



GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF SCHOOL EDUCATION JAMMU
MUTHI CAMP ROAD, JAMMU J&K -181205

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Check list for GPF Withdrawal

S. No.	Items	Verification by DDO (Yes/NA)	Verification by Subordinate Office (Yes/NA)	Remarks
1	Application form for GPF Advance / Withdrawal (Form 3 & 4) as the case may be, properly recommended by DDO / Subordinate Office concerned mentioning amount in figures & words			
2	GPF Statement of Previous year & Current year duly attested by DDO			
3	Latest original GPF Schedule duly attested by DDO			
4	Photocopy of GPF Schedule duly attested by DDO			
5	A. Non-drawal certificate for Previous year & Current year duly authenticated by DDO with Number & Date. B. Non-drawal certificate must show previous withdrawn amount, if any, mentioning Treasury Voucher No. and date.			
6	GPF Withdrawal Sanction Copy, if withdrawal made during Previous year / Current Year.			
7	Undertaking Form signed by Subscriber & attested by DDO			
8	Copy of First page of the Service Book. A. Date of Appointment: B. Date of Birth: C. Date of Retirement/Superannuation:			
9	Due recommendation from DDO / Subordinate Office mentioning amount in figures & words			
10	If Superannuation of the Officer/Official is approaching, the Case should be recommended, if allowed, as per the GPF rules in vogue.			
11	Gap between two consecutive withdrawals must be more than 6 months.			
12	Contact number & e-Mail id of Subscriber (mandatory):			
13	e-Mail id of the DDO (mandatory):			
14	e-Mail id of the Subordinate Office (mandatory):			
15	Date on which Subscriber applied for Withdrawal (mandatory):			
16	Reason for delay in Submission / Recommendation of Complete GPF case (in all respects). If more than 03 (three) working days by DDO / Subordinate Office.			

SEAL & SIGNATURE OF DDO

**SEAL & SIGNATURE OF
SUBORDINATE OFFICE (CEO)**

OFFICE OF THE _____

The Chief Education Officer,
Doda

NO: /

Dated:- _____

Subject:- Grant of Non-Refundable G.P. Fund withdrawal on favour of Shri/Smt. _____
having Account No. _____

Kindly find enclosed the Non-refundable G.P Fund withdrawal case of Sh/Smt. _____
where by he/she has applied for grant of an amount of an amount
Rs. _____ only (_____) out of his/her G.P. Fund bearing Account No. _____

The withdrawal is required by him/her for _____
As verified from the Office records, his/her particulars are as under:-

Date of Birth	Date of 1 st Appointment	Date of Retirement	Pay & Grade

Balance at Credit:-

(ix)	As per G.P Schedule for the year :	Rs. _____
(x)	Subscription from 0 / to	Rs. _____
(xi)	Refund of Advance from / to /	Rs. _____
(xii)	DA/7 th PCA credit to GP Fund	Rs. _____
(Xiii)	Total from Col.(i) to(iv)	Rs. _____
(xiv)	Withdrawals made from / to	Rs. _____
(xv)	Less Amount of 7 th PC arrear	Rs. _____
(xvi)	Net Balance at credit as on	Rs. _____

An amount of Rs. _____ as outstanding against him/her is due from previous
Advance
Total amount of Rs. _____ will be received from him/her in _____ installment of Rs.
_____ per month.

It is. Therefore, requested that an amount of Rs. _____ may kindly be sanctioned on his/her
favor as Non Refundable G.P.F. withdrawal.

Yours sincerely,

Enclosurers:

- Application form.
- Schedule for the year _____
- Statement w.e.f. / to _____
- Non Drawal
- Undear taking/Affidavit

Application for grant of G.P fund advance (Non-Refundable)

- 1 Name of the subscriber: _____
- 2 Designation. _____
- 3 Place of posting _____
- 4 GPF A/C No. _____
- 5 Basic pay/Pay Scale _____
- 6 Date of birth. _____
- 7 Date of Ist. Appointment _____
- 8 Date of Retirement _____
- 9 Balance at the credit of subscriber as on the date of application.

