

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

APPLICATION FORM FOR THE REFUNDABLE ADVANCE OUT OF CPF/GPF

1. Name of the Subscriber : _____
(In capital letters)
2. Designation & Office/Deptt. in which working : _____
3. a) CPF Account No. : _____
b) GPF Account No. : _____
4. Pay + DP + SP : _____
5. Date of Appointment : _____
6. Amount of advance required : _____
7. Purpose of advance (give documentary proof, if required as per rules/standing instructions) : _____
8. Name of Children (If the advance is needed for celebration of obligatory ceremonies of any child/children) : _____
9. Date of ceremony : _____
10. In case of conveyance advance
 - a) Has agreement deed or quotation been attached? : _____
 - b) What is the entitlement for type of conveyance? : _____
11. Clause of CPF/GPF under which applied for : _____
12. Certified that:
 - (i) The amount will be spent on the purpose for which it is being drawn and if not so spent will be refunded forthwith alongwith loss of interest
 - (ii) The ceremony is obligatory as per my family customary usages

Dated: _____

(Signature of the Applicant)

(For use in the Department _____)

1. Has a period of twelve complete months passed since the repayment of the previous advance(s) alongwith loss of interest. If not, please indicate if any recovery of any advance is outstanding? : _____
2. If the reply to second alternative of item No. 1 above is in the affirmative, give the following information. : _____

- (i) Month(s) in which the last advance(s) was/were drawn and the purpose(s) for which the advance(s) was/were taken. _____
- (ii) Amount of last advance(s). _____
- (iii) No. of instalments in which the advance(s) was/were repayable. _____
- (iv) Balance including loss of interest yet to be repaid. _____
3. a) Is it special sanction? _____
b) If so, what is the justification? _____
4. Clause of GPF/PF under which advance sanctioned. _____
5. Has the latest list of family members with date of birth been passed in the service book? _____
6. Certified that:
(i) The applicant's pecuniary circumstances justify the advance;
(ii) The details given by the applicant have been verified.
7. Cheque may please be issued in favour of _____

Signature indicating the designation of the sanctioning authority

Deptt.: _____

Dated: _____

(For use in Comptroller's Office)

- (i) The amount standing at the credit of the applicant in his Account No. _____ is Rs. _____.
- (ii) Amount of advance admissible Rs. _____.
- (iii) Half/75% (quote clause of CPF/GPF _____).
- (iv) Prescribed conditions have been fulfilled and request is covered under rules.
- (v) The Dy./Asstt. Comptroller may kindly give concurrence to the same.

Passed for payment of Rs. _____

Out of HAU CPF/GPF A/c _____