

**PANJAB UNIVERSITY, CHANDIGARH.**  
**Application form for refundable/non-refundable Advance out of PF/GPF Account**

A.1. Name of Applicant: \_\_\_\_\_  
 (In capital letters) 2. Provident Fund A/c No. \_\_\_\_\_  
 3. Present Salary [per mensem (excluding HRA)] \_\_\_\_\_ 4. Bank Account No \_\_\_\_\_  
 5. Designation : \_\_\_\_\_  
 6. Date of Appointment : \_\_\_\_\_ 7. Department/Branch: \_\_\_\_\_  
 8. Purpose of Advance (Give documentary proof required as per rules) \_\_\_\_\_  
 9. Amount of Advance required : \_\_\_\_\_  
 10. Date of Birth: \_\_\_\_\_ 11. Date of Retirement: \_\_\_\_\_

12.(i) I solemnly affirm that the amount of advance applied for, shall be utilized for the purpose mentioned in 8 above.  
 a. Certified that I have subscribed towards Provident Fund or more than three years.  
 b. I shall abide by the Rules/Regulations on the subject as framed/amended from time to time.  
 \*(iv) Certified that I have not drawn advance for purchase of Ceiling fans/Refrigerator/Desert Cooler and Geysers previously.

Date : \_\_\_\_\_ Signature of the applicant

\*8. is applicable to the applicant who applies for this purpose only

B. Remarks by the Head of the Deptt./Branch

Head of the Deptt./Branch  
(office stamp)

**C.(For use by the Accounts Branch)**

1. (i) The amount standing at the credit of the applicant, if he/she had not taken \_\_\_\_\_  
 advance/s on refundable and non-refundable basis.  
 (ii) 50%/75%/90% of the above \_\_\_\_\_  
 (iii) Less balance of amount already advanced on refundable/non-refundable basis \_\_\_\_\_  
 (iv) Balance of amount available for advance \_\_\_\_\_  
 2. He/she is subscriber towards Provident fund for more than \_\_\_\_\_ Years.  
 3. His/her service in this University is more than 12 years.  
 4. Advance of Rs. \_\_\_\_\_ as claimed/maximum admissible under rule/s \_\_\_\_\_ at pages \_\_\_\_\_ of the P.U. Cal.  
 Vol. III \_\_\_\_\_ may be sanctioned on refundable/non-refundable basis payable in \_\_\_\_\_ installments.

F.D.O.      D.R.A.      A.R.A.      Suptd.(P.F.)      Assistant      Clerk

Sanctioned

A.R.A/F.D.O/Registrar

**Pay order by the Accounts Branch**

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Superintendent (PF)

Assistant (A/cs)

**(for use by the Audit)**

Entries of amount of advance have been verified in the following Registers :-

1. Ledger
2. Loan Register

Asstt. Auditor

**Pay order**

Preaudited & Passed for Rs. ....	
Rupees .....	
.....	
Auditor	ACLA/RSA (Panjab University)

<b>PAY ORDER VERIFIED</b>	
Clerk	Assistant

<b>FOR USE IN THE CHEQUE WRITING SECTION</b>	
Cheque No. .... for Rs. .... issued against the vouchers passed for payment by ACLA bearing No. from..... to .....	
Sr. Asstt. Section	Suptd. (Cheque Writing)