

Format for
applying final
withdrawal and
advances from GPF

ANNEXURE C
FORM NO. PF-3
(See rules 15 to 17)

APPLICATION FOR REFUNDABLE ADVANCE FROM GENERAL HUDA PROVIDENT FUND

Office _____

Sub Division _____

Photo

1. Name of the Subscriber: _____
2. Father/ Husband Name _____
3. Designation _____
4. HUDA GPF Account number _____
5. Existing Scale of pay: _____
6. a) Basic pay _____
b) Dearness Pay, _____
c) DA _____
d) Personal Pay, _____
e) Special pay, if any, _____
Total (a+b+c+d) . _____ Rs _____
7. Date of Birth _____
8. Date of Joining service: _____
9. Date of Superannuation: _____
10. Balance at credit of the subscriber on the date of the applicant as below: -
 - (i) Closing balance as per latest General Provident Fund statement Rs. _____
For the year _____ (Copy enclosed)
 - (ii) Add regular monthly subscription plus lumpsum Subscription, If any after the date of General Provident Fund Statement mentioned at (i) above (Detail enclosed)
Rs _____
 - (iii) Add refunds of advance (s)
after the date of statement mentioned at (i) above:Rs. _____
 - (iv) Total (i) + (ii) + and (iii):Rs. _____
 - (v) Less amount of advance (s) and Withdrawal (s) taken from RPFC Karnal / A.O Pension out of General Provident Fund statement mentioned at (i) above
Rs. _____
 - (vi) Net balance at credit: Rs. _____
11. Detail of Transfer and posting record of member w.e.f. 5/99 to till date.

Sr. No.	Name of office/ DDO where employee drawn his/ her salary	Period for which salary drawn (including adhoc period)	DDO code & EPF number
1			
2			
3			
4			
5			

12 Amount of advance required; Rs. _____

13. Purpose for which the advance is required: _____

14 Date of ceremony: _____

15 Rule under which the advance is admissible: _____

16. Full detail of advance taken previously:

Sr. No.	Name of office from where payment received	DDO Code & EPF Number of Member	Cheque Number and date	Amount

17. Whether full recovery has been made of the Previous advance

- (i) Certified that I have utilized the advance (s) taken from any General Provident Fund earlier for the purpose for which the advance (s) was / were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under rule 16. on dated _____
- (ii) Certified that the person, for whose ceremony / education etc. the advance has been applied for, is fully and solely dependent upon me.
- (iii) Certified that the information given in this application is true correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance (s) from my General Provident Fund Account for a period of two years.

Dated _____

Signature of the Applicant

Name _____

Designation _____

Branch _____

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect calculation of GPF amount or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date: _____

Signature

Place: _____

Address.

(FOR USE OF HEAD OF OFFICE)

(Examination / Verification by the Office)

1. This is to certify that the office has checked and verified the details of withdrawal made by member w.e.f. 5/99 to till date from RPFC Karnal & Accounts Officer (Pension) submitted by the subscriber in this application. All the detail furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rule _____
3. The application of the member alongwith following documents are forwarded to the Accounts Officer (Pension) with the recommendation to grant the refundable advance out of GPF Account no. _____
 - (i) Photograph of Member.
 - (ii) GPF Statement duly verified by the DDO alongwith detail of regular monthly subscription after the date of GPF Statement.
 - (iv) Detail of Loan taken from RPFC Karnal.in respect of all DDO code allotted to member w.e.f. 5/99 to till date.
 - (v) Form No-9 for the period 10/80 to 4/99 & 5/99 to 12/02
 - (vi) Form No. 13 for the period 10/80 to 4/99 & 5/99 to 12/02
 - (vii) Transfer and Posting record of member indicating DDO Code and EPF Number

Date:

(Signature of the Head of office with Seal)

ANNEXURE - D
FORM No. PF - 4
(See rules 18 to 23)

APPLICATION FOR WITHDRAWAL FROM HUDA GENERAL PROVIDENT FUND

PART - 1 (To be submitted in Duplicate)

