

APPENDIX – (O)
(UNDER SECTION RULES – 15(A-J))
FORM OF APPLICATION FOR
PART FINAL WITHDRAWAL OF MONEY FROM THE
ZILLA PARISHAD PROVIDENT FUND

**For House Building / Purchase or Redemption of Houses and House-Sites /
Higher Education Purposes / Marriage / Medical Expenses**

- 1) Name Of The Subscriber :: _____
(IN CAPITAL LETTERS)
- 2) **Employee Code** ::

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(Issued by Treasury)
- 3) Designation & Office to which Attached :: _____
(Full Address with PIN Code) _____

- 4) **Provident Fund Account Number** ::

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- 5) PAY :: Rs. _____
- 6) Date of Birth (DD/MM/YY) :: _____
- 7) Date of Entry Into Service (DD/MM/YY) :: _____
- 8) a) **SBI Savings Account Number** ::

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(Xerox Copy Of Bank Pass Book Should Be Enclosed. Not Applicable for Balance Transfer)
- b) **SBI Branch Name** :: _____
- c) **SBI Branch Code Number** ::

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- 9) Copy of Latest ZPPF Account Slip Enclosed? (YES/NO) :: _____
- 10) a) **Balance at the Credit of the Subscriber on the date of Application Rs.** _____
Note :- In the case of a Part Final Withdrawal of house building and marriage purposes, as well as purchase of house / house – sites, The total balance at the credit of all the Provident Funds should be taken into account, if the subscriber subscribes to more than one provident fund.
- b) **If it is a second part final withdrawals for the purchase of carrying out additions and alterations to or reconstructions of a House acquired with the help of withdrawal already made or which may be made in future from the Provident Fund**
- i) Amount of part final withdrawal already taken Rs. _____
- ii) Balance at credit at the time of making the First Part Final Withdrawal Rs. _____
- 11) **Amount Required Rs.** _____ **in the case of Construction of a House or for the Purchase of a House-Site, the Number of Installments in which it is required should stated. No. of Installments** _____
- 12) **The purposes for which the amount is required :**
- a) If it is for House Building or for the purpose of Purchasing a House-Site or for the Express Purposes of Repayment of any loan taken under:
- i) for Purchasing a House.
- ii) for Constructing or Reconstructing a House.
- iii) for Redemption of House.
- iv) for Making Additions or Alterations to House.
- v) for Purchase of House-Site.
- vi) for Repayment of Loan expressly Taken for the Purchase of a House-Site; and
- vii) for repayment of any loan taken under.

b) If it is for Higher Education :

- i) relationship with the person (who is actually dependent on the subscriber / for whom the withdrawal is required;
- ii) the specific course taken by the Person and the Name and Place of the Institution.
- iii) whether the course is for more than 3 years and beyond the high school stage?
- iv) whether this is the First or the Second withdrawal for the current year.
- v) the date of previous withdrawal or advance, if any taken for this purpose.

c) If it is for marriage or betrothal ceremony expenses :

- i) whether for marriage or betrothal ceremony of the subscriber's daughter / son or for any other female relation dependent of the subscriber, who has no daughter ;
- ii) whether any advance under ordinary rules has been drawn in respect of the betrothal ceremony or marriage for which the present withdrawal is sought for ;
- iii) Actual date fixed for celebration of the betrothal ceremony or marriage.

d) If it is for Medical Expenses :

- i) for whom _____

13)

- a) **Total service including broken periods, if any** : _____
- b) **Period of service required on the date of application for attaining the age of superannuation; and** : _____
- c) **The date of superannuation** : _____

14)

a) Particulars of expenses for House Building or Purchasing a House-Site

- i) Actual cost of acquiring the House or House-Site :Rs.
- ii) Anticipated cost of House proposal to be built / rebuilt :Rs.
- iii) Anticipated cost of additions or alterations to be made by the House :Rs.
- iv) Actual amount required for redemption of the House of House-Site :Rs.
- v) Total amount and date of loan taken for the purchase or House-Site and the amount outstanding against that loan on date :Rs.

b) Particulars of expenses required to be incurred on the higher Education; and

c) Amount required for meeting marriage expenses, indicating the No. of marriages to be celebrated.

d) Particulars of Medical Expenses

- i) Full Particulars of the Decease
- ii) Amount Required : Rs.

15) Amount of installment or installments last taken, if any for House Building or / and purchase of House-Sites (State particulars of Amount, Dates on which taken)

16) Amount, if any, received already from Government for purchase of House-Site or House Building Purposes other than from the provident fund account.

