

FORM 3

PROFORMA FOR SANCTION OF ADVANCE FROM PROVIDENT FUNDS

Ministry :.....

Department :

Applicant for Advance from

(Here enter the name of fund)

1. Name of subscriber :
2. Account No. :
(Department suffix)
3. Designation :
4. Pay :
5. Balance at credit of the subscriber on the date of application as below :-
 - i) Closing balance as per statement for the year
 - ii) Credit from to on account of monthly subscription.
 - iii) Refunds
 - iv) Withdrawal during the period from to
 - v) Net balance at Credit
6. Amount of advance/outstanding, if any, and the purpose for which the advance was taken by them.

Amount advance taken	Balance outstanding as on date
.....
7. Amount advance required :
8. a) Purpose for which the advance is required
- b) Rule under which the request is covers
- c) If Advance is sought for House Building, etc. the following information may be given.
 - i) Location and measurement of the plot :.....
 - ii) Whether plot is freehold or on lease
 - iii) Plan for construction
 - iv) If the flat or plot being purchase is
is from H.B. Society, the name of the
Society, the location and measurement etc.

- vi) Cost of construction
- vii) If the purchase of the flat is from DDA
or any House Board etc. the location, dimension etc. may be given.
- d) If advance is required for education of children following details may be given –
 - i) Name of son/daughter
 - ii) Class and Institution/College where study
 - iii) Whether a day scholar or a hosteller
- e) If advance is required for treatment for ailing family members, following details may be given.
 - i) Name of the patient & relationship
 - ii) Name of the hospital/dispensary doctor
Where the patient is under going treatment.
 - iii) Whether reimbursement available or not

Note : In case of advance under 8 (c) to 8 (e) , No Certificate or documents evidence would be required.

9. Amount of consolidated advance (Item 6 & 7)
And number of monthly installment in which
the installment consolidated advance is proposed to be repaid.

10. Full particulars of the pecuniary circumstances of the subscribers,
justify the application for the advance.

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.

Signature of the applicant

Name

Designation

Section/Branch

Dated

