

**FORM VII**  
(see regulation-14)

**PROFORMA FOR SANCTION OF ADVANCE FROM PROVIDENT FUNDS**

No.....

**NEW MANGALORE PORT TRUST**

**ORDER**

Sanction .....

Sanction is hereby accorded under Rule.....  
of ..... for the grant of an advance  
of Rs..... (Rupees.....  
..... only) to Shri/Smt./Kum. .... from  
his/her GPF/CPF Account No..... to enable him/her to defray  
expenses on .....

2. The advance will be recovered in ..... monthly instalments  
of Rs..... each commencing from the salary for the month of  
..... payable in .....

3. A sum of Rs..... (Rupees..... only)  
out of advance of Rs. .... sanctioned in ..... and paid  
to him/her in ..... will be outstanding till the commencement of the  
recovery of the consolidated amount as specified below. This amount together  
with the advance now sanctioned aggregating to Rs. .... will be  
recovered in ..... monthly instalments of ..... Rs.....  
each commencing from the salary for the month of ..... payable in  
.....

4. The balance at the credit of Shri ..... as on .....  
is detailed below.



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- (i) Balance as per account slip for the year .. Rs.
- (ii) Subsequent deposits and refunds of advances  
at the rate p.m. from ..... to ..... .. Rs.
- (iii) Total of Col.(i) and (ii) .. Rs.
- (iv) Subsequent withdrawals, if any .. Rs.
- (v) Balance as on date of sanction {Col.(iii) -(iv)} .. Rs.

SANCTIONING AUTHORITY



**FORM VIII**

(see regulation 17)

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**PROFORMA FOR APPLICATION OF WITHDRAWAL FROM PROVIDENT FUNDS****New Mangalore Port Trust****APPLICATION FOR WITHDRAWAL FROM** (here enter the name of the Fund)

1. Name of the subscriber
2. Account number (with departmental suffix)
3. Designation
4. Pay
5. Date of joining service and the date of superannuation
6. Balance at credit of the subscriber on the date of application as below:
  - (i) Closing balance as per statement for the year .....
  - (ii) Credit from ..... to ..... on account of monthly subscriptions.
  - (iii) Refunds made to the Fund after the closing balance vide (i) above.
  - (iv) Withdrawal during the period from ..... to .....
  - (v) Net balance at credit on the date of application.
7. Amount of withdrawal required
8. (a) Purpose for which the withdrawal is required
- (b) Rule under which the request is covered.
9. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year.

Signature of applicant

Designation

Section/Branch

Dated:



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## FORM IX

(see regulation 17)

PROFORMA FOR SANCTIONING WITHDRAWALS FROM  
PROVIDENT FUND

New Mangalore Port Trust

To:

The Financial Adviser and Chief Accounts Officer,  
New Mangalore Port Trust,  
Panambur,  
MANGALORE - 575 010.

Sir,

Sub: Withdrawal from the ..... (here enter the name of the fund)

Shri.....

I am directed to convey sanction of the ..... under  
Rule ..... of the ..... Rules .....  
to the withdrawal by Shri/Smt..... (here enter the  
designation) of a sum of Rs. .... (Rupees .....  
only) from his/her fund Account No..... (with departmental suffix)  
to enable him to meet expenditure on .....

2. The amount of withdrawal does not exceed six months pay of  
Shri/Smt..... of half the amount at his/her  
credit/subscription in the ..... Fund Account. His basic pay is  
Rs..... (as defined in F.Rs.)

3. It is certified that Shri/Smt. .... is within 10 years of  
his/her retirement on superannuation has completed twenty/twenty five years of  
his/her Board service on .....



4. It is also certified that the total amount drawn from all Board sources by Shri/Smt. .... for house building purposes does not exceed Rs. 1,00,000/- or his/her seventy five months pay whichever is less.

