

मोबाइल सं./ Mobile Number

केवल कार्यालय में प्रयोग के लिये/ For Office use only
दावा संख्या/Clam I.D

कर्मचारी भविष्य निधि योजना, 1952
EMPLOYEES' PROVIDENT FUND SCHEME, 1952
फार्म संख्या-31/FORM NO-31

निधि से अग्रिम हेतु प्रार्थना पत्र /Application for Advance From the Fund
(कृपया अनुदेश देखें)(Refer: INSTRUCTIONS)

अग्रिम लेने का प्रयोजन Purpose for which अपेक्षित अग्रिम धन राशि Amount of Advance
advance is required required ₹.....
..... शब्दों में In words

1.	सदस्य का नाम (स्पष्ट अक्षरों में) Name of the member (in block letters)	
2.	पिता/पति का नाम (विवाहित महिलाओं के मामले में) Father's/ husband's Name in the case of married women	
3.	फैक्ट्री/स्थापना का नाम व पता जिसमें सदस्य कार्यरत है /Name and Address of the Factory /Establishment in which the member is employed.	
4.	भविष्य निधि खाता सं./Provident Fund Account No.	
5.	मासिक मूल वेतन तथा मंहगाई भत्ता Monthly Basic Wages & D.A	मूल Basic +मंहगाई भत्ता + D.A. = योग = Total
6.	पत्र व्यवहार का पूरा पता Full postal address (in block letters)	श्री / श्रीमति / कुमारी / Shri/Smt./Kumari..... सुपुत्र / पत्नी / सुपुत्री / S/o/W/o/D/o..... पिन कोड /Pin No.

सदस्य के हस्ताक्षर/Signature of applicant

नियोक्ता के हस्ताक्षर/Signature of Employer

7. भुगतान की विधि / Mode of Remittance

(क) एजेन्सी के माध्यम के स्थान/मकान/प्लॉट/ खरीदने /निर्माण हेतु या मकान ऋण वापिस करने के लिए

(a) In case of Advance for purpose of Site/House/Flat or Construction through an "Agency" 'or' Repayment of housing loan, indicate

(1) बताइए चेक किस पक्ष में होना चाहिए in whose favour the cheque is to be drawn, and

(2) पूरा पता Full Address

दूसरे मामलों में निम्नलिखित में से किसी एक पर कोष्टक में टिक ✓ लगाकर

In other Cases put a tick ✓ against any one of the following:-

(ख) मुझे सूचित करते हुए मेरे बचत खाता सं.(अनुसूचित बैंक/डाकघर) में रेखकित चेक/ इलेक्ट्रॉनिक माध्यम से आदाता खाता सीधे भेजा जाए/ (b) By account payees cheque/ electronic mode sent

Directly for credit to my S.B. A/C (Scheduled Bank /P.O.) Under intimation to me

बचत बैंक खाता सं./ S.B Account no.....

बैंक का नाम/ Name of the Bank

शाखा/ Branch

आई.एफ.एस. कोड / IFS Code.....

शाखा का पूरा पता/ Full Address of the Branch.....

(अपने बैंक खाते के खाली/रद्द चैक की एक प्रति संलग्न करें **Please attach a copy of cancelled/blank Cheque**)

(ग) मेरे खर्च पर मनीआर्डर द्वारा मदद सख्या-6 में दिए गए पते पर

(c)*By money order at my cost (To the Address given Sl.6)

यदि राशि दो हजार रुपये से कम हो If the amount is less than Rs 2000/-

मैं घोषित करता हूँ कि अग्रिम मुझे स्वयं के पुत्र/पुत्री/भाई/बहन की शादी के लिए अपेक्षित हैं। I declare that advance is required to meet the expenses in Connection with my marriage/marriage of my Son/Daughter/Brother/Sister.#

(नाम) श्री/कुमारी (Name) Sh. / Kumari

उम्र Aged शादी की तिथि marriage on (date).....

पता at address

.....)

#यदि अपेक्षित अग्रिम शादी के लिए न हो तो काट दें Delete if the Advance applied if not for marriage.

