

THE INSTITUTE OF MATHEMATICAL SCIENCES Chennai

Application for withdrawal from CPF/GPF Account[only on completion of 15 yrs of regular service or within 10 yrs before the date of retirement].

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 7) Date of Superannuation 8) Amount of withdrawal required

9) Purpose for which withdrawal is required (no reason to be given in case it is within 12 months before retirement)

withdrawal allowed only for cost of higher education, obligatory expenses, treatment/illness, purchase of consumable durables viz TV, VCR/VCP, Washing machines, cooking range, Geysers and Computers, Housing, Repayment of housing loan, purchase of plot, construction, reconstruction, renovation of ancestral house, purchase of vehicle including deposit.

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

- i) name of the child, course/in case of education for self/children.
- 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)
- iv) full details on housing repayment, costs, measurement, society/housing board etc in case of housing purpose.

11) Details of withdrawals/advances from CPF/GPF already taken for the same purpose mentioned at (9) above:

Sl.No	Withdrawal/Advance	Source from which drawn	Month & Year	Amount

Undertaking:

1. Certified that the information given above is correct.
2. I undertake to utilize the amount for the purpose indicated at column No. 9 and furnish a declaration to the effect that the amount withdrawn by me is utilized for which sanction is being sought within 3 months from the date of sanction failing which I will refund the same in one lump sum.
3. I undertake not to part with possession of the house built or house-site purchased with the money now applied for, whether by sale, mortgage (other than mortgage to the President) gift, exchange, lease or otherwise, without the previous sanction of the Competent Authority.
4. I undertake to furnish not later than 21st December every year a declaration that the house or house site as the case may be, continues to be in my possession.
5. I undertake to produce on demand the original documents on which my title to the property is based.
6. I am aware that I am liable to disciplinary action for furnishing false information or for non-compliance of any of the undertakings furnished by me above.
7. I understand that sanction of withdrawal does not absolve me of the responsibility to send intimation/obtain permission under the Conduct rules, and I shall submit the intimation/request for permission in the prescribed form separately.

Date:

Signature:

Part II For certificates in Accounts Division

Certified that the balance amount in the provident Fund Account as on _____ is Rs. _____
[Rupees _____ only]

Date:

Dealing Assistant

Jr. Accounts Officer

Accounts Officer

Part III For use in Administration Division:

- | | | |
|---|---|----------------------|
| 1. Amount of withdrawal applied for | : | <input type="text"/> |
| 2. Rule applicable | : | <input type="text"/> |
| 3. Amount recommended for sanction | : | <input type="text"/> |
| Limited to 6 months Basic Pay + Gr. Pay or 50% of balance whichever is less for education/obligatory: expenses/illness/Purchase of consumer durables. | | <input type="text"/> |
| Limited to 75% of the balance at credit | : | <input type="text"/> |
| Limited to 90% of balance in case of housing related Purpose. | : | <input type="text"/> |
| (Please <input checked="" type="checkbox"/> the appropriate box) | | |
| 4. Whether the applicant fulfils the eligibilty criteria | : | Yes/No |
| To retire within 10 yrs from now | : | <input type="text"/> |
| Any time during the service(Housing related) | | <input type="text"/> |
| Completed 15 yrs of service | : | <input type="text"/> |
| Due to retirement within a year | : | <input type="text"/> |
| (Please <input checked="" type="checkbox"/> the appropriate box) | | |
| 5. Necessary entries made in the individual CPF/GPF withdrawal card | : | Yes/No |

Date:

**Dealing Assistant
Officer**

Jr. Admn.Officer

Administrative

Approved
REGISTRAR

**To
Accounts Officer**

Copy to :
Personal file concerned