

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

Application for Temporary Advance from the Provident Fund

1. Name of the subscriber in full (Capital Letters):
2. Employee Code No:
3. Amount of Advance required (Rs):
4. Number of monthly Installments in which the advance is proposed to be repaid:
5. Purpose for which the advance is required:

[Purpose: illness / Higher Education / Betrothal or Marriage. Funerals] *(Please write in details which is applicable)*

6. I hereby certify:
 - a) That I will continue repayment of the proposed advanced even in the event of my going on leave or receiving subsistence grant.
 - b) That the amount applied for will be utilized for the purpose indicated in my application and when called for I shall satisfy the authority with necessary evidence. Failing which the amount will be immediately refunded by me.
 - c) That I have no other source of income to meet the expenditure for the purpose as proposed above.

Date:

Signature of the Applicant

Forwarded by Warden