सदस्य के हस्ताक्षर अथवा दायें/बांय हाथ के अंगूठे का निशान
Signature/Left/Right thumb impression of the member

सदस्य के हस्ताक्षर/Signature of applicant

नियोक्ता के हस्ताक्षर/Signature of Employer

अग्रिम प्राप्ति रसीद ADVANCE STAMPED RECEIPT

केवल उपरोक्त 7 (क) या (ख) की दशा में With reference to 7(a) or (b) only]

अपने भविष्य निधि खाते के अग्रिम पर क्षेत्रीय निधि आयुक्त /प्रभारी उपक्षेत्रीय कार्यालय
.....से ₹..... रूपये शब्दों में
..... प्राप्त हुए।

#Received a sum of ₹ (.....) from Regional
Provident Fund Commissioner/ Officer in-charge of Sub Regional Office. Employees
Provident Fund Account maintained by him.

क्षेत्रीय भविष्य निधि आयुक्त/प्रभारी
उपक्षेत्रीय कार्यालय द्वारा भरने के
लिए छोड़ा जाये

The space should be left
blank which shall be filled
in by Regional Provident
Fund Commissioner,
Office-in-charge of Sub-
Regional Office.

₹ 1 राजस्व टिकट
₹ 1 Revenue
Stamp

सदस्य के हस्ताक्षर या बाएं/दाएं हाथ के अंगूठे का निशान

Signature or Left/Right hand thumb impression of the member

(नियोक्ता द्वारा भरने के लिए)

(TO BE FURNISHED BY THE EMPLOYER)

फैक्टरी/स्थापना के बन्द/तालाबन्दी के दौरान किसी राजपत्रित अधिकारी या मुख्य कार्यकारी/स्थानीय प्राधिकारी
के अध्यक्ष या संसद सदस्य विधान सभा सदस्य/केन्द्रीय न्यासी मण्डल/क्षेत्रीय समिति के सदस्य कर्मचारी भविष्य
निधि। (During Closure/Lock out of the factory/establishment by any Gazetted Officer or
the Chief Executive/Head of Local authority of M.P. or M.L.A. or member of
C.B.T/Regional Committee E.P.F.)

प्रमाणित किया जाता है कि सदस्य ने मेरी उपस्थिति में पढ़ने मेरे द्वारा समझाने के उपरान्त प्रार्थनापत्र पर हस्ताक्षर
किए हैं और प्रार्थनापत्र में उल्लिखित जानकारी सही है अपेक्षित प्रमाणपत्र संलग्न हैं।

Certified that the application has been signed by the member in my presence after He/She
had read the Contents/the contents have been explained to him/her by me and that the
information given in the application is correct. Required Certificate (s) is/are enclosed.

दिनांक/ Date

फैक्टरी/स्थापनाधिकारी का पदनाम

मोहर सहित

Designation of the Signing Official with
stamp of the Factory/Establishment

फैक्टरी स्थापना के नियोक्ता या प्राधिकृत अधिकारी के हस्ताक्षर

Signature of the Employer or an Authorised Official of the Factory/Establishment

अनुलग्नक/Encls

भविष्य निधि आयुक्त कार्यालय के प्रयोग के लिए
FOR USE IN PROVIDENT FUND COMMISSIONER'S OFFICE

अनुभाग Section..... खाता संख्या Account No.....

पैरा 68 के अधीन प्राधिकृत अग्रिम की अदायगी हेतु
AUTHORITY FOR PAYMENT OF ADVANCE UNDER PARA-68

रुपये के अधीन Under Rs.....

रुपये के भुगतान के लिए पास किया Passed for payment for ₹.....

शब्दों में In words.....

भुगतान की विधि Mode of Remittance संदर्भ क्रम संख्या- Refer Sl.No.7 ()

मनीआर्डर कमीशन (यदि कोई हो) M.O. Commission (if any): ₹.....

भुगतान की जाने वाली निवल राशि Net amount to be paid by M.O. ₹.....

सा.सु.स.
SSA

अनु. पर्य
SS

लेखा अधिकारी
Accounts Officer

भुगतान मद संख्या P.I.No.

स्क्रोल नं. Scroll No.

(रोकड़ अनुभाग के प्रयोग के लिए)
(FOR USE IN CASH SECTION)

चैक संख्या Cheque no..... दिनांक Date.....

रोकड़ बही बैंक खाता संख्या-3 मद नाम संख्या द्वारा दिया गया

Vide Cash book (Bank) Account No-3 Debit item

No.....

सा.सु.स.
SSA

अनु. पर्य
SS

स.आ./क्षे.आ
A.C./R.C.

अभियुक्तियाँ /REMARKS



नया घोषणा प्रपत्र
NEW DECLARATION FORM

कृपया घोषणा प्रपत्र के साथ कोई दस्तावेज़ संलग्न न करें ।
KINDLY DO NOT ENCLOSE ANY DOCUMENT WITH THE DECLARATION FORM.

