

**FORM 4**  
**Pro forma for application for withdrawal from**  
**General Provident Fund/Contributory Provident Fund**

1. Name of the subscriber .....
2. Account Number (with Departmental suffix) .....
- 3.(a) Designation .....
- (b) Section/Branch.....
4. Basic Pay/(Pay in the Pay Band + Grade Pay).....
5. Date of joining service.....
6. Date of superannuation.....
7. Balance at credit of the subscriber on the date  
of Application .....
- 8.(a) Amount required as withdrawal...₹.....
- (b) Is the application made under Rule 15(1)(C), Yes/No  
that is, one year before the date of super-  
annuation? .....
- (c) If no, purpose for which the withdrawal is  
required .....
9. Whether any withdrawal was taken for the same  
Purpose earlier. If so, indicate the amount and  
the year. ....

Dated:

Signature of Applicant

Name .....

**Part-II**

**(To be filled in by the Head of Office)**

1. Balance at credit of the subscriber on the date of application is given below :-
  - (i) Closing balance as per statement for the year ₹.....
  - (ii) Credit from .....to .....on account of monthly subscription ₹.....
  - (iii) Refunds ₹.....
  - (iv) Amount of Advance outstanding ₹.....
  - (v) Withdrawals during the period from .....to .....
  - (vi) Net balance at credit ₹.....
2. Purpose for which advance was taken.
3. It is certified that the amount of withdrawal exceeds/does not exceed six months pay of the applicant or half the amount at his/her credit/subsorption in the.....Fund Account, whichever is less/three-fourths of the amount of the credit/subsorption of the applicant in the Fund Account.
4. It is certified that the applicant is within 10 years of his retirement on superannuation / has completed .....years of his Government service on .....
5. It is also certified that the total amount drawn, including the withdrawal from the Provident Fund, from all Government sources by the applicant for house building purpose does not exceed the maximum limit prescribed from time to time under rules 2(a) and 3(b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

Note-Strike out which is not relevant.

(Signature)

Name and Stamp of

Drawing and Disbursing Officer

**Para-III**

**(To be filled by the Administrative Office)**

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)

**FORM 4-A**  
**Pro forma for sanctioning withdrawals from Provident Funds**

No.....  
Ministry of .....

To  
Accounts Officer

.....

.....

Sir,

I am directed to convey sanction of the Competent Authority under Rule .....  
of the General Provident Fund (Civil Services) Rules, 1960 or under Rule.....of  
Contributory Provident Fund Rules (India), 1962.....to the  
withdrawal of a sum of ₹.....(Rupees.....  
.....only) by Shri .....  
(name and designation) from his Account No.....to enable him to meet  
the expenditure on .....

2. It is certified that the conditions for withdrawal as specified in General Provident Fund  
(Civil Services) Rules, 1960 have been met.

3. Balance at credit of the subscriber on the date of application is given below :-

(i) Closing balance as per statement for the year Rs.....

(ii). Credit from .....to .....on account

Of monthly subscription ₹.....

(iii). Refunds ₹.....

(iv). Amount of advance drawn between.....and .....₹.....

(v) Withdrawals taken between .....and .....₹.....

(vi). Net balance at credit ₹.....

4. This issued with the concurrence of .....vide

Dy.No.....dated.....

Yours faithfully,

Sanctioning Authority

Copy forwarded to :

1. Drawing and Disbursing Officer.
2. Shri/Smt./Km.....His/her attnetion is drawn to the provisions of the Rule 16 of GPF(CS)/CPS (India) Rules and requested that a certificate to the effect that the withdrawal sanctioned above has been utilized for the purpose for which it has been sanctioned may, therefore, pleased be furnished within three months of the disbursement of the money.
3. Sanction File.
4. Pay and Account Office

Drawn vide Bill No        of  
for ₹.

Sr. Accounts Officer/Cash