

Pro forma for sanctioning withdrawals from Provident Funds

No.....

Ministry of...../Office

To

.....(name of Accounts Officer maintaining the Provident Fund Account.....)

Subject:—Withdrawal from the.....(here enter the name of the Fund) by Shri.....

Sir,

I am directed to convey sanction of the.....under Rule of the.....Rules.....to the withdrawal by Shri.....(here enter the designation) of a sum of Rs.....(Rupees.....only) from his.....Fund Account No.....(with departmental suffix) to enable him to meet expenditure.....

2. The amount of withdrawal does not exceed six months pay of Shri.....or half the amount at his credit/subscription in the.....Fund account, whichever is less/three-fourths of the amount at the credit/subscription of Shri.....in the.....Fund Account. His basic pay is Rs.....(as defined in F.Rs.).

3. It is certified that Shri.....is within 10 years of his retirement on superannuation/has completed twenty/twenty-five years of his Government service on.....

4. It is also certified that the total amount drawn, including the withdrawal from the GPF/CPF, from all Government sources by Shri.....for house building purposes does not exceed the maximum limit prescribed from time to time under Rules 2 (a) and 3 (b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

5. The balance at the credit of Shri.....as on.....is detailed below—

- (i) Balance as per account slip for the year..... Rs.....
- (ii) Subsequent deposits and refunds of advance at the rate.....p.m. from.....to..... Rs.....
- (iii) Total of Col. (i) and (ii) ... Rs.....
- (iv) Subsequent withdrawals, if any ... Rs.....
- (v) Balance as on date of sanction Col. (iii) — (iv) ... Rs.....

6. Shri.....was last sanctioned a part-final withdrawal by this Office for an amount of Rs.....vide.....after the account statement for the year.....*Shri.....is understood (as stated by him) to have been last sanctioned a part-final withdrawal of Rs.....by.....

Yours faithfully,
Sanctioning authority

Copy forwarded to:

1.

2. Shri.....His attention is drawn to the provisions of the Rule.....of G.P.F. (C.S.)/C.P.F. (India) 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the fund should satisfy the sanctioning authority that the money has been utilised for the purpose for which it was withdrawn. A certificate to the effect that the withdrawal sanctioned above has been utilised for the purpose for which it has been sanctioned may, therefore, please be furnished within.....months of the drawal of the money.

3. Treasury Officer.