

New Delhi Municipal Council

V.P.-300 Pads/05

PALIKA KENDRA : NEW DELHI

APPLICATION FOR FINAL WITHDRAWAL / ADVANCE FROM CPF/GPF

1. Name of Subscriber Sh./Km./Smt./_____
2. Designation_____ Code No._____ ECR No._____
Supervisor No._____ Estt. No._____ P.O. No._____
3. Father / Husband's Name_____
4. Date of Appointment_____
5. Date of Retirement_____
6. A/c. No._____ 7. Basic Pay_____
8. D.P._____ 9. Total_____ 10. Deptt._____
11. Branch/Place_____
12. Purpose for which Final withdrawal / Advance is required_____
13. Amount of final withdrawal / Advance required_____
14. If advance, please state No. Amount of monthly instalment_____
15. Whether final withdrawal taken previously, if so amount and date be mentioned_____
16. Name of Account Br. where intimation for recovery of advance is to be sent_____
17. Balance or credit of subscriber on the date of application as below :
 - (i) Closing balance as per pass-book for the year 200__ -- 200__ Rs._____
 - (ii) Credits from_____ to_____ Rs._____
 - (iii) Refund of advance/advances Rs._____
 - (iv) Withdrawals during the period from_____ to_____ Rs._____
 - (v) Net balance at credit_____ Rs._____
18. Amount of advance/advances outstanding :
Amount of advance taken Balance outstanding as on_____ date of sanction_____
19. Rules under which request for withdraw/advance is covered_____
20. If final withdrawal is sought for House Bldg. etc. following information may be given :
 - (i) Location and measurement of plot_____
 - (ii) Whether plot is freehold or on lease_____
 - (iii) Plan for construction_____ (iv) If flat or plot being purchased from H.B. Society the name of society, the location and measurement be given_____
 - (v) Cost of construction_____ (iv) If purchase of flat from DDA or any Housing board, the location, dimension may be given_____
21. If final withdrawal is for education/marriage/engagement, following information may be given :
 - (i) Name of son/daughter_____
 - (ii) Date of Birth_____ Date of Ceremony_____
 - (iii) Class and Institution/College where studying_____
 - (iv) Whether a day scholar or a hosteler_____
22. If final withdrawal is for treatment of ailing family members following details be given :
 - (i) Name of patient and relationship with subscriber_____
 - (ii) Name of Hospital/Dispensary/Doctor where the patient is undergoing treatment_____
 - (iii) Whether outdoor/indoor patient_____
 - (iv) Whether reimbursement available or not_____

Note : If final withdrawal is required under S. No. 20 to 22, certificate of documentary evidence is required.
If final withdrawal is required for purchase of T.V., Refrigerator, Computer etc. quotation is required.

Contd.-----

Full particulars of the pecuniary circumstances of the subscriber, justifying the application for temporary withdrawal.

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. It is further declared that the purpose for which final withdrawal has been applied for is correct and the amount will be spent for the same purpose.

Date _____ HEAD OF DEPARTMENT _____ Signature of the applicant _____

It is certified that the above particulars have been verified from the personal record of the above subscriber and found correct. Further that pecuniary circumstances of the applicant are such as to justify indulgence and recommend that advance be sanctioned as it is incumbent upon the subscriber to meet the cost.

That fact of the correctness of reason recorded in the application for final withdrawal will be verified within three months of the payment and in case of false statement, recovery will be made immediately from the monthly emoluments of the subscriber. S. No. 1 to 16 are verified as per office record.

Sig. of OFFICE SUPT. () _____

N.B. : If the subscriber wishes to take advance within a year of final repayment of previous advance including the interest from CPF : justification of his/her request may be recorded.

REPORT OF FUND SECTION IN CASE OF FINAL WITHDRAWAL : A/c. No. _____

- | | | |
|---|------------|------------|
| | CPF | GPF |
| 1. Total amount lying at the credit of the subscriber as on _____ | _____ | _____ |
| 2. 75%/90% of the total amount _____ | _____ | _____ |
| 3. Amount admissible _____ | _____ | _____ |
| 4. Amount sanctioned _____ | _____ | _____ |

H.A. (GPF)/ Supdt. (Fund) _____

IN CASE OF ADVANCE :

- A/c. No. _____ Applicant's Subscription _____
- He/She took an advance of Rs. _____ in _____
- An advance of Rs. _____ is admissible as a normal/special case (Under rule IX) of Municipal Code / GPF Rules.

Sig. of Dealing Hand _____

ORDER OF THE SANCTIONING AUTHORITY

Sanctioned Rs. _____ (Rupees _____) and is recoverable in _____ instalments of Rs. _____ per month each as a normal/special case.

H.A. (GPF) / Supdt. (Fund) _____ Accounts Officer (F) _____ Dir. (P)/Dir. (Edn.)/Dir. (GA) / Secretary _____