

A P P E N D I X - O

FORM OF APPLICATION FOR **PART-FINAL WITHDRAWAL** IF MONEY  
FROM THE PROVIDENT FUND FOR HOUSE BUILDING, PURCHASE OF  
REDUMPTION OF HOUSE AND HOUSE-SITES, HIGHER EDUCATION AND  
MEDICAL OR MARRIAGE EXPENSES

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1. Name of the subscriber :
2. Designation & Place of working :
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 a part-final withdrawal for house building Marriage purposes, as well as purchase of house/House-site the total balance at the credit of all the provident funds should be taken in 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 reconstructions of a house required with the hold of withdrawal already or which may be made in future from the provident fund.

- (i) Amount of part-final with draw taken :
- (ii) Balance at credit at the time of making :  
the first part-final withdrawal
6. Amount require, in the case of construction of :  
a house or for the purchase of a house-site,  
the number of instalments which it is required  
should be treated.
7. The purpose for which the amount is required :
- (A) If it is house building or for the purpose of  
Purchasing a house-site or for the express  
purpose of repayment of any loan taken under.
  - (i) For purchasing of house :
  - (ii) For construction, reconstruction of a house :
  - (iii) For redemption of a house :
  - (iv) For making additions or alternations 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 take 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 and the names and place of the institution. :
- (iii) Whether this is the first or the second withdrawal for the current year :
- (iv) Whether the course is for more than three years and beyond the High school stage :
- (V) The date of previous withdrawal of 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 any other family 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. :
- 8(i) Total service including broken period 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) Actual cost of acquiring the house of house-site :
- (ii) Anticipated cost of house proposed to be build/rebuild:
- (iii) Anticipated cost of additions or alteration to be made to the house. :
- (iv) Actual amount required or redemption of the house or house-site. :
- (v) Total amount and the date of loan taken for the purchase of house sites and the amount outstanding against that on date. :
- (b) Particulars of expenses required to be incurred on the Higher Education and :

- (c) Amount required for meeting marriage expenses :  
indicating the number of marriages to be  
celebrated. Rs.
- 10 Amount of instalment of instalments lost taken, :  
if any house building or and purchase of House-sites  
(state particulars of amount, date on which taken).
- 11. Amount if any received already from Govt. for :  
purchase of house-site for or house building  
purposes other than from the provident Fund Account.

SIGNATURE OF APPLICANT:  
DESIGNATION:

Recommended/Not recommend Signature of the Head of Office of

Drawing Officer :: Designation:

No \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFIED THAT:

- (i). The Part-final withdrawal has been recommended under Rule.  
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- (ii) I have satisfied my self that the conditions prescribed in  
rules \_\_\_\_\_ refer to above have been fulfilled and  
that the subscriber has produced to me the necessary deed and papers with are  
enclose.
- iii) The applicant has signed the under taking prescribed in rule  
\_\_\_\_\_ and the same is forward herewith.
- (iv) I have verified the progress of construction of the house and that the 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>  
installment of the withdrawal may be paid.
- (v) I have satisfied my self that the application has not taken any loan/Assistance  
under any scheme sponsored by the \_\_\_\_\_ or from  
any other Government 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 the subscriber.
- (vi) No part-final withdrawal, has been granted previously to the subscriber for the  
same purpose:

(vii) In addition to this part-final withdrawal, no temporary advance has been granted to the subscriber for the same purpose now.

Note: - Delete the circumstances 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 ceremony purpose)

Date:

SIGNATURE:  
DESIGNATION:

Sanction of the \_\_\_\_\_ is conveyed to the part final withdrawal of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) the amount being down in \_\_\_\_\_ instalments.

SIGNATURE:  
DESIGNATION:

Forwarded to the Accounts Officer for necessary action.

SIGNATURE:  
DESIGNATION

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SERVICE CERTIFICATE

This is to certify that Sri/Smt \_\_\_\_\_ Designation \_\_\_\_\_ P.S/ZPHS/M.P. \_\_\_\_\_ has put in more than \_\_\_\_\_ years of service. Her/his date of 1st appointment is \_\_\_\_\_ as per Service Register.

Date:

SIGNATURE OF THE OFFICER,  
(With Seal)

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NO DUES CERTIFICATE

Certified that Sri/Smt \_\_\_\_\_ P.S/ZPHS/MP. \_\_\_\_\_ is not having any kind of dues regarding to his/her GPF Account No. \_\_\_\_\_

Date:

SIGNATURE OF THE OFFICER,  
(With Seal)

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MEDICAL CERTIFICATE

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This is to certify that Sri./Smt. \_\_\_\_\_  
Working as \_\_\_\_\_ is under my  
treatment for \_\_\_\_\_

He has incurred Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) as expenditure towards  
the cost of clinical testing, medicine and operation charges.

SIGNATURE