

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES,**  
**(LUVAS), HISAR**

**APPLICATION FORM FOR THE NON - REFUNDABLE ADVANCE OUT OF GPF/CPF**

- 1- Name of the Subscriber : \_\_\_\_\_  
(In capital letters)
- 2- Designation & Office/Deptt. in which Working : \_\_\_\_\_
- 3- a) GPF Account No. : \_\_\_\_\_  
b) CPF Account No. : \_\_\_\_\_
- 4- Pay (Basic+Grade Pay +NPA if any) : \_\_\_\_\_
- 5- i) Date of appointment : \_\_\_\_\_  
ii) Date of birth : \_\_\_\_\_
- 6- Amount of advance required (In words also) : \_\_\_\_\_
- 7- Purpose for which the advance is required : \_\_\_\_\_
- 8- Details of the documentary proof/certificates added as required under rules and as per standing instructions (Tick whichever applicable)
- a) Bonafide studentship with details of course of study from head of institution for study loan : \_\_\_\_\_
- b) Date of birth of child for marriage loan : \_\_\_\_\_
- c) Approved building plan for construction of house/additions & alteration : \_\_\_\_\_
- d) Agreement for purchase of plot of house : \_\_\_\_\_
- e) Approval of competent authority for purchase of plot : \_\_\_\_\_
- 9- In case both husband & wife are employees, certified that husband/wife has not applied or taken advance for the same purpose (delete wherever not relevant).
- 10- Date of marriage (for marriage Advance) : \_\_\_\_\_
- 11- It is certified that the amount will be spent on the purpose for which it is being drawn and will be refunded for alongwith loss of interest if not so spent.

*(Signature of the Applicant)*

Mobile No.:- \_\_\_\_\_

**(For use in the Department of \_\_\_\_\_)**

1. Was any advance taken for the same purpose earlier. If so, indicate the amount and the month/year:

- (a) Out of GPF/CPF : \_\_\_\_\_  
(b) Out of Loan & Advances Scheme : \_\_\_\_\_  
(c) From other sources : \_\_\_\_\_  
(d) Total : \_\_\_\_\_

2. The request of the employee for non-refundable advance of Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_) is genuine and is recommended and forwarded to the Comptroller, LUVAS, Hisar for sanction and drawl of advance. It is covered under Clause No. \_\_\_\_\_ of the GPF/CPF rules of the University. Details given by the applicant have been verified and are correct.

3. Cheque/R.T.G.S./N.E.F.T. details:-

- (a) Name of Beneficiary : \_\_\_\_\_  
(b) Account No. : \_\_\_\_\_  
(c) IFS Code : \_\_\_\_\_

(Please attach copy of Bank Passbook/cancelled cheque)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Deptt. \_\_\_\_\_

Encl:

1. Service Book
2. Relevant document as per Para-8
3. Certificate as per Para-9

**(FOR USE IN COMPTROLLER'S OFFICE)**

- i) The amt. standing at the credit of the applicant **Own Share Univ. Share** in his A/c No. \_\_\_\_\_ Rs. \_\_\_\_\_ Rs. \_\_\_\_\_.
- ii) Amount of advance admissible Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_) (Sub. \_\_\_\_\_ Cont. \_\_\_\_\_) and the Advance is admissible 75%/90% of balance in his/her credit or 6/12 months basic pay or Rs. \_\_\_\_\_ whichever is less.
- iii) The advance is admissible under Clause No. \_\_\_\_\_ of GPF/CPF and prescribed conditions have been fulfilled.
- iv) Comptroller may kindly give concurrence to the advance of Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_) to Dr./Sh./Smt. \_\_\_\_\_.
- v) Cheque/R.T.G.S. in favour of \_\_\_\_\_.

Dealing Hand

Dy. Registrar

Comptroller

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- iv) Comptroller may kindly give concurrence to the advance of Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_) to Dr./Sh./Smt. \_\_\_\_\_.
- v) Cheque/R.T.G.S. in favour of \_\_\_\_\_.

Dealing Hand

Assistant Registrar

Comptroller