

**PROFORMA FOR APPLICATION FOR ADVANCE FROM  
PROVIDENT FUNDS**

O/o the Sr.D.A.G(A&E),  
Sikkim, Gangtok

Employees Id.No.....

Application for advance from .....

*(Here enter the name of the Fund)*

1. Name of the subscriber :
2. Account Number(with departmental 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) Withdrawals during the period from :  
..... to .....
  - (v) Net balance at credit :
6. Amount of advance/outstanding, if any, and the purpose :  
for which advance was taken by them  
  
Amount of advance taken :  
  
Balance outstanding as on date :
7. Amount of advance required :
8. a. Purpose for which the advance is required :  
b. Rule under which the request is covered :

- c. If advance is sought for House Building etc., 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 purchased is from a H.B. Society, the name of the Society, the location and measurements, etc. :
  - (v) Cost of construction :
  - (vi) If the purchase of flat is from DDA or any Housing 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 the son/daughter :
  - (ii) Class and Institution/College where studying :
  - (iii) Whether a day-scholar or a hostel :
- e. If advance is required for treatment of ailing family members, following details may be given – :
- (i) Name of the patient and relationship :
  - (ii) Name of the Hospital/ Dispensary/ Doctor where the patient is undergoing treatment :
  - (iii) Whether outdoor/indoor patient :
  - (iv) Whether reimbursement available or not :

NOTE – In case of advance under 8 (a) to 8 (e), no certificate or documentary evidence would be required.

9. Amount of the consolidated advance (Items 6 and 7) and number of monthly instalments in which the consolidated advance is proposed to be repaid : Rs. .... in..... instalments @ Rs..... to be recovered w.e.f...../2010
10. Full particulars of the pecuniary circumstances of the subscriber, justifying 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 Applicant