Photographs

Office _____

Sub Division _____

1. Name of the Subscriber _____

2. Father/ Husband Name _____

3. Designation _____

4. HUDA GPF Account number _____

5. Existing Scale of pay _____

i. Basic pay _____

ii. Dearness Pay _____

iii. Dearness Allowance _____

iv. Personal Pay _____

d) Special pay, if any _____

Total (a + b + c + d) Rs. _____

6. Date of Birth _____

7. Date of Joining service _____

8. Date of Superannuation _____

9. Balance at credit of the subscriber on the date of the applicant as below: -

a. Closing balance as per latest HUDA General Provident Fund statement for the year _____ (Copy enclosed) Rs. _____

b. Add regular monthly subscription plus lump sum subscription, if any after the date of General Provident Fund statement mentioned at (i) above (detail enclosed) Rs. _____

III. Add refunds of advance (s) after the date of statement mentioned at (i) above: Rs. _____

IV. Total (i) + (ii) + and (iii): Rs. _____

V. **(-Less)** amount of advance (s) and Withdrawal (s) taken from RPFC Karnal/ A.O. Pension out of General Provident Fund statement mentioned at (i) above: Rs. _____

VI. Net balance at credit: Rs. _____

10. **Detail of Transfer and posting record of member w.e.f. 05/1999 to till date: -**

Sr. No.	Name of office / D.D.O. where employee drawn his / her salary	Period for which salary drawn (including adhoc period)	D.D.O. code & EPF No.
1			
2			
3			
4			

11. Amount of withdrawal required Rs. _____
12. Purpose for which the withdrawal is required _____
13. Rule under which the withdrawal is admissible _____
14. Full detail of withdrawal taken previously: -

Sr. No.	Name of office from where payment received	DDO Code & EPF Number of Member	Cheque No. and date	Amount

NOTE:All withdrawal taken for purchase of plot, purchase of house, construction, addition and alteration, repair of house and repayment of loans from RPFC Karnal & Accounts Officer (Pension) w.e.f. 5/99 to till date for these purpose should be treated as same purpose. All withdrawals taken for purchase of motor cycle, Scooter, moped should be treated as same purpose & withdrawal for motor car can be obtained separately subject mentioned in rule 22.

15 Additional information be given in the relevant Part i.e. acquisition of Plot / Flat in Part-II / detail of marriage ceremony in part-III details of higher education in Part-IV / detail of motor vehicle (s) in part-V: -

- (i) Certified that I have utilized the withdrawal (s) taken from any General Provident Fund earlier for the purpose for which the withdrawal (s) was / were sanctioned. I have already submitted the utilization certificate to the Head of Office as required under rule 19 / 20 / 21 / 22.
- (ii) Certified that the information given in this application is true correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any withdrawal (s) from my General Provident Fund Account for a period of five years.

Signature of the Applicant
Designation: _____
Office: _____

Dated _____

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect calculation of GPF amount or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the HUDA GPF & Pension Fund Trust either by adjustment against future payments due to me or otherwise.

Date: _____

Signature _____

Place: _____

Address. _____

(Examination/ Verification by the Office)

- I. This is to certify that the office has checked and verified the details of withdrawal made by member w.e.f. 5/99 to till date from RPFC Karnal & Accounts Officer (Pension) submitted by the subscriber in this application. All the detail furnished by the subscriber are verified to be correct.
- II. The subscriber is entitled to the withdrawal being applied for under the rule.
- III. The application of the member alongwith following documents are forwarded to the Accounts Officer (Pension) with the recommendation to grant withdrawal out of GPF A/c No. _____
- a) 2 (two) Photographs of Member.
- b) G.P.F. Statement duly verified by the D.D.O. alongwith detail of regular monthly subscription after the date of GPF Statement.

- c) Detail of Loan taken from R.P.F.C. Karnal in respect of all D.D.O. code allotted to member w.e.f. 05/1999 to till date.
- d) Form No-9 for the period 10/1980 to 04/1999 & 05/1999 to 12/2002
- e) Form No. 13 for the period 10/1980 to 04/1999 & 05/1999 to 12/2002
- f) Transfer and Posting record of member indicating D.D.O. Code and E.P.F. No.
- g) Annexure - D (Part-II), (Part-III), (Part-IV) , (V) as applicable

(Signature of the Head of office with Seal)

ANNEXURE- D
FORM NO. PF-4
PART-II

If the application is for seeking withdrawal for acquisition of a plot and construction of house thereon / acquisition of flat or house / construction of house, the following additional information be provided:

