



**NATIONAL INSTITUTE OF PUBLIC
COOPERATION & CHILD DEVELOPMENT**
5, Siri Institutional Area, Hauz Khas, New Delhi-110016

PROFORMA FOR APPLICATION FOR ADVANCE FROM PROVIDENT FUNDS

Application for Advance from _____
(Here enter the name of Fund)

1. Name of the Subscriber :
2. Accounts Number :
3. Designation :
4. Pay :
5. Balance at credit of the subscriber on the date of application as below :
 - i) Closing Balance as per Statement of the year Rs.
 - ii) Credit from Account of monthly subscription. Rs.
 - iii) Refunds Rs.
 - iv) Withdrawal during the period from to Rs.
 - v) Net Balance as credit Rs.
6. Amount of advance/Outstanding advances

Amount of advance taken and date of sanction	Balance outstanding as on date
1.
2.
3.
7. Amount of advance required Rs.
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 free hold or on leave :
 - (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 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 :

9. Amount of the consolidate advance (items 6 & 7) and number of monthly instalments in which the consolidated advance is proposed to be repaid. (Rs. in instalments.

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/Division

Room No.

Dated :