

**Pro forma for sanction of advance from Provident Funds**

No.....

Ministry of...../Office

**ORDER**

Sanction of the.....is hereby accorded under Rule.....  
of.....for the grant of an advance of Rs.....(Rupees  
.....only) to Shri/Shrimathi/Kumari.....from his/  
her G.P.F./C.P.F. Account No.....to enable him/her to defray  
expenses on.....

2. The advance will be recovered in.....monthly instal-  
ments 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 specifying 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—

(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 (ii) .....	Rs.....
(iv) Subsequent withdrawals, if any ...	Rs.....
(v) Balance as on date of sanction Col. (iii) - (iv) .....	Rs.....

5. \*This issues with the concurrence of the Ministry of Finance, *vide*  
their U.O. No....., dated.....

Sanctioning authority \_\_\_\_\_

To  
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