5. The balance at the credit of ..... Shri ..... as on ..... is detailed below:

- |                                                                                      |           |
|--------------------------------------------------------------------------------------|-----------|
| (i) Balance as per account slip for the year .....                                   | ..... Rs. |
| (ii) Subsequent deposits and refunds of advance at the rate p.m. from ..... to ..... | ..... Rs. |
| (iii) Total of col.(i) and col.(ii)                                                  | ..... Rs. |
| (iv) Subsequent withdrawals, if any                                                  | ..... Rs. |
| (v) Balance as on date of sanction Col. (iii) – (iv)                                 | ..... Rs. |

6. Shri ..... was last sanctioned a part final withdrawal by this office for an amount of Rs. .... vide ..... after the account statement for the year ..... Shri ..... is understood, (as stated by him) to have been last sanctioned a part final withdrawal of Rs. .... by .....

Yours faithfully,

Copy forwarded to:

1. ....
2. Shri ..... his attention is drawn to the provision of Rule ..... of GPF/CPF Rules according to which a subscriber who has been permitted to withdraw from the fund should satisfy the sanctioning authority that the money has been utilised for the purpose for which it was withdrawn. A certificate to the effect that the withdrawal sanctioned above has been utilized for the purpose for which it has been sanctioned may, therefore, please be furnished within ..... months of the drawal of the money.



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**FORM IX - A (Regulation No.19)****FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A FINAL WITHDRAWAL**

1. Name of the subscriber
2. Designation and office to which attached.
3. Pay
4. Name of the Provident Fund and Account No.
5. Balance at credit on the date of application  
(amount actually subscribed by him alongwith interest due thereon in the case of GPF subscriber)
6. (a) Balance outstanding to be converted into a final withdrawal.  
(b) Interest due on the amount of advance taken.
7. (a) Purpose for which advance taken.  
(b) Date of payment of advance  
(c) Amount of advance sanctioned.
8. Particulars of communication under which advance was sanctioned.
9. Whether any advance or final withdrawal has been drawn previously for the purpose mentioned above, if so, particulars thereof.
10. (a) Total service, including broken periods, if any, on date of this application.  
(b) Period of service left on the date of application for attaining the age of superannuation.  
(c) The date of superannuation.

Place:

Signature of the applicant

Date:

Dated

No.

The above particulars have been verified to be correct.

Signature and Designation of  
recommending authority.



ORDER

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No.

Dated

Sanction of ..... is hereby  
 conveyed/accorded under Rule 19 of the New Mangalore Port Trust Employees  
 (G.P.F.) Regulations 1980 for conversion into final withdrawal of an amount of  
 Rs. .... (Rupees ..... only) being the  
 outstanding balance out of the G.P.F. advance of Rs. ....  
 sanctioned on ..... 20 ..... and drawn in Bill  
 No. .... of ..... for the purpose of  
 ..... to  
 Shri/Smt./Kum. .... of the office of the  
 .... (GPF Account No. ....).

Signature .....

Designation .....

Copy forwarded to:

Signature .....

Designation .....



**FORM X**

(see regulation 21)

**FORM OF APPLICATION FOR FINAL PAYMENT/TRANSFER TO BODY  
CORPORATE/OTHER GOVERNMENTS OF .....  
BALANCE IN THE ..... P.F. ACCOUNT**

To:

The Financial Adviser & Chief Accounts Officer,  
New Mangalore Port Trust,  
Panambur,  
MANGALORE - 575 010.

(Through Head of Office/Department)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for ..... months/have been discharged/dismissed/have been permanently transferred to ..... have resigned finally from New Mangalore Port service under ..... of New Mangalore Port Trust to take up appointment with ..... and my resignation has been accepted, with effect from ..... forenoon/afternoon. I joined service with ..... on ..... forenoon/afternoon.

2. My Provident Fund Account No. is .....

3. My specimen signature in duplicate, duly attested by another gazetted officer is enclosed.



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**PART I**

(to be filled in which the application for final payment is submitted upto one year prior to retirement)

4. I request that the amount of Rs. .... standing to the credit in my General Provident Fund Account as indicated in the Accounts Statement issued to me for the year ..... enclosed/as appearing in my ledger account being maintained by you, may please be arranged to be paid to me through ..... Treasury/Sub-Treasury.

