



KOLKATAMETROPOLITANDEVELOPMENTAUTHORITY

Unnayan Bhavan,Block-A, Sector-II,SaltLake,Koi.700091

Tel.+913323212343/9815 FAX.+9133 23217493

FORM

To
The Joint Secretary (Estb.)
KMDA(KMW&SA Wing)
Unnayan Bhavan,Block-A
Sector-II.SaltLake.
Kolkata-700091.

Sub: Application for REFUNDABLE advance form the Provident Fund.

Sir/Madam,

I have the honour to apply for an advance from Provident Fund Rs. _____
(Rupees _____) only for the sum at my credit in
the Provident Fund,I have correctly answered each questions below:-

Date:

Yours faithfully

Signature _____

Address:

Name _____

Designation. _____

Place of posting _____

Employee no: _____

Date of Retirement: _____

Location No. _____

G.P.F/C.P.F A/c. No. _____

Questions

1. What are the reasons for which
the advance is required?

Answers

: _____

2. What is your present pay?

3. A. Has any advance been previously
taken?

B.If so,have all advance been completely repaid

C.If previous advance have not
been completely repaid how many
more installment are due

: _____

4. In how many installment (including
interest installment)do you propose
to repay the advance?

: _____

Report of the Accounts Officer(E)

Comments of the Dy. Finance Officers(E)

Recommendation of Deputy Secretary-II.

Order of The Joint Secretary (Estb.)