

Format for P.F. Withdrawal

1. Name of the School :
2. Name of the Teacher / Staff :
3. Designation :
4. Name of Applicant (For Death Case Only) :
5. Type of Withdrawal
 - a) Non Refundable Advance
 - b) Refundable Advance
 - c) Final Withdrawal (Retirement/Transfer/Resignation/Death)
 - d) Rest Part of P.F. Interest (Retirement/Transfer/Resignation/Death)
6. Date of 1st entry into this service :
7. Date of Retirement/Release/Resignation/Death :
8. Length of service in years completed (for Non Refundable Advance) _____.
9. Last Basic Pay drawn (for Refundable Advance) Rs. _____ / Year _____.
10. Last P.F. Subscription deposited Rs. _____ . Month & Year _____.
11. Principal may be considered for withdrawal up to (Month & Year) _____.
12. Interest may be considered for withdrawal
 - a) Final Payment / Advance up to March' _____(Year)
 - b) For Rest Part of Interest _____(Month & Year)

13. Balance Calculation :

A	Principal with Interest up to March ' _____ (year)	+							
B	Subsequent deposit from April _____(year) to _____ (month & year)	+							
C	Subsequent Interest (if applicable) up to _____ (month & year)	+							
D	Subsequent withdrawal (if any) RBI Date _____.	-							
E	Balance (A+B+C-D)	=							

14. Amount admissible

- a) For Final Payment / Rest part of Interest Rs _____.
- b) For Non Refundable Advance 75% Rs _____.
- c) For Refundable Advance Rs _____ @ Instalment nos

15. Amount applied for Advance

- a) As non refundable Rs _____.
- b) As refundable Rs _____ Instalment No

16. Purpose of Advance :-

17. Declaration of Applicant :-

I am herewith submitting PF claim of Rs (Rupees only) with a declaration that above noted information is true to best of my knowledge and believe; that the claim has not been submitted earlier; that the claim if found false later on, I shall be responsible for any loss incurred out of this transaction.

Signature of Applicant

18. Declaration of the HOI :-

I do hereby declare that above noted information / calculation has been verified with my office record and found to be in order. I shall be responsible for any dislocation detected later on.

Signature of the HOI with seal