5. Certified that I had taken the following advance in respect of which ..... instalments of Rs. .... are yet to be repaid to the Fund Account. I had taken the following final withdrawals:

- |    | Temporary advance | Final withdrawals |
|----|-------------------|-------------------|
| 1. |                   |                   |
| 2. |                   |                   |
| 3. |                   |                   |
| 4. |                   |                   |

6. Certified that the following amounts were withdrawn by me to finance my Life Insurance Policy from my Provident Fund Account:

- 1.
- 2.
- 3.
- 4.

7. Certified that after the payment of first instalment of my Provident Fund balance, I will apply for the payment of the subsequently instalments in Part II of the form immediately on retirement.

Signature of the subscriber  
Name and address

CERTIFICATION BY THE HEAD OF OFFICE/DEPARTMENT

Certified that the above information has been verified from the records being maintained in this office and is correct.

Signature of Head of Office/Department



**PART II**

*(to be submitted by the subscriber immediately after his retirement. This part is also applicable in the case of subscribers who apply for final payment for the first time after the date of superannuation, discharge, resignation, etc.)*

4. In continuation of my application for final payment sent to you, vide No. .... dated ..... I request that the balance in my Provident Fund account may please be paid to me.

Or

I request that the entire amount at my credit with interest due under the rules may be paid to me through ..... Treasury/Sub-Treasury may be transferred to my Provident Fund account. My Provident Fund Account No. is .....

5. A sum of Rs. .... (Rupees ..... ) was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of ..... for Rs. .... encashed on ..... at ..... Treasury/Sub-Treasury.

6. I certify that I have neither drawn my temporary advance nor made any final withdrawal from my Provident Fund account during the 12 months immediately preceding the date of my quitting service under .....

or

Details of the temporary advances drawn by me/final withdrawals made by me from my Provident Fund Account during the 12 months preceding the date of my quitting service under ..... Government/proceeding on leave preparatory to retirement or thereafter are given below:



Amount of advance

1.

Date

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2.

7. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident Fund account during the 12 months immediately preceding the date of my quitting service under ..... Port of New Mangalore/proceeding on leave preparatory to retirement or thereafter for payment of insurance premia or for the purchase of a new policy.

Amount

1.

Date

2.

8. The particulars of the Life Insurance policies financed by me from the Provident Fund which are to be released by you are given below:

Policy No.

Name of the company

Sum assured

1.

2.

3.

4.

Station:

Date:

Yours faithfully,

Signature.....  
(Name and address)

Para 4 applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber last served. Otherwise it may be struck out.



## CERTIFICATE BY THE HEAD OF OFFICE/DEPARTMENT

1. Forwarded in continuation of endorsement No..... dated .....

1. (a) It is certified after due verification with reference to the records in my office, that no temporary advance/final withdrawal was sanctioned to the applicant from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service under Port of New Mangalore/proceeding on leave preparatory to retirement or thereafter.

Or

2. It is certified that after due verification with reference to the records in my office, that the following temporary advances/final withdrawals were sanctioned and drawn by the applicant from his/hr Provident Fund account during 12 months immediately preceding the date of his/her quitting service under Port of New Mangalore/proceeding on leave/preparatory to retirement or thereafter.

Amounts of advance/withdrawal

Date

Voucher number

Amounts of advance/withdrawal	Date	Voucher number
.....	.....	.....
.....	.....	.....

\* 3. It is certified that no demands/following demands of Port of New Mangalore are due for recovery.

4. Certified that he/she has not resigned from Port of New Mangalore without prior permission of the Port authorities to take up an appointment in



another department of the Central Government or under a State Government **308**  
under a body corporate owned or controlled by the State.

(Signature of the Head of Office/  
Department)

\* Certificate No. 3 to be furnished in the case of Contributory Provident Fund only.

\*\* Please score out if not necessary.

(Signature of the Head of Office/  
Department)

**Foot Note:**

Principal regulations were published in the G.O.I. Gazette vide G.S.R. 157(E) dated 28-03-1980 and subsequently amended vide -

- (i) GSR 739(E) dated 16-12-1991
- (ii) GSR 399(E) dated 02-04-1992
- (iii) GSR 227(E) dated 29-04-1998