(किसी निवास स्थान/घर/फ्लैट अथवा निवास स्थान अथवा निवासीय घर के पुनर्निर्माण अथवा विस्तार/बदलाव के लिए आवेदन प्रपत्र न. 31 के साथ प्रस्तुत किया जाना है) /

(To be submitted alongwith application Form 31 for purchase of a dwelling site/house/flat or re-construction of dwelling house, or for addition/alteration of the dwelling house)

1.	सदस्य का नाम / Name of the Member	
2.	भविष्य निधि खाता संख्या / Provident Fund A/c No.	
3.	निवास स्थान/निवास घर अथवा फ्लैट अथवा निर्माणाधीन मकान का पूर्ण पता जिसके लिए निकासी हेतु आवेदन किया गया है । / Complete Address of the dwelling site/ dwelling house or flat or house under construction for which withdrawal is applied for. - प्लॉट/घर का मालिक जिससे इसे खरीदा गया है, का नाम एवं पता / किया गया अनुबंध / Name & address of the owner of Plot / House from whom purchased/ Agreement executed. - सर्वे संख्या/ प्लॉट सं./खाता सं./पंजीकरण संख्या तथा टाइटल डीड का वर्ष / Survey no./ Plot no. / Khatta no./ Registration number and the year of the Title Deed - बाउंड्री (पूर्व/पश्चिम/उत्तर/दक्षिण) / Boundary (East/West/North/South) - स्थान एवं मकान का क्षेत्रफल / Area of Site and/house	
4.	साइट प्लान को संदर्भ संख्या तथा दिनांक सहित मंजूरी देने वाला प्राधिकारी / Authority which approved site plan with reference no. and date.	
5.	संपत्ति/मकान/फ्लैट का अनुमानित मूल्य अथवा निर्माण/विस्तार/बदलाव की अनुमानित लागत / Estimate of value of Property/House/Flat or estimated cost of construction/addition/ alteration.	
6.	क्या मकान हेतु पहले भी निकासी की गई थी ? यदि हां तो राशि, स्वीकृति की तिथि, उद्देश्य आदि / Whether withdrawal for housing was availed previously, if so the amount, date of sanction. Purpose etc.	
7.	निर्माण के क्षेत्र में स्थानीय निकाय के नाम सहित स्थानीय प्राधिकारी द्वारा निर्माण हेतु अनुमति/लाइसेंस संख्या / Permission/license no. for construction issued by local authority with name of Local Body in the area of construction.	

- (i) उपर्युक्त - कथित - साइट/मकान/फ्लैट अथवा निर्माणाधीन मकान - सभी प्रकार के ऋणभार से मुक्त है । मैं वचन देता/देती हूँ कि मकान/साइट/ फ्लैट मेरे नाम अथवा मेरे पति/पत्नी के नाम _____ अथवा मेरे पति/पत्नी _____ (नाम दें) के साथ संयुक्त रूप से पंजीकृत है । / The above-said – site/house/flat or house under construction - is free from all encumbrances. I undertake that house/site/flat is registered in my name or my spouse's name..... or is jointly in the name with my spouse(give name).
- (ii) यदि उपर्युक्त बताए गए उद्देश्य के अतिरिक्त राशि का प्रयोग किसी अन्य उद्देश्य के लिए होता है, तो मैं संपूर्ण राशि को दांडिक ब्याज सहित लौटाने के लिए उत्तरदायी हूँ / In case the amount is used for any purpose other than that stated above, I am liable to refund the entire amount with penal interest.

सदस्य के हस्ताक्षर
Signature of Member

मैं प्रमाणित करता/करती हूँ कि मैंने उपर्युक्त विवरण सत्यापित कर लिए हैं।/
I certify that I have verified the above particulars.