Sr. No.	Subject	Particulars
1	Purpose	(I) Acquisition of a plot house. (II) Acquisition of a built up flat (III) Acquisition of a built up house (IV) Construction of house (V) Re-payment of loan taken from a financial institution expressly for acquiring a dwelling unit. (VI) Repair /Renovation of a house
2	Source of acquisition (please give details of the agency e.g. Haryana Urban Development Authority / Co-op. housing Society / Open market or any other source	
3	Person in whose name the plot /house /flat. (Clear title). Enclose proof of ownership /copy of allotment letter.	
4	Amount of House Building Advance taken from the Government under its Scheme, if any.	
5	Whether withdrawal from General Provident Fund taken earlier for this purpose?	Yes / No
6	If the answer to above is 'yes' , please give the details : (i) withdrawal taken for the same unit (ii) withdrawal taken for some other unit (s) (iii) whether the previous unit has been disposed off and the advance taken for the same deposited back in the account	(i) (ii) (iii)
7	If the withdrawal is being applied for a plot in the name of spouse, please indicate who is the first nominee to receive the General Provident Fund accumulations.	

(Signature of applicant)

Designation: _____

Office: - _____

ANNEXURE D
FORM NO. PF-4
PART -III

(Withdrawal for marriage ceremony)

Sr. No	Subject	Particulars
1.	Marriage of Self / Daughter / Dependent Sister	
2.	Name of the dependent for whose marriage advance is applied	
3.	Date of birth of the dependent	
4.	Has any withdrawal been taken earlier for marriage? If yes, the amount of withdrawal taken with detail:	
5.	Amount of withdrawal being applied for	
6.	Date of marriage ceremony	

(Signature of applicant)

Designation: _____

Office: - _____

ANNEXURE D
FORM NO. PF-4
PART -IV

(Withdrawal for higher education of children)

Sr. No.	Subject	Particulars
1.	Withdrawal is being applied for higher education of :	Son / Daughter
2.	Name of the Child	
3.	Details of the Course of Study	
4.	Name of the Institute of Study	
5.	Evidence of Admission	
6.	Evidence of fees to be supported to justify the advance	
7.	Details of withdrawals taken earlier for the purpose:	(i) (ii) (iii)

(Signature of applicant)

Designation: _____

Office: - _____

ANNEXURE D
FORM NO. PF-4
PART-V

(Withdrawal for purchase of motor vehicle)

Sr. No.	Subject	Particulars
1	Withdrawal is being applied for motor vehicle i.e. motor car, motor cycle, scooter moped	
2	Particular of withdrawal or loan taken previously, if any.	Amount Date of drawal withdrawal or loan
3	Cost of vehicle (Proforma invoice to be attached)	
4	Amount required for purchase of vehicle	

(Signature of applicant)

Designation _____

Office _____

ANNEXURE E

FORM NO. PF-5

(See rule 24)

**APPLICATION FOR FINAL PAYMENT / TRANSFER TO CORPORATE BODIES /
OTHER GOVERNMENTS**

**(To be submitted in Duplicate)
Photo**

To

The Accounts Officer (Pension)
HUDA, Panchkula

(Through the Head of office)

Sir,

I am to retire / have retired/have been discharged / dismissed / have been permanently transferred to _____ / have resigned finally from Government service / have resigned service under _____ HUDA to take up appointment with _____ and my resignation has been accepted with _____ on _____ forenoon/afternoon.

1. Name of Claimant _____
2. My Fund Account No. is _____
3. (a) Father/Husband Name _____
(b) Mother's Name _____
4. Designation _____
5. Existing Scale of Pay _____
6. Basic Pay _____
7. Dearness Pay _____
8. Personal Pay _____
9. Special Pay, if any, in the existing scale _____
Total of (6+7+8+9) _____
10. Date of joining service _____
11. Date of superannuation _____
12. Closing Balance of subscriber as per latest
GPF statement for the year _____ Rs. _____
13. Whether any withdrawal was made by member from RPFC Karnal (w.e.f. 5/99 to till date) and from Accounts Officer (Pension) HUDA Panchkula Earlier, if so, indicate the Amount below:-

Sr. No.	Period 5/99 To Till date	Name of office	DDO Code & EPF No. of Member	Cheque No. & date	Amount

- 14 I desire to receive payment through Demand Draft payable at _____ Particulars of my personal marks of identification, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government are enclosed.
- 15 I request that the entire amount at my credit with interest due under the rules may be paid to me/ transferred to _____

Yours faithfully,

Date:
(To be specified)

(Signature)

Name: _____

Address: _____

_____.

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect calculation of GPF amount or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date:

(Signature)

Name: _____

Address: _____

_____.

(FOR USE BY HEAD OF OFFICE)

Forwarded to the Accounts Officer (Pension) for necessary action.

