

**Form 3 A**  
**Pro forma for sanction of advance from Provident Funds**

No. ....  
Ministry of.....

To

Accounts Officer

.....  
.....

Sir,

I am directed to convey sanction of the Competent Authority under Rule ..... of the General Provident Fund (Civil Services) Rules, 1960/Contributory Provident Fund Rules (India), 1962 ..... to the advance of a sum of ₹ ..... (Rupees ..... only) by Shri ..... (name and designation) from his Account No. .... to enable him to meet the expenditure on .....

2. The advance will be recovered in .... monthly instalments of ₹ ..... each, commencing from the salary for the month of ..... payable in .....

3. A sum of ₹ ..... (Rupees ..... only) out of advance of ₹ ... sanctioned in ..... and paid to him / her in the consolidated amount as specified below. This amount together with the advance now sanctioned aggregating to ₹ ....., will be recovered in .... monthly instalments of ₹ ..... each, commencing from the salary for the month of ..... payable in .....

4. The balance at the credit of Shri ..... as on ..... is detailed below:-

(i)	Balance as per account slip for the year	...	₹
(ii)	Subsequent deposits and refunds of advance at the rate p.m. from ..... to.....	...	₹
(iii)	Total of Col. (i) and (ii)	...	₹
(iv)	Subsequent withdrawals and advances if any	...	₹
(v)	Balance as on date of sanction Col. (iii) – (iv)	...	₹

5. This issues with the concurrence of ..... vide Dy. No....., dated .....

Sanctioning authority

Copy forwarded to:

1. Drawing and Disbursing Officer.
2. Shri/Smt./Km ..... His/her attention is drawn to the provisions of the Rule 12 of GPF (CS) /CPS (India) Rules and requested that a certificate to the effect that the advance sanctioned above has been utilized for the purpose for which it has been sanctioned may, therefore, please be furnished within three months of the disbursement of the money.
3. Sanction File.
4. Pay and Account Office