नियोक्ता के हस्ताक्षर
(मुहर सहित) /
**Signature of the Employer
(With Seal)**

INSTRUCTIONS AND GUIDELINES FOR THE ADVANCES TO BE CLAIMED THROUGH FORM 31

S.No	Purpose of the withdrawal	Additional Details	Relevant Para of EPF Scheme 1952	Membership/ period required	Amount Admissible/ from share	Number of Installments	Number of Times withdrawal for same purpose allowed	Payment will be made to	Document required with Form 31
I	Para 68B: Purchase of House/flat, construction of House including acquisition of site.								
a.	Purchase of house/flat/construction of house including acquisition of site	From AGENCY	68B (1)(a)	5 (FIVE YEARS)	For purchase of site: 24 month's basic wages and DA/for purchase of house/flat/construction: 36 month's basic wages and DA OR Total of employee and employer share with interest OR Total cost. Whichever is least	For construction of house: One or more installments.	1 (ONE)	Agency	Declaration Form from Member
b.	Purchase of site for construction of dwelling house/purchase of house/flat	From Individual	68B (1)(b)					Member	
c.	Purchase of dwelling house/flat on ownership	From PROMOTER	68B (1)(bb)					Member	
d.	Construction of house on a site owned by member/spouse/jointly by member & spouse	NA	68B (1)(c)					Member	
e.	For addition/alteration/improvement in house owned by member/spouse/jointly with spouse	NA	68B (7)	5 years from completion of house	12 month's basic wages and DA OR Employee Share with interest OR Cost Whichever is least	1 (One)	1(ONE)	Member	Declaration Form from Member
f.	For addition/alteration/improvement/repair in house owned by member/spouse/jointly with spouse	NA	68B (7B)	10 years from withdrawal under sl no (e) above.	12 month's basic wages and DA OR Employee Share with interest OR Cost Whichever is least	1 (One)	1(ONE)	Member	Declaration Form from Member
II	Para 68BB: Withdrawal from the fund for repayment of loans in special cases.								
a.	For refund of outstanding principal and interest of a loan for purposes under Para	Loan from AGENCY	68BB	10 years	36 month's basic wages and DA OR Total of employee	1 (one)		Agency	Certificate from the Agency indicating

	68B.				and employer share with interest OR Total outstanding principal and interest. Whichever is least				outstanding principal and interest
III	Para 68H: Grant of Advances in special cases.								
a	In case of lockout/closure of establishment for more than 15 days, And The employees are rendered unemployed without compensation OR Employee has not received wages for more than 2 months continuously (for reasons other than strike)	NA	68H (1)	NA	Employee share with interest	1 or more	NA	Member	Certificate from the Employer in Certificate Form A and B, as applicable.
b	Discharge/dismissal/retr enchment of member challenged by him/her in Court	NA	68H (1-A)	NA	Maximum 50% of Employee share with interest	1 or more	NA	Member	Copy of petition filed in the Court and certificate from member that the case is pending
c	In case of establishment's closure for more than 6 months and employees continue to be unemployed without compensation	NA	68H (2)(a)	NA	Up to 100% of Employer Share with interest	1 or more Recoverable advance, In case closure is for above 5 years the recoverable advance converted to non recoverable on member's request.	NA	Member	Certificate from the Employer in Certificate Form A and B, as applicable.

IV	Para 68J: Advance from the fund for illness in certain cases.								
a	For his/her own treatment	NA	68J (1)	NA	6 month's basic wages and DA OR Employee Share with interest Whichever is least	1(one)	NA	Member	Certificate C signed by Employer and Doctor.
b	For treatment of family	NA	68J (3)	NA	6 month's basic wages and DA OR Employee Share with interest Whichever is least	1(one)	NA	Member	Certificate C signed by Employer and Doctor.
V	Para 68K: Advance from the fund for marriages or post matriculation education of children.								
a	For marriage of self/daughter/son/brother/sister	NA	68K (1)	7 years	50% of Employee share with interest	1 (one)	3 (THREE TIMES)	Member	Members declaration in the Form 31
b	For post matriculation education of son/daughter	NA							A certificate regarding course of study and estimated expenditure from Head Of Institution
VI	Para 68 N: Grant of advance to members who are physically handicapped								
	For purchasing equipment for minimizing hardship on account of handicap	NA			6 month's basic wages and DA OR Employee Share with interest OR Cost of equipment Whichever is least	1 (One)	No Second advance before 3 years from first	Member	Certificate in Certificate F from Doctor
VII	Para 68NN: Withdrawal within one year before retirement.								
	Partial withdrawal before retirement	NA	68NN	After 54 years of age and within one year of retirement/superannuation,	90% of amount in PF of the member	1 (one)	NA	Member	

				whichever is later					
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There is also provision for advances for:

1. Advance in abnormal conditions (damage of property due to natural calamity) (Para 68L)
2. Advance to member affected by cut in electricity (max 300/-) (Para 68M)
3. Advance for investment in Varistha Pension Bima Yojana. (Para 68NNN)

Note: Please refer to the relevant Para of the EPF Scheme for above cases.