

THE INSTITUTE OF MATHEMATICAL SCIENCES Chennai

Application for an Advance from CPF/GPF Account

Part I : To be filled by the Staff Member

1) Name of the Employee (in Caps) 2) Designation 3) Employee Code No. 4) PF Account No.
 CPF/GPF_____

5) Basic Pay[Pay in Payband + Gr.Pay] 6) Date of Appointment/
Date of Retirement 7) Advance applied for 8) No of Instalments
to be recovered
 / Rs.

9) Purpose for which applied

Advance allowed only for obligatory expenses, treatment/illness, Education(once in six months), cost of legal proceedings/cost of defense, Pilgrimage, purchase of consumable durables viz TV, VCR/VCP/DVD-Player, Washing machines, cooking range, Geysers and Computers.

10) Any additional information on the purpose in support of application

- i) Name of the child, class/Institution Name, day scholar/hostler in case of children education.
- ii) Details on obligatory expenses.
- iii) Name of the Patient/ relationship, name of the hospital inpatient/outpatient(in case it is for treatment of ailing dependent family members)

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.

Date: _____

Signature: _____

Please take into account the amount still outstanding against previous advances and the advance now asked for while indicating the No. of installments in this column as the No. of installments will now be fixed on the basis of the grand total of advances to be recovered. Any subsequent request for change in No. of installments will not be entertained.

Part II for Certifications in Accounts Division

A) Balance at credit of the CPF/GPF subscriber as on _____
Rs. _____ [Rupees _____ only]

B) CPF/GPF advance still outstanding as on _____
Rs. _____ [Rupees _____ only]

(after taking into account the instalment amount of Rs. _____ for the month of _____)

Date: _____

Dealing Assistant

Jr. Accounts Officer

Accounts Officer

Part III For use in Administration Division:

Particulars given at Sl.No. 1 to 6 by the Staff Member are verified and found correct.

The reasons cited at Sl.No.9 & 10 are appropriate and in order as per CPF/GPF rules.

- | | | |
|--|---|----------------------|
| 1. Amount for which sanction is now issued
(limited to 3 months Basic Pay + Gr. Pay or 50%
of balance amount whichever is less | : | <input type="text"/> |
| 2. Consolidated advance to be recovered (after taking
into account the amount mentioned at II (B) + III (1)
above. | : | <input type="text"/> |
| 3. Rule No. applicable | : | <input type="text"/> |
| 4. Number of installments now fixed for recovery
(recovery to be stopped 3 months before retirement) | : | <input type="text"/> |
| 5. The month from the salary of which the recovery to
start. | : | <input type="text"/> |
| 6. Rate of recovery now fixed | : | <input type="text"/> |
| 7. Necessary entries made in individual CPF/GPF
Advance Card | : | Yes/No |

Date:

Dealing Assistant

Jr. Admn.Officer

Administrative Officer

<p style="text-align: center;">Approved</p> <p style="text-align: center;">REGISTRAR</p>
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**To
Accounts Officer**

Copy to :
Part II Personal file concerned