

APPENDIX 'O'

Form Application for part-Final Withdrawal of Money Form the Provident Fund for House Building Purchase or Redemption of House and House-Sites Higher Education Purpose or marriage or Medical Expenses

1. Name of the Subscriber :
 - a. Mobile No.:
 - b. Emp ID :
2. Designation :
3. Pay :
4. Name of the Provident Fund Account No.
5. (a) Balance at the credit of the subscriber on the date of application:

Note: In the case of part final withdrawal for house Building and marriage purpose as well as purchase of house/house-site. The total balance at the credit of all the provident funds should be taken into account If the subscriber subscribes to more than one Provident fund.

(b) If it is a second part final withdrawal for the purpose of carrying out additions and alterations to or reconstruction of a house acquired with the help of withdrawal already made or which may be made up future from the Provident Fund.

(i) Amount of part-final withdrawal already taken

(ii) Balance at credit at the time of making the first part-final withdrawal

6. Amount required in the case of construction of house or for the purchase of a house site, the number of installments in which it is required should be stated.

7. The purpose for which the amount is required :

(A) If it is for house building or for the purpose purchasing a house site or for express purpose of repayment of any loan taken under:

(i) For purchasing a house

(ii) For constructing, reconstructing a house;

(iii) For redemption of a house;

(iv) For making additions or alterations to a house;

(v) For purchase of a house site;

(vi) For repayment of a loan expressly taken for the purchase of a house-site; and

(vii) For repayment of any loan taken under;

(B) If it is for Higher Education :

- (i) Relationship with the person (who is actually dependent on the subscriber) for whom the withdrawal is required;
- (ii) The specific course taken by the person and the Name and place of the institution;
- (iii) Whether the course is for more than three years and beyond the High School stage;
- (v) Whether this is the first or the second withdrawal for the current year;
- (vi) The date of previous withdrawal or advance, if any, taken for this purpose.

(C) If it is for Marriage or Betrothal ceremony expenses :

- (i) Whether for the marriage or betrothal ceremony of the subscriber's daughter/son or for any other female relation dependent on the subscriber, who has no daughter;
- (ii) Whether any advance under ordinary rules has been drawn in respect of the betrothal ceremony or marriage for which the present withdrawal is sought for;
- (iii) Actual date fixed for celebration of the betrothal ceremony or marriage

(D) If it is Medical expenses :

- (i) Relationship with the person who is actually dependent on the subscriber for whom the withdrawal is required. :
- (ii) Amount Required :
- 8. (i) Total service including broken periods, if any :
- (ii) Period of service required on the date of application for attaining the age of superannuation; and :
- (iii) The date of superannuation :
- 9. (a)(i) Actual cost acquiring the house or house site;
- (ii) Anticipated cost of house proposed to be built/re-built;
- (iii) Anticipated cost of additions or alterations to be made to the house;
- (vii) Actual amount required for redemption of the house or house site;
- (viii) Total amount and date of loan taken for the purchase of house- site and the amount outstanding against that loan on date;
- (b) Particulars of expenses required to be incurred on the higher education: and

10. Amount of installment or installments last taken, if any,
For house building or / and purchase of house-sites
(State particulars of amount, dates on which taken).

11. Amount, if any, received already from Govt. for
purchase of house-site of house building
purpose other than from the Provident Fund
Account.

Signature of the applicant:
Designation:

Recommended/Not Recommended

*Signature of the Head of Office
or Drawing Officer*

Designation:

No..... Dated the.....

The above particulars have been verified to be correct
Forwarded to the (in triplicate).

CERTIFIED THAT:-

- (I) The part-final withdrawal has been recommended under rule.....;
- (II) I have satisfied myself that conditions prescribed in rules..... referred to above have been fulfilled and that the subscriber has produced to me the necessary deed and papers which are enclosed;
- (III) The applicant has signed the undertaking prescribed in rule.....and that the same is forwarded herewith;
- (IV) I have verified the progress of construction of the house and that the 2nd/3rd 4th installment of the withdrawal may be paid;
- (V) I have satisfied myself that the applicant has not take any loan/assistance under(any scheme sponsored by theor from any other Govt. source and that the necessary note has been made regarding the verification of the requirements laid down in Rule.....in case of complete repayment of loan during the service of subscriber;
- (VI) No part final withdrawal has been granted previously to the subscriber for the same purpose; and,
- (VII) In addition to the part-final withdrawal. No temporary advance has been granted to the subscriber for the same purpose now.

Note : Delete the certificate not applicable.

(Certificate in items(ii)-(iii)and(iv) above are not necessary if the part-final withdrawal is for Higher Education or for betrothal ceremony or marriage purpose)

Signature :

Designation:

Dated the.....

No.....

Sanction of theis conveyed to the part-final withdrawal of

Rs.....(Rupees.....)the

amount being drawn ininstallments.

Signature :

Designation :

Dated the.....

Forwarded to 1, The Accounts officer.....for necessary action

Signature :

Designation :