

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

APPLICATION FORM FOR NON-REFUNDABLE ADVANCE OUT OF CPF/GPF

1. Name of the Subscriber (In capital letters) : _____
2. Designation : _____
3. a) CPF Account No. : _____
b) GPF Account No. : _____
4. Pay + DP + Spl. Pay : _____
5. i) Date of appointment : _____
ii) Date of birth : _____
6. Amount of advance required : _____
7. Purpose for which the amount is required : _____
8. Details of the documentary proof/certificates added as required under rules and as per standing instructions (Tick whichever applicable)
 - a) Bonafide studentship with details of course of study from head of institution for study loan : _____
 - b) Date of birth of child for marriage loan : _____
 - c) Approved building plan for construction of house/additions & alteration : _____
 - d) Agreement for purchase of plot of house : _____
 - e) Approval of competent authority for purchase of plot : _____
9. i) Certified that I do not have any plot in my own name or in the name of other family member in any part of India.
ii) In case both husband & wife are employees, certified that husband/wife has not applied or taken advance for the same purpose (delete wherever not relevant).
10. Date of marriage (for marriage advance) : _____
11. It is certified that the amount will be spent on the purpose for which it is being drawn and will be refunded forthwith alongwith loss of interest if not so spent.

(Signature of the Applicant)

(For use in the Department of _____)

1. Was any advance taken for the same purpose earlier. If so, indicate the amount and the month/year:

- (a) Out of CPF/GPF : _____
(b) Out of Loan & Advances Scheme : _____
(c) From other sources : _____
(d) Total : _____

2. The request of the employee for non-refundable advance of Rs. _____ is genuine and is recommended and forwarded to the Comptroller, CCS HAU, Hisar for sanction and drawal of advance. It is covered under Clause No. _____ of the CPF/GPF rules of the University. Details given by the applicant have been verified and are correct.

3. CPF/GPF Pass Book completed : _____
Upto-date is enclosed.

4. Cheque may please be issued in : _____
favour of

Signature: _____
Deptt. : _____
Date : _____

Encl:

1. Service Book
2. CPF/GPF Pass Book completed upto-date
3. Relevant document as per Para-8
4. Certificate as per Para-9

(FOR USE IN COMPTROLLER'S OFFICE)

- i) The amount standing at the credit of the applicant Own Share Univ. Share
in his A/c No. _____ Rs. _____ Rs. _____
- ii) Amount of advance admissible (three months pay limited to 50% of balance whichever is less except for conveyance for which it is actual cost limited to 75% of balance whichever is less)
- iii) The advance is admissible under Clause No. _____ of CPF/GPF and prescribed conditions have been fulfilled.
- iv) Asstt./Dy. Comptroller may kindly give concurrence of the advance of Rs. _____ to Sh./Smt./Dr. _____ which together with interest of Rs. _____ will be recovered in equal monthly instalments of Rs. _____ each per month.
- v) Cheque in favour of _____.

Asstt.

Asstt. Comptroller (PF)

Dy. Comptroller