

APPENDIX – ‘O’

Form of application for part-final withdrawal of money from the Provident Fund for House Building, Purchase or Redemption of Houses and House-sites, Higher Education purposes or Marriage of Medical expenses

1.	Name of the subscriber	:	
2.	Designation and Office	:	
3	Pay	:	
4	Name of the Provident Fund A/c. No	:	
5	(a) Balance at the credit of the subscriber on the date of application.	:	
NOTE:	In the case of part-final withdrawal for house building and marriage purposes as well as purchase of house/house site, the total balance at the credit of all the Provident Funds should be taken into account, if the subscriber subscribes to more than one Provident Fund.		
	(b) If it is a second Part-final withdrawal for the purpose of carrying out additions and alterations to or reconstruction of a house acquired with the help of withdrawal already made or which may be made in future from the Provident Fund.	:	--
	i) Amount of part-final withdrawal already taken	:	--
	ii) Balance at credit at the credit at the time of making the first part-final withdrawal	:	--
6.	Amount required, in the case of construction of a house or for the purchase of a house-site, the number of installments in which it is required should be stated.	:	Rs.
7.	The purpose for which the amount is required :	:	
	A. If it is for house building or for the purpose of purchasing of a house-site or for the express purpose of repayment of any loan taken under	:	--
	i) For purchasing a house	:	--
	ii) For constructing, reconstruction a house	:	--
	iii) For redemption of a house	:	--
	iv) For making additions or alterations to a house	:	--
	v) For purchase of a house-site	:	--
	vi) For repayment of loan expressly taken for the Purchase of a house site; and	:	--
	vii) For repayment of any loan taken under	:	--
B.	If it is for higher education :-	:	
	i) Relationship with the person (who is actually dependent on the subscriber) for whom the withdrawal is required.	:	--
	ii) The specific course taken by the person and the name & place of the institution.	:	--
	iii) Whether the course is for more than three years and beyond the High School stage.	:	--

	iv)	Whether this is the first or the second withdrawal for the current year	:	--
	v)	The rate of previous withdrawal of advance, if any, taken for this purpose.	:	--
C.		If it is for Marriage or Betrothal ceremony expenses	:	
	i)	Whether for the Marriage or Betrothal ceremony of the subscriber's daughter/son or for any other female relation dependent on the subscriber who has no daughter.	:	--
	ii)	Whether any advance under ordinary rules has been drawn	:	--
	iii)	Actual date fixed for celebration of the betrothal ceremony or marriage.	:	--
8.	i)	Total service including broken periods, if any	:	
	ii)	Period of service required on the date of application for attaining the age of Superannuation, and	:	
	iii)	The date of Superannuation	:	
9	(a)	(i) Actual cost of acquiring the house or house-site	:	--
		ii) Anticipated cost of house proposed to be built/rebuilt	:	--
		iii) Anticipated cost of additions or alterations to be made to the house	:	--
		iv) Actual amount required for redemption of the house or house-site	:	--
		v) Total amount and date of loan taken for the purchase of house-site and the amount outstanding against that on date	:	--
	(b)	Particulars of expenses required to be incurred on the higher education; and	:	--
	(c)	Amount required for meeting marriage expenses, indicating the number of marriages to be celebrated	:	--
10.		Amount of installment or installments last taken if any for house building or/ and purchase of house-sites (state particulars of amount, dates on which taken).	:	--
11.		Amount if any, received already from Govt. for purchase of house site or house building purpose other than from the provident fund account	:	--

Recommended/Not recommended

Signature of the Head of Office or
Drawing Officer
Designation.

Signature of the applicant
Designation
and address.

The above particulars have been verified to be correct.

Certified that :-

- i) The part-final withdrawal has been recommended under rule :
- ii) I have satisfied myself that the conditions prescribed in rules referred to above have been fulfilled and that the subscriber has produced to me the necessary deeds and papers which are enclosed;
- iii) The applicant has signed the undertaking prescribed in Rule _____ and the same is forwarded herewith;
- iv) I have verified the progress of construction of the house and that the 2nd/3rd/4th installments of the withdrawal may be paid ;
- v) I have satisfied myself that the applicant has not taken any loan/assistance under any scheme sponsored by the _____ or from any other Govt. source and that the necessary note has been made regarding the verification of the requirements laid down in rule _____ in case of complete repayment of loan during the service of the subscriber ;
- vi) No part-final withdrawal has been granted previously to the subscriber for the same purpose ; and
- vii) In addition to this part-final withdrawal, no temporary advance has been granted to the subscriber for the same purpose now.

Note: Delete the certificates not applicable, (Certificates in items (ii), (iii) & (iv) above are not necessary if the part-final withdrawal is for higher education or for betrothal ceremony of marriage purpose).

Signature :
Designation:
Date:

No.

Sanction of the _____ is conveyed the part-final withdrawal of Rs. _____ (Rupees _____)
The amount being drawn in _____ installments.

Signature :
Designation :

Forwarded to :