1. Sh. /Ms _____ has finally retired / has been discharged / dismissed / has been permanently transferred to _____/ has resigned finally from HUDA service /has resigned service under _____ Government to take up appointment with _____ and his/her resignation has been accepted with effect from _____ forenoon / afternoon. He /she joined service with _____ on _____ forenoon/afternoon.

2. The last fund deduction was made from his/her pay in this Office and was sent to Accounts Officer (Pension) vide Cheque No. _____ dt. _____ for Rs. _____ (Rupees _____)

(FOR USE OF HEAD OF OFFICE)

Forwarded to the Accounts Officer (Pension) for necessary action. The particulars furnished above have been duly verified.

1. The HUDA General Provident Fund Account Number of Sh./Ms. _____ is _____
2. He/ She died on _____. A death certificate issued by the Municipal Authorities has been produced (copy enclosed)
3. The last General Provident Fund deduction was made from his/her pay in the month of _____ and remitted to Accounts Officer (Pension) vide DD No. _____ dated _____ for Rs. _____ Rupees _____
4. Certified that he /she had taken the following advances from the RPFC Karnal. The details of withdrawals granted to him /her w.e.f. 5/99 to till date are indicated below:-

Sr. No.	Period 5/99 to till date	Name of office	DDO code & EPF No.	Cheque No. & date	Amount

5. Certified that the claimant also submitted an application to the Accounts Officer (Pension) vide this office letter no. _____ dated _____ for making payment of GPF w.e.f. 1-1-2003 to _____

DA: -

- (i) 2 Photograph of Claimant
- (ii) Death Certificate
- (iii) Payable amount of GPF duly verified by the DDO (GPF Statement)
- (iv) Detail of Loan taken from RPFC Karnal in respect of all DDO code allotted to member w.e.f. 05 / 1999 to till date
- (v) Form No-9 for the period 10 / 1980 to 04 / 1999 & 05 / 1999 to 12 / 2002
- (vi) Form No. 13 for the period 10 / 1980 to 04 / 1999 & 05 / 1999 to 12 / 2002
- (vii) Transfer and Posting record of member.

(Signature of the Head of office with Seal)

ANNEXURE F
FORM NO. PF-6

(See rule 24)

APPLICATION FOR FINAL PAYMENT TO THE NOMINEES OR ANY OTHER
CLAIMANTS WHERE NO NOMINATION SUBSISTS

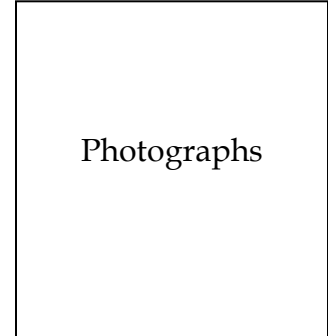
(To be submitted in Duplicate)

To

The Accounts Officer (Pension)
Panchkula Haryana

(Through the Head of office)

Sir,



It is requested that arrangements may kindly be made for the payment of the accumulations in the HUDA General Provident Fund Account of Sh. / Ms. _____ . The necessary particulars required in this connection are given below.

1. Name of the HUDA employee: - _____
2. Father/ Husband Name: - _____
3. Date of birth: - _____
4. Post held by the employee _____
5. Date of death _____
6. Proof of death in the form of a death certificate (issued by the municipal authorities, etc. _____
7. HUDA GPF Account number of subscriber (Complete) _____
8. Amount at the credit of the subscriber at the time of his death if known (attach GPF Statement) _____
9. Details of the nominees alive on the date of death of the subscriber if a Nomination Subsists: _____

Sr. No	Name of the Nominee	Relationship with the subscriber	Share of the nominee	Remarks

10. In case the nomination is in favour of Person other than a member of the family the details of the family if the subscriber subsequently acquired a family.

Sr. No	Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remarks

11. In case no nomination subsists: -

Sr. No	Name	Relationship with the subscriber	Age on the date of death	Remarks

12. Name of the Natural / legal guardian:
(in case the amount is due to a minor child) _____

13. If the subscriber has left no family and no nomination subsists the names of persons to whom the Provident Fund money is payable (to be supported by letter of Probate or succession certificate etc. _____)

Sr. No	Name	Relationship with the subscriber	Address	Remarks

14. **ANNEXURE-II**

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect calculation of GPF amount or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date: _____ Signature
Place: _____ Name
Address.