1	As per the A/C statement for the year _____	Rs. _____
2	Usual Subscription from _____ to _____	Rs. _____
3	Refund of withdrawal from _____ to _____	Rs. _____
4	DA etc. towards GPF from _____ to _____	Rs. _____
5	Amount of 7 th . Pay commission arrear _____ to _____	Rs. _____
6	Total column (01 to 05)	Rs. _____
7	Less 7 th . Pay commission Arrear _____ to _____	Rs. _____
8	With drawal from _____ to _____	Rs. _____
9	Net Balance at the credit _____ to _____	Rs. _____
- 10 Amount of advance outstanding if any Rs. _____ advance (copy of last sanction is enclosed).
- 11 Amount of advance required _____
- 12 Purpose for which the advance is required _____
- 13 Rule under which the advance is required _____
- 14 Non refundable withdrawals drawn previously with purpose (enclosed statement)
- 15 Full particulars of the peculiarly circumstances/justifying the application for the withdrawal

Sig. of the applicant

Sig. of the applicant and other
particulars recorded in the above
from are recorded in the above form are
attested

UNDERTAKING/ DECLARATION

I, _____ S/O D/O _____, hereby give undertaking and declare:

1. That I am serving as _____ in the _____ (office), J&K and presently posted at _____ (District) and my GPF A/C no. is _____.
2. That I have applied for GPF withdrawal for the purpose of _____.
3. That I shall utilize the amount of GPF refundable advance/non-refundable withdrawal for the stated purpose only.
4. That all the advance/withdrawal made by me has been accounted for and there is no debit/minus balance in any District Fund Office of UT of J&K.
5. That an amount of Rs. _____ outstanding against me is due from previous advance and aggregate balance amounting to Rs. _____ will be refunded by me in _____ instalments of Rs. _____ per month.
6. That I shall abide by all the rules and regulations of the authority concerned.
7. That I shall furnish all relevant documents related to the said purpose of withdrawal whenever asked by the competent authority.

Signature:

Name of applicant:

Designation:

Place of posting:

R-

Form 3

Form for Application for Advance from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber
2. Account Number (with Departmental suffix) ...
3. (i) Designation
(ii) Section/Branch
4. Basic Pay/ (Pay in the Pay Band+Grade Pay)
5. Balance at credit of the subscriber on the date of application (if known)
6. Whether any advance is outstanding, if so, the purpose for which advance was taken:
7. Amount of advance required ... ₹
8. (a) Purpose for which the advance is required ...
(b) 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 Group Housing 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 other State/city Development authority or any Housing Board or any other Government agency, the location, Dimension etc., may be given ...
- (c) 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 ...

- (d) If advance is required for treatment of ailing member(s) of family, 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 (c) to 8 (e), no certificate or documentary evidence is required.

9. Number of monthly instalments in which the consolidated advance (total of items 6 and 7) is proposed to be repaid instalments

10. (i) Special reasons for the advance if it is in excess of the limit laid down in rule 12 (1) or if there is an advance outstanding as on the date of application
- (ii) Special circumstances if the advance is applied for the reasons other than those mentioned in rule 12 (1)

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

Dated:

Part II
(To be filled in by the Drawing & Disbursing Officer)

1. Balance at credit of the subscriber on the date of application is given below:-

- | | | | |
|-------|--|-----|--------|
| (i) | Closing balance as per statement for the year..... | ... |₹ |
| (ii) | Credit from..... to on account of monthly subscription | |₹ |
| (iii) | Refunds ... | ... |₹ |
| (iv) | Amount of advance outstanding ... | |₹ |
| (v) | Withdrawals during the period from..... to..... | |₹ |
| (vi) | Net balance at credit ... | |₹ |

2. Purpose for which advance was taken earlier.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for advance from Provident Fund

(Signature)

Form 4

Pro forma for application for withdrawal from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber ...
2. Account Number (with Departmental suffix) ...
3. (a) Designation ...
(b) Section/Branch ...
4. Basic Pay/ (Pay in the Pay Band+Grade Pay) ...
5. Date of joining service
6. Date of superannuation ...
7. Balance at credit of the subscriber on the date of Application
8. (a) Amount required as withdrawal ...
(b) Is the application made under rule 15 (1) (C), that is, one year before the date of superannuation Yes/No
(c) If no, purpose for which the withdrawal is required
9. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year