SIGNATURE OF THE APPLICANT

Name : _____

Design: _____

RECOMMENDED / NOT RECOMMENDED

SIGNATURE OF THE HEAD OF THE INSTITUTION WITH SEAL
MEO/HM

For the use of Head of the office / Head of the Department

Rc. No. _____

O/o _____

Dated the: _____

The above particulars have been verified to be correct

Forwarded to the Chief Executive Officer, Zilla Praja Parishad, Guntur (in triplicate)

Certified That –

- (I) The part final withdrawal has been recommended under the rule(s) _____
- (II) I satisfied myself that the conditions prescribed in rule(s) _____ referred to above have been fulfilled and that the subscriber has produced to me the necessary deed and papers which are enclosed.
- (III) The applicant has signed the undertaking prescribed in rule(s) _____ and that the same is forwarded herewith.
- (IV) I have verified the progress of construction of the House and the 2nd / 3rd / 4th installment of the withdrawal may be paid.
- (V) I have satisfied myself that the applicant has not taken any loan / assistance under any scheme sponsored by the or from any other Government source and that the necessary note has been made regarding the verification of the requirements laid down rule _____ in case of complete repayment of loan during the service of the subscriber.
- (VI) No part final withdrawal has been granted previously to the subscriber for the purpose; and
- (VII) In addition to this part final withdrawal, no temporary advance has been granted to the subscriber for the same purpose now.

NOTE :- Delete The Certificate Not Applicable.
Certificate in item (ii), (iii) and (iv) above are not necessary if the part-final withdrawal is for higher Education or for Betrothal Ceremony or marriage purpose.

SIGNATURE OF THE HEAD OF THE INSTITUTION
WITH DESIGNATION & SEAL
MEO/HM

Rc. No. _____

O/o _____

Dated the: _____

Sanction of the _____ is conveyed to the Part-Final withdrawal of Rs. _____ (Rupees _____ only) the amount being drawn in _____ instalment(s).

Forwarded to the Accounts Officer, Zilla Praja Parishad, Guntur for necessary action.

DEPUTY CHIEF EXECUTIVE OFFICER,
ZILLA PRAJA PARISHAD, GUNTUR

FORM – 40A

(See Instruction 4(i) to (iii) under Treasury Rules 17)

BILL FOR WITHDRAWAL FROM GENERAL AND OTHER PROVIDENT FUNDS

ANNEXURE

DISTRICT : **GUNTUR**

SUB-ACCOUNT: _____ VOUCHER No. : _____ of _____ 20

STATE PROVIDENT FUND _____ PROVIDENT FUND _____ of _____ BRANCH

Bill for Withdrawing **PART FINAL PAYMENT** Withdrawals from the **Zilla Parishad Provident Fund, Guntur** of Sri / Smt. _____

For the month of _____ / _____ in the Office of _____

1) Name & Designation of the Subscriber :: _____

2) Pay :: **Rs.**

3) Proceedings No. & Date of Sanctioning Authority. :: _____

4) Nature of withdrawn :: **NRL**a) Amount :: **Rs.**

//Attested//

5) **Acquittance** ::
(Affix a Revenue Stamp & Sign Across)

MEO/HM

6) Remarks :: _____

Particulars of Amount Refunded:-

Sl. No.	Name of the Subscriber & Designation	ZPPF Account No.	Date of Drawl	Particulars of Amount Drawn.	Amount Now Refund Rs.
				NRL	

Station :

Deputy Chief Executive Officer,

Date :

Zilla Praja Parishad, Guntur

Passed for Rs. _____ /-(In Words Rupees _____ Only)

and PAY the same to Sri / Smt. _____

by way of CHEQUE / DD / ON-LINE ADJUSTMENT to the individuals Savings Bank Account No. _____ at State Bank Of India, _____ Branch.

// **ACCOUNT VERIFIED** //

MEO/HM

Deputy Chief Executive Officer,
Zilla Praja Parishad, Guntur

Contents Received _____

Signature of the messenger _____

1. Certified that I have satisfied myself that all sums included in bills (Form No. 40-A) drawn on month / two months / three months Previous to this date in favour of Messer's _____ Account No. _____ with the exception of those detailed (of which the total has been refunded by deduction in this bill) have been disbursed to the proper persons and that their acquittances have been taken and filed in my Office with receipts stamp duly cancelled for every payment.
2. Certified that the balance in the funds at the credit of Sri / Smt. _____ on the date of withdrawn covers the sum drawn in this bill.
3. Certified that the amount asked from the bill as required to meet the yearly premium due on in respect of policy No. _____ with the _____ Company Limited. The policy / policies in question have been assigned to the Government of Andhra Pradesh and in the custody of the ZPP, GUNTUR. The details, of the policy / policies proposed to be taken has been communicated to and accepted by the Zilla Parishad in his letter No. _____, dated _____.

Sl. No.	Name of the Subscriber with Account No.	No. of the Policy	Name of the Company	Amount of Premium	Due Date of Premium	Stock Number

4. Certified that in respect of withdrawals made in bill (Form-40A) one month / two months / three months previous to the date towards payment of insurance premium the original premium receipt have been within one month of the date of withdrawal and forwarded to the ZPP, GUNTUR with the exception of those _____ for the scrutiny and the necessary endorsements have been made on the receipt to the effect that the no statement of income tax is admissible.
5. Certified that the number of policies from the GPF Dues not exceeds fours the number of policies financed from the GPF / exceeded four as these were accepted prior to 16.8.98.

Station :

Date :

Deputy Chief Executive Officer,
Zilla Praja Parishad, Guntur

FOR USE IN AUDIT OFFICE

Item _____ of _____

ADMITTED	:	Rs.
OBJECTION	:	Rs.
TOTAL	:	Rs.

Details of Objection, if any

ACCOUNTANT

District Audit Officer,
State Audit, Guntur