Counter Signed by DDO/ H.O.O

15. If the payment is desired through Demand Draft than the station at which the DD should be payable: - _____

The following documents duly attested by a Gazetted Officer / Magistrate are attached. _____

- (i) Personal marks of identification _____
- (ii) Left/ Right Hand thumb or finger impressions
(in the case of illiterate claimants) _____
- (iii) Specimen signatures in duplicate
(in the case if literate claimants) _____

Place _____
Dated _____

(Signature of claimant)
(Full Name and Address)

3. Certified that he/she had taken the following advances in respect of which _____ instalment of Rs. _____ are yet to be recovered and credited to the Fund Account. The details of advance (s) / withdrawal (s) granted to him/her by RPFC Karnal & Accounts Officer (Pension) HUDA, Panchkula are as under: -

Sr. No.	Period 5/99 To Till date	Name of office	DDO Code & EPF Number of Member	Cheque Number and date	Amount
1					
2					
3					
4					
5					
6					
7					

4. Certified that he/she has not resigned from Government service with permission of the State Government to take up an appointment in Central Government or under State Government or under a body corporate owned or controlled by the State.

5. Certified that no advance /withdrawal will be sanctioned to the subscriber henceforth without the concurrence of the Chief Administrator, HUDA (Pension Cell) Panchkula.

6. Certified that the subscriber / claimant submitted the application on _____ Date _____ Month _____ Year.

DA/

- I. 2 Photograph of Member.
- II. Retirement order Certificate.
- III. Payable amount of GPF duly verified by the DDO concerned with detail of Loan /NOC from RPFC Karnal.
- IV. Nomination Form
- V. Form No-9 for the period 10/80 to 4/99 & 5/99 to 12/02
- VI. Form No. 13 for the period 10/80 to 4/99 & 5/99 to 12/02
- VII. Transfer and Posting record of member.
- VIII. Detail of GPF deduction for the Current year.

(Signature of Head of Office)

CPF No. Allotted by H.U.D.A. _____

PERFORMA

1. Name of Member _____
2. Father/Husband Name _____
3. Mother's Name _____
4. Designation _____
5. Existing Scale _____
6. Present Basic Pay Rs. _____
DP Rs. _____
DA Rs. _____
Special Pay Rs. _____
Personal Pay Rs. _____
Total Rs _____
7. Date of Birth _____
8. Date of Retirement _____
9. Date of Joining in HUDA _____

Sr. No.	Name of office/ DDO where employee drawn his/ her salary	Period for which salary drawn (including adhoc period)	DDO code & EPF number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of H.O.D./ D.D.

Name of DDO				HUDA GPF No of member: -		
Name of member				Date of Birth	Date of Retirement	
Designation				Exiting Scale	Basic Pay + DP + DA + Spl pay	
Father/Husband				Mother Name		
DDO Code & EPF No. Prior to 5/99				DDO Code & EPF No. in 5/99 and after wards		
Date of Joining in your office (after May 99)				Date of transfer after May/99		
	Transfer from	Amount to be added	Subscription	Arrear of DA etc Recovery of Refundable Advance	Withdrawal / Final payment	Amount to be deleted
Bal. as on 5/99						
5/99 to 2000						
2000-01						
2001-02						
2002-03						
2003-04						
2004-05						
2005-06						
2006-07						
2007-08						

HUDA GPF NO. _____

FORM

OF NOMINATION

(WHEN THE

SUBSCRIBER A FAMILY)

I hereby nominate the person (s) mentioned below who is/are member (s) of family as defined in rule 13-2-/12-2 of the Punjab Civil Service Rule, Vol II to receive the amount that may stand at credit in the provident Fund Account in the event Of my death, before that amount become payable or having become payable has not been made.

Name & Address of nominee	Relationship with the subscriber	Age	Share	Contingencies on the happening of which the nomination shall become invalid	Name address & relationship of the person of any to whom the right of the nominee shall pass in the event of his/her predeceasing the subscriber or in the happening of the contingency contingencies specified in the previous column		
					Name & Address	Relationship with member	share
				Death/ Divorce in sanity			

Two Witness

1. _____

Signature _____

2. _____

Name in block letter _____

Father/Husband Name _____

Mother Name _____

HOO/DDO

Designation_____

Date of birth_____