number :
- (3). Designation/ Deptt./ Section :
- (4). Closing balance as per ledger for the year ending March..... : Rs.
- (5). Credit from April'20 to March'20..... on account of monthly subscription : Rs.
- (6). Refunds made to the Fund after closing balance, vide (i) above : Rs.
- (7). Withdrawals during the period from April'20..... to March'20..... : Rs.
- (8). Net balance at credit (4+5+6-7) as on date : Rs.
- (9). Details of previous advance taken
- (a). Amount of advance taken : Rs.
- (b). Date of sanction :
- (10). Amount of outstanding advances as on date : Rs.
- (11). Amount of current advance applied for : Rs.
- (12). Amount of advance permissible (as per admissibility) : Rs.
- (13). Rule applicable for determining amount of advance:
- (14). Actual amount to be paid (item 12- item 14) : Rs.
- (15). Amount for recovery per month (item 4/ no of monthly installments) : Rs.....
- (16). Number of installments for recovery (not to be more than 24) :.....

Dealing Officials

Supdt.(F&A)

Dy. Registrar (A/cs)

Internal Audit Section, comments/ clearance

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Signature

Approval of the competent authority

Registrar