

Pro forma application for advance from provident funds

Ministry of -----

Department of -----

Application for advance from -----

(Here enter the name of fund)

1.	Name of the subscriber	:		
2.	Account Number (with Department 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 -----	Rs:	
	II	Credit from ----- to ----- --- on account of monthly subscription	Rs:	
	III	Refund -----	Rs:	
	IV	Withdrawals during the period from ----- to ----- --	Rs:	
	V	Net balance at credit ----- --	Rs:	
6.	Amount of advance/outstanding, if any, and the purpose for which advance was taken by them			
	Amount of advance taken Rs: -----	Balance outstanding as on Date Rs: ----- Rs: -----		
7.	Amount of advance required	:		
8.	A	Purpose for which the advance is required	:	
	B	Rules 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 at H B Society, the name of the Society, the location and measurement, 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 hostler	:
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 under-going treatment	:	
	III	Whether outdoor/indoor patient	:	
	IV	Whether reimbursement available or not	:	
NOTE: In case of advance under 8© to (e), no certificate or documentary evidence would be required.				
9.	Amount of the consolidate advance (items 6 and 7) and number of monthly installments in which the consolidated advance is proposed to be repaid ----- Rs ----- installments.			
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: -----
Name: -----
Designation: -----
Section/Branch: -----