

Dated Office Seal and  
Registration No.....

EMPLOYEES' PROVIDENT FUND SCHEME, 1952

FORM NO.- 31

**Application for Advance From the Fund**  
(Refer: INSTRUCTIONS)

Purpose for which  
Advance is required

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Amount of Advance required  
Rs.....  
In words

1. Name in full  
(in block letters)

2. Father's / Husband's Name

3. Name of the Factory Establishment  
in which employed and Address

4. Provident Fund Account No.		
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5. Monthly basic wages and D.A.	Basic + D.A. = Total
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6. Full Postal address of the member  
to which Payment / intimation to be sent .....

Pin 

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P.T.O.

7.

Mode of Remittance/

- (a) In Case of Advance for purpose of Site/House/Flat or Construction through an "agency" or Repayment of housing loan, indicate (i) in whose favour the cheque is to be drawn, and (ii) Full Address.....

In other cases put a tick ✓ against any one of the following:-

- (b) ❖ By Account Payee Cheque through the employer (to the address given against Serial No.: 3)
- (c) ❖ By deposit in Bank Account No.....  
.....Located at.....  
(Name of the Bank)

Full Postal Address

- (e) ❖ By money order at my cost (To the Address given at Sl. No.: 6)

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I declare that advance is required to meet the expenses in connection with my marriage/marriage of my Son/Daughter/Brother/Sister.

Sh. / Kumari.....Aged.....  
(Name)

to be Celebrated on.....at.....  
(dated) Address

I declare that the above particulars are true to the best of my knowledge and I will abide by the conditions governing the grant of advance under the Scheme. Certificates/documents in support of my application is/are furnished enclosed.

Station.....

Date.....

Signature/Left/Right Hand thumb  
impression of the member

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Delete if the Advance applied is not for marriage

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**ADVANCE STAMPED RECEIPT**

[To be furnished with reference to 7 (a) or (b) or (c) above only]

Received a sum of Rs..... [Rupees.....]  
.....] from Regional Provident Fund Commissioner, Faridabad,  
Officer incharge of sub Regional Office, Employees Provident Fund Account maintained by him.

\* To be filled in by the  
E.P.F. Office

Affix Re 1.00  
Revenue  
Stamp

Signature or left/right hand  
thumb impression of the member

**[ TO BE FURNISHED BY THE EMPLOYER ]**

[ During Closure/Lock out of the factory/establishment by any Gazetted Officer or the Chief Executive/Head of Local authority or M.P. or M.L.A. or member of C.B.T./Regional Committee E.P.F.]

Certified that the application has been signed by the member in my presence after He/she had read the Contents/the contents have been explained to him/her by me and that the information given in the application is correct Required Certificate (s) is/are enclosed.

Designation of the Signing Official  
with stamp of the factory/Establishment

Signature of the Employer or an  
Authorised Official of the Factory/Establishment

Encls. :

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FOR USE IN PROVIDENT FUND COMMISSIONER'S OFFICE

Section.....

Account.....

AUTHORITY FOR PAYMENT OF ADVANCE UNDER PARA-68

Under Rs .....

Passed for payment for Rs.....

In words.....

Mode of Remittance :- Refer, Sl. No. – 7 ( )

M.O. Commission (if any)

Net amount to be paid by M.O.

CLERK

HEAD CLERK

ACCOUNTS OFFICER

P.I. No.

Scroll No.

P.C. TO A.O.

(FOR USE IN CASH SECTION)

Paid by Cheque No.

Dated.....

Vide Cash book (Bank) Account No.-3 Debit item No.....

CLERK

HEAD CLERK

ACCOUNTS OFFICER

REMARKS