



No. CWC/FD-CPF/Circular/16-17/55B


2<sup>nd</sup> January, 2017

CIRCULAR

**Subject: Format for application for advance/ Non-refundable withdrawal from CWC EPF Trust.**

1. It has been observed that no standard format for application for Advance/ Non Refundable withdrawal from CWC EPF is being followed.
2. All the applications for the Advance/Non-refundable withdrawal should be submitted in the enclosed proforma. It should be ensured that all the relevant details are filled up in the application form and the application is forwarded through the respective administrative authority of the CO/RO/CC.
3. The applications which are not recommended and forwarded by the respective administrative authority of the CO/RO/CC shall not be entertained.

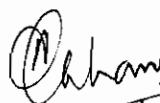
This issues with the approval of GM(Fin).

  
(Tarun Kr Bansal)  
Secretary (CPF)

Encl: As above

**Distribution:**

1. All HoDs, CWC, CO, New Delhi
2. All RMs/EEs of Regional Offices/Construction Cells, CWC
3. PPS to MD/Sr. PA to Directors (Pers.)/AM to Director(Fin).PPS to Director(MCP), New Delhi.
4. ✓ GM(System), CWC, CO, New Delhi for uploading the circular on CWC Website.
5. AGM(SG), Finance Division. CWC, CO, New Delhi

  
4/01/17

## APPLICATION FOR ADVANCE/NON REFUNDABLE WITHDRAWAL

(Under Regulation 12/12A of the CWC EPF Regulations 1962)

1	Name & Designation of the applicant:	
2.	CPF Code No.	
3.	Father/ Husband name:	
4.	Place of current posting (RO/CC):	
5.	Basic pay	
6.	Date of Birth	
7.	Date of Joining CWC	
8.	Amount of Advance/Non Refundable Withdrawal Required	
9.	Purpose for which Advance/Non Refundable Withdrawal required:	
10.	Whether Advance/Non Refundable Withdrawal:	
11.	Last advance taken: (a) Amount (b) Date (c) Advance/Non-refundable (d) Purpose	
12.	Whether any amount is still outstanding	
13	In case of outstanding advance special reason for further advance, if any	
14.	In case the Advance/Non Refundable Withdrawal is for illness/cost of passage out of India/marriage/higher education of a dependant family member: (a) Name of dependant (b) Age & Relationship	
15.	In case of refundable advance: (a) No. of instalments in which recovery to be made	

Certified that the particulars furnished above are correct to the best of my knowledge.

Signature of applicant

Name

Date:

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Recommendation by the Controlling officer:

Recommended for Advance/ Non Refundable Withdrawal

Signature of the controlling officer with seal

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**RECOMMENDATION OF THE ADMINISTRATIVE AUTHORITY**

The particulars mentioned above including particulars of dependent family members have been checked/verified from the records/documents furnished.

In case of withdrawal for purchase of dwelling site/House/Flat or construction/improvement/repair of the dwelling house the prior approval of the competent authority for acquisition of the immovable property was granted vide letter No. \_\_\_\_\_ dated \_\_\_\_\_.

Advance/Non Refundable withdrawal is recommended.

Signature of Administrative authority with seal

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**Instructions:**

1. The administrative authority shall be the authorised officer of Personnel Division of CO/RO/CC. The application shall be recommended and forwarded through respective administrative authority of the CO/RO/CC.
2. No advance should be recommended if an advance is still outstanding except for special reasons to be recommended by the administrative authority.
3. In case of advance for illness/ cost of passage/ cost of plot/ house construction or repayment of loan/ higher education etc. please attach relevant document regarding estimated cost etc.