Dated:

Signature of Applicant

Name

Part II
(To be filled in by the Head of Office)

- 1 Balance at credit of the subscriber on the date of application is given below:-
- | | | |
|-------|--|--------|
| (i) | Closing balance as per statement for the year |₹ |
| (ii) | Credit from..... to..... on
account of monthly subscription |₹ |
| (iii) | Refunds |₹ |
| (iv) | Amount of Advance outstanding |₹ |
| (v) | Withdrawals during the period from.....
to..... |₹ |
| (vi) | Net balance at credit ... |₹ |

2 Purpose for which advance was taken

3 It is certified that the amount of withdrawal exceeds/does not exceed six months pay of the applicant Or half the amount at his/her credit / subscription in the Fund Account, whichever is less / three-fourths of the amount of the credit / subscription of the applicant in the Fund Account.

4 It is certified that the applicant is within 10 years of his retirement on superannuation / has completed years of his Government service on

5 It is also certified that the total amount drawn, including the withdrawal from the Provident Fund, from all Government sources by the applicant for house building purposes does not exceed the maximum limit prescribed from time to time under rules 2 (a) and 3 (b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

Note: Strike-out which is not relevant.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)

PROFORMA(A).

(to be attached to application for Advance/Withdrawal from G.P.Fund)

(Refer Government Order No268-F of2011 Dated 23.11.2011.

I. Certified that I _____ working as
_____ in the office of _____ have applied for
advance/withdrawal of Rs. _____ from my G.P Fund CC No.
_____ for repairing/making additions/alterations to my
residential house situated at _____ as reflected in
the Annual Property Return filed by me for the year ending 31st, December

It is further certified that I have not claimed any Rebate on account
of HRA while filing income Tax Return for the year. _____

II. Certified that I _____ working as
_____ in the office of _____ have applied for
advance/withdrawal of Rs. _____ from my G.P Fund CC No.
_____ for building/acquiring a suitable house for my
residence including the cost of site or repaying the outstanding on account of
loan expressly taken (details of loan sanction alongwith a photocopy) for this
purpose from the Government. It is also certified that I do not own a residential
house, as can be verified from my annual property return filed by me for the
year ending 31st. December

Counter Signed.

Head of office,

Signature of Applicant,

Name.

Designation.

Strike off if not applicable

PROFORMA (B).

(to be attached to application for advance from G.P.Fund)

(Refer Government order No. 268-F of 2011 dated 23.11.2011).

Certified that the G.P. Fund advance Rs. _____ applied for
by me _____ from CC No.

_____ is required to pay the expenses in connection with the
illness of my _____ (Name of
dependent family member) as per the Medical certificate issued by the
competent authority enclosed .

Signature of Applicant,

Counter signed.

Head of Office,

Name .

Designation.

PROFORMA (C)

(to be attached to application for advance from G.P.Fund)

(Refer Government order No. 268-F of 2011 dated 23.11.2011)

Certified that G.P Fund Advance of Rs. _____ applied for by me
from CC No. _____ is required to pay the educational expenses of my
_____ (Name of dependant family member)
who is a benefited student of _____ (Name of
institution) under going _____ (Name of course) session
_____ to _____. His monthly/annual Tuition fee is Rs.
_____. (Certificate or any other documentary proof issued by the school
authorities)

Counter signed.

Head of Office.

Sig. of applicant,

Name:

Designation:

PROFORMA (D).

(To be attached to application for advance from G.P.Fund.

(Refer Government order No. 268-F of 2011 dated 23.11.2011)

Certified that the G.P.Fund Advance of Rs. _____ applied
for by me from CC No. _____ is required to meet the expenses on
account of Marriage ceremony of my
_____ (Name of dependent family member)
which is scheduled to be performed on _____.

Counters Signed.

Head of officer.

Signature of Applicant,

Name: _____

Designation _____