

**Form 5**

**Pro Forma 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 in Pay Band with Grade Pay ... ..
4. General Provident Fund (GPF)/Contributory Provident Fund (CPF) Account Number ...
5. Balance at credit on the date of application (amount actually subscribed by him along with interest due thereon in the case of GPF subscriber) ...
6. (a) Purpose for which advance taken ...  
(b) Date of payment of the advance ...  
(c) Amount of advance sanctioned ...  
(d) Amount of advance recovered ...  
(e) Amount of advance outstanding ...  
(f) Interest due on the amount of advance taken ...  
(g) Amount of advance to be converted into a withdrawal ...
7. Particulars of communication under which advance was sanctioned (Copy of sanction to be enclosed) ... ..
8. Whether any advance or final withdrawal has been drawn previously for the purpose mentioned above. If so, particulars thereof ... ..
9. (a) Total service, including broken periods, if any, on date of this application  
(b) The date of superannuation ...

Place:  
Date:

Signature of the Applicant

**Part II**

The above particulars have been verified to be correct.

(Signature and designation of DDO)

**Part III**

(To be filled by the Administrative Office)

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

(Signature)

Pay and Accounts Officer

**Form 5-A**

**ORDER**

No.

Dated.....

Sanction of .....is hereby conveyed/accorded under rule 16 of the General Provident Fund (Central Services) Rules/rule 17 of the Contributory Provident Fund Rules (India), 1962 for the conversion into final withdrawal of an amount of ₹..... (Rupees ..... only) being the outstanding balance out of the GPF/CPF advance of ₹ ..... sanctioned on ..... and drawn in Bill No. .... of ..... for the (purpose) ..... to Shri / Shrimathi/ Kumari ..... of the office of the ..... (GPF/CPF Account No. ....)

Signature .....

Designation .....

Dated .....

No.

Copy forwarded to:

- (i) PAO
- (ii) Individual
- (iii) Service Book
- (iv) .....

Signature .....

Designation .....