

**Form 4**

**Pro forma for application for withdrawal from General Provident Fund/Contributory Provident Fund**

1. Name of the subscriber ... ..
2. Account Number (with Departmental suffix) ...
3. (a) Designation ... ..
- (b) Section/Branch ... ..
4. Basic Pay/ (Pay in the Pay Band+Grade Pay) ... ..
5. Date of joining service
6. Date of superannuation ...
7. Balance at credit of the subscriber on the date of Application
8. (a) Amount required as withdrawal ...
- (b) Is the application made under rule 15 (1) (C), Yes/No  
      that is, one year before the date of superannuation
- (c) If no, purpose for which the withdrawal is required
9. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year

Dated:

Signature of Applicant

Name .....

**Part II**  
**(To be filled in by the Head of Office)**

1. Balance at credit of the subscriber on the date of application is given below:-

- |       |                                                                 |        |
|-------|-----------------------------------------------------------------|--------|
| (i)   | Closing balance as per statement for the year                   | .....₹ |
| (ii)  | Credit from..... to ..... on<br>account of monthly subscription | .....₹ |
| (iii) | Refunds ... ..                                                  | .....₹ |
| (iv)  | Amount of Advance outstanding                                   | .....₹ |
| (v)   | Withdrawals during the period from.....<br>to.....              | .....₹ |
| (vi)  | Net balance at credit ...                                       | .....₹ |

2. Purpose for which advance was taken

3. It is certified that the amount of withdrawal exceeds/does not exceed six months pay of the applicant Or half the amount at his/her credit / subscription in the ..... Fund Account, whichever is less / three-fourths of the amount of the credit / subscription of the applicant in the Fund Account.

4. It is certified that the applicant is within 10 years of his retirement on superannuation / has completed ..... years of his Government service on .....

5. It is also certified that the total amount drawn, including the withdrawal from the Provident Fund, from all Government sources by the applicant for house building purposes does not exceed the maximum limit prescribed from time to time under rules 2 (a) and 3 (b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

Note: Strike-out which is not relevant.

(Signature)  
Name and Stamp of Drawing and Disbursing Officer

**Part III**  
**(To be filled by the Administrative Office)**

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)