

Form-II

PROFORMA FOR SANCTION WITHDRAWAL FROM PROVIDENT FUNDS

No:- _____
_____ Department/Office etc

Dated:- _____

To,

_____ (Name of Account Officer
maintaining the Provident Fund Account).

Subject : Withdrawal from the Provident Fund Shri

Sir,

1. I am directed to convey the sanction of the Government under Rule _____ of the _____ Rules _____ to the _____ withdrawal by Shri /Shrimati/Kumari _____ (here enter the designation) of a sum of Rs. _____ (Rupees _____) from his/her _____ Fund Account No. _____ (With Departmental suffix) to enable him to meet expenditure _____.
2. The amounts of withdrawal does not exceed six months pay of Shri/Smt/ Kum _____ or half the amount at his/her credit/subsorption in the _____ Fund Account., which ever is less / three-fourth of the amount at the Credit/subsorption of Shri/Smt./Kum _____ - in the _____ Fund Account. His/Her basic pay is Rs. _____ (As defined in B.C.S.Rs).
3. It is certified that Shri/Smt/Kum _____ -- is within 10 years of his/her retirement on superannuation/has completed fifteen years of his/her Government Service on _____.
4. It is also certified that the total amount drawn from all Government sources by Shri/Smt/Kum _____ - for House Building purposes does not exceed Rs. 1,00,000 or six months pay whichever is less.
5. The balance at the credit of Shri/Smt/Kum _____ as on _____ is detailed below:-

- (i) Balance as per account slip for the year _____ Rs.

- (ii) Subsequent deposits and refunds of advances at the rate _____ P.M.
Rs. _____ from _____ to _____.
- (iii) Total of Col. (i) & (ii) Rs. _____
- (iv) Subsequent withdrawals, if any Rs. _____
- (v) Balance as on date of sanction Rs. _____ Col. (iii) & (iv).

6. Shri/Smt/Kum _____ was last sanctioned a part final withdrawal by this office for an amount of Rs. _____ vide after the account statement for the year _____ - Shri/Smt./Jum _____ is understood (as stated by him/her) to have been last sanctioned a part final withdrawal of Rs. _____ by _____.

Yours Faithfully

Sanctioning
Authority

Copy forwarded to:-

1. _____
2. Shri/Smt. /Kum _____ his/her attention is drawn to the provision of Rule _____ of GPF./ Rules according to which a subscriber who has been permitted to withdraw money from the Fund should satisfy the sanctioning authority that the money has been utilized for the purpose for which it was withdrawn.
3. _____