



# IRCON INTERNATIONAL LIMITED

( A Government of India Undertaking)



Form 31

## IRCON EMPLOYEES CONTRIBUTORY PROVIDENT FUND

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated Office Seal and  
Registration No.

### Application for Refundable / Non- Refundable Advance from the Fund (Refer Instructions)

- ❖ Purpose for which advance is required  
\_\_\_\_\_
- ❖ Amount of advance required Rs \_\_\_\_\_ (in words) \_\_\_\_\_
- ❖ No. of installment of recovery \_\_\_\_\_ (in case of refundable advance)

1.	Name in full (in block letters)		
2.	Father's / Husband's Name		
3.	Name of the Deptt / Project / Unit in which employed and address		
4.	Provident fund Account No.		
5.	a)	Monthly basic wages and D.A	Basic wages Rs.
			D.A Rs.
			<b>Total</b> Rs.
	b)	Last balance as per pass book	
6.	Full postal address of the member to which payment / Intimation to be sent.		Pin
7.	Mode of remittance:		
	a) in case of advance for purchase 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		
	b) By account payee cheque, through the employer (to the address given against (S.No.3)		

\* I declare that the advance is required to meet the expenses in connection with my marriage / marriage of my son / daughter / sister, Sri / Miss \_\_\_\_\_ (Name) aged \_\_\_\_\_ to be celebrated on \_\_\_\_\_ (dated) at \_\_\_\_\_ (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: \_\_\_\_\_ Signature / Left / Right hand thumb impression of the member.  
Date: \_\_\_\_\_

\* Delete if the advance applied for is not for marriage

## ADVANCE STAMPED RECEIPT

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

Received a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) from the Ircon Employee's contributory  
Provident Fund towards the grant of advance from my Employees' Provident Fund Account  
maintained by the trust.

\* (To be filled in by the trust)

<b>Affix Rs. 1 Revenue Stamp</b>
--

\_\_\_\_\_ member Signature of the

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

Dated \_\_\_\_\_ Signature of the Project Head (Not below the Rank of  
Manager in case of Corporate office by Manager (Estt))

Designation of the signing  
Official with his rubber stamp

Encls:

### FOR USE IN PROVIDENT FUND TRUST

Section \_\_\_\_\_ Account No \_\_\_\_\_

### Authority for payment of Advance under para-

Passed for payment for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

Mode of remittance: Refer Sl.No. 7[ ]

Assistant \_\_\_\_\_ Dy Mgr/Mgr[Mes]

### FOR USE IN CASH SECTION

Paid vide cheque No \_\_\_\_\_ dated the \_\_\_\_\_ drawn on  
\_\_\_\_\_ Bank \_\_\_\_\_

Asstt. \_\_\_\_\_ Dy Mgr/Mgr[Mes] \_\_\_\_\_ Authorised Signatories

## WITHDRAWAL FROM PROVIDENT FUND

Sh./Ms. \_\_\_\_\_ of  
 \_\_\_\_\_ P.F.A/c No \_\_\_\_\_ has  
 applied for refundable / non-refundable advance of Rs. \_\_\_\_\_ to  
 meet the expenses on \_\_\_\_\_.

- (i) Marriage of his / her \_\_\_\_\_ who is dependent  
 on him / her.
- (ii) Sickness of his / her \_\_\_\_\_
- (iii) Construction / Addition / Alteration of house / Purchase of Plot or house / Flat  
 \_\_\_\_\_
- (iv) Any other reason (to be mentioned)  
 \_\_\_\_\_

Advance for 6 months pay subject to full amount / half amount as credited in his P.F. A/c  
 (Employee's Share only) is admissible under Rule \_\_\_\_\_

Rs \_\_\_\_\_ / Nothing is outstanding on account of previous  
 advance.

Rs \_\_\_\_\_ is at credit in his PF Account.

If approved Rs \_\_\_\_\_ may be sanctioned as final withdrawal /  
 Temporary withdrawal recoverable in \_\_\_\_\_ installments of  
 Rs \_\_\_\_\_ each.

Competent Authority for Approval is \_\_\_\_\_ (Ref. Item No. \_\_\_\_\_ of SOP).

Submitted Please.

DMA/PF

Secretary (Trust)

Chairman (Trust)

## FORM NO.31

### INSTRUCTIONS

A member of the fund may avail the following non-refundable advances. The documents to be furnished in support of the application are given in brackets.

- 1. Purchase of A Dwelling Site:**  
(From an 'agency' -: Original allotment order).  
(From an Individual -: Original Title deed, non-encumbrance certificate (for verification and return) agreement with the seller).
- 2. Purchase of A Dwelling House / Flat:**  
(From an 'agency' -: Original allotment order).  
(From an Individual -: Original Title deed, (for verification and return) agreement with the seller, non-encumbrance certificate, certificate from appropriate authority that the house / flat is a new and un-lived one, furnishing the number and date of plan approval, commencement and completion of the house / flat, tax bills and receipts).
- 3. Construction of a House**  
(Original Title deed, (for verification and return) non-encumbrance certificate, estimated cost of construction Approved plan. Note: While claiming the second and subsequent instalments the declaration / certificate as required by the commissioner in his letter sanctioning the advance should be submitted alongwith the application).  
  
'Agency' -: refereed to in 1 to 3 above would mean, Central/State Government, a Co-Operative Society, an Institution, a Trust, a Local body or a Housing Finance Corporation. In case of transactions through an agency the payment will be made only by account Payee Cheque direct to the 'Agency' concerned.
- 4. Additions, Alterations or Improvement to the House owned by member or by spouse:**  
(Approval of the appropriate authority, estimate of the work, Original Title deed of the house (for verification), non-encumbrance certificate. A certificate from the appropriate authority specifying the date of completion of the house).
- 5. Repayment of (Housing) Loan to State Govt. Housing Board, Municipal Corporation or a Body similar to Delhi Development Authority:**  
(A certificate from the lending authority furnishing the details of loan and outstanding amount).
- 6. Illness of Member / Family Member :**  
(Furnish the certificate 'C' given overleaf.)
- 7. Marriage of Self / Son / Daughter / Sister / Brother:**
- 8. Post Matriculation Education of Son / Daughter:**  
Certificate from the institution regarding the course of study and anticipated expenditure).
- 9. Damage to the Property due to natural calamity (Flood / Riot / Earthquake):**  
(Furnish the certificate 'D' given overleaf).
- 10. Purchase of equipment for Physically Handicapped Member :**  
(Furnish the Certificate 'F' given overleaf).

- 
- Note:**
1. Such other document certificate, etc. as may be required by the sanctioning authority are also required to be furnished.
  2. In case of intimation is received within a month please write to the R.P.F.C./ Officer – in – charge of Sub-Regional Office, through the establishment.