**PROFORMA FOR APPLICATION FOR WITHDRAWAL FROM GENERAL PROVIDENT FUND**

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| --- | --- | --- |
|  | Ministry : | **FINANCE** |
|  | Department of | **REVENUE** |
|  | Office: | **INCOME TAX DEPARTMENT** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name of the subscriber (in full) | | **:** |  |
| 2 | Account Number (with Departmental suffix) | | **:** |  |
| 3 | Designation | | **:** |  |
| 4 | Pay + Grade Pay | | **:** |  |
| 5 | Date of joining service and the  Date of Superannuation | | **:** |  |
| 6 | **Balance at credit of the subscriber on the date of application as below:-** | | | |
| (i) | Closing balance as per statement for the year **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **:** |  |
| (ii) | Credit from **\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_\_\_** on account of monthly subscription | **:** |  |
| (iii) | Refunds made to the Fund after the closing balance vide (i) above | **:** |  |
| (iv) | Withdrawal during the period from **\_\_\_\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_\_\_** | **:** |  |
| (v) | Net balance at credit on date of application | **:** |  |
| 7 | Amount of withdrawal required | | **:** |  |
| 8 | (a) | Purpose for which the withdrawal is required | **:** |  |
| (b) | Rules under which the request is covered | **:** |  |
| 9 | Whether any withdrawal is taken for the same purpose earlier. If so, indicate the amount and the year. | | **:** |  |
| 10 | Name of the Accounts Officer maintaining the Provident Fund Account | | **:** |  |

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| --- | --- | --- |
| Signature of the applicant: | |  |
| Name: | |  |
| Designation: | |  |
| Section: | |  |
| D.D.O. | |  |
| **Date:** | Telephone No. |  |

**GENUINENESS CERTIFICATE**

|  |  |
| --- | --- |
| **Date:** |  |

Shri / Smt. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant’s Name)

**CERTIFIED THAT:-**

1) The particulars furnished by the applicant have been verified and found to be correct.

2) I am satisfied about the genuineness of the object of the Withdrawal / Advance stated by the applicant.

3) The pecuniary circumstances justify the grant of Withdrawal / Advance.

4) The balance shown in the applicant at Col. No. 6(v) is correct.

|  |  |
| --- | --- |
| Signature : |  |
| Name: |  |
| Designation: |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***\*\**** *This form should be signed by the ITO (H.Qrs.) / DCIT(HQrs.) / JCIT / Addl. CIT / CIT as the case may be after scrutinising the application very well.*

|  |  |
| --- | --- |
| **Mumbai:** |  |
| **Dated:** |  |

*To,*

*The Income-tax Officer (H.Qrs.)*

*Welfare & Staff Grievance,*

*Mumbai.*

|  |  |
| --- | --- |
| **Sub:** | **Outstanding amount of GPF Advance / Withdrawal – Reg.** |

*The actual outstanding amount of the previous advance(s) in the case of Shri / Smt/ Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Is as information given in the proforma:-*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name & Designation* | *GPF Account No.* | *Amount of Advance granted earlier, if any.*  *(Rs.)* | *Monthly deduction of loan, if advance taken*  *(Rs.)* | *Date of disbursement of GPF Advance taken* |
| ***(1)*** | ***(2)*** | ***(3)*** | ***(4)*** | ***(5)*** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of repayment of last instalment (mention the month) | Outstanding amount as on date of application  (Rs.) | Amount of withdrawal (non-refundable) sanctioned in the current year  (Rs.) | Monthly subscription towards GPF  (Rs.) |
| **(6)** | **(7)** | **(8)** | **(9)** |
|  |  |  |  |

|  |  |
| --- | --- |
| Stamp of the Office: | Office Supervisor of the DDO /  Signature of Administrative Officer |

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*\*\* This certificate should be signed by the AO / OS after thoroughly scrutinizing the application and DDO’s Certificate. Otherwise application of the concerned official will be returned.*

**DECLARATION**

I hereby declare that the amount of withdrawal of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sought from my G.P.F. Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This declaration is being made in terms of O.M. No. 3/02/2017-P and PW (F)(II) dated 07/03/2017 of MOP, PG and Pensions.

|  |  |  |
| --- | --- | --- |
|  | Signature : |  |
| Mumbai: | Name: |  |
| Date: | Designation: |  |