

# Employee's Provident Fund Scheme 1952

( For Office use only )

TELEPHONE NO.	
EMPLOYER'S	-
EMPLOYEE'S	
CLAIMANTS	
P.R.O.	-
GRIEVANCES	- 25804724

## FORM 31

Office Seal & Registration No.

Date :

### APPLICATION FOR ADVANCED FROM THE PROVIDENT FUND (Refer " Instructions")

Purpose for which advanced is required \_\_\_\_\_ Amount of Advance  
required Rs. \_\_\_\_\_  
in Words \_\_\_\_\_

1 Name in Full ( in Block Letters) \_\_\_\_\_

2 Father's / Husband's Name \_\_\_\_\_

3 Name & Address of the factory /  
Esstablishment in which employed \_\_\_\_\_

4 Provident Fund Account No. \_\_\_\_\_

5 Monthly Basic Wages and D.A.      Basic Pay    +      D.A.      =      Total

6 Full Address of the member to  
which payment / intimation to be sent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin : 

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7 MODE OF REMITTANCE :

(a) In case of advance for purchase of site/ house / flat or construction through as agency or repayment of Housing Loan indicate (1) in whose favour the cheque is to be drawn, and

Full Address \_\_\_\_\_

in other case, put tick (  ) against any one of the following:-

\* (b) By account payee cheque, through the employer ( to the address given against Sr. No. 3)

\* (c) By deposit in bank Account No. \_\_\_\_\_

Name of the Bank \_\_\_\_\_

Located at \_\_\_\_\_

Full Postal Address \_\_\_\_\_

\* (d) By Money - order at my cost to the Address given against Sr. No. 6

\* I declare that the advance is required to meet the expenses in connection with my marriage / marriage of my son / daughter / brother / sister / Shri / Kumari \_\_\_\_\_  
(Name)

Age \_\_\_\_\_ to be celebrated on \_\_\_\_\_ at \_\_\_\_\_  
( Date ) (Address)

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\* I declare that the above particulars are true to the best of my knowledge and I will abide by the conditions governing the grant of advance under the Scheme Certificates / documents in support of my application is/are furnished/enclosed.

Station \_\_\_\_\_

Signature or Left/ Right hand thumb impression of

Date \_\_\_\_\_ the member

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\* Delete if the advance applied for is not for marriage.

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**ADVANCE STAMPED RECEIPT**

( to be furnished with reference to 7 (a) or (b) or (c) above only )

Received sum of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_

\_\_\_\_\_ only) from the Regional Provident Fund Commissioner / Officer-in-Charge

of Sub-Regional Office, Employee's Provident Fund Towards the grant of advance from my Employee's Provident Fund

Account maintained by him.

To be filled in by the E.P.F. Office

Affix Rs. 1 Revenue  
Stamp

Signature or Left/Right hand thumb impression of the member.

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**( To be furnished by the Employer )**

During closure / look - out of the factory/ establishment by any Gazatted Officer or the Chief Executive/ Head of a

local authority or M.P. or M.L.A. or member of C.B.T./ Regional Committee E.P.F.

Certified that the application has been signed by the member in my presence after he/she had read the contents.

The contents have been explained to him / her by me and that the information given the application is correct.

Required certificate (s) is/are enclosed.

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Date

designation of the signing official with stamp of the Factory / Establishment.

Signature of the Employer or an Authorised Official of the Factory / Establishment

Encl.

( For use in Provident Fund Commissioner's Office )

Section \_\_\_\_\_

Account No. \_\_\_\_\_

Authority for payment of Advance under Para 68

Passed for payment for Rs. \_\_\_\_\_ ( in words Rs. \_\_\_\_\_ )

Mode of Remittance :

refer Sr. No. 7 ( )

M.O.Commission ( if any)

Net amount to be paid by M.O.

**Clerk**

**Section Supervisor**

**Asstt. Accounts Officer/Asstt. P.F.Commissioner**

P.I.No.

vide Payment Scroll

P.C. To A.A.O.

**For use in Cash Section**

Paid by inclusion in cheque No. \_\_\_\_\_ dated the \_\_\_\_\_ vide Cash

Under Rs.

Book ( Bank )Account No. 3 \_\_\_\_\_ debit item No. \_\_\_\_\_

Clerk

Section Supervisor

Asstt. Accounts Officer/Asstt. P.F.Commissioner

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Remark