

**APPLICATION FOR NON-REFUNDABLE WITHDRAWAL FROM THE KERALA**

**HEADLOAD WORKERS WELFARE BOARD EMPLOYEES CONTRIBUTORY**

**PROVIDENT FUND**

- 1 Name and designation of the subscriber :
- 2 Pay and Dearness Allowance :
- 3 Provident Fund Account No. :
- 4 Date of retirement on superannuation :
- 5 Total service (in Years) under the Board on the date of application :
- 6 Object of the non-refundable withdrawal (if the withdrawal in :  
required for meeting the expenditure in connection with the)
  - i Higher education of any child dependent on the subscriber, specify :  
the nature and duration of the course.
  - ii Marriage of a son or daughter or any other female relative :  
dependent on the subscriber.  
  
Indicate also the month in which the marriage take place (in case :  
of a dependent, specify also whether the subscriber has any  
daughter)
  - iii Illness of the subscriber or any other person actually dependent on :  
him (mention the nature of illness also)
  - iv Acquisition of a house and /or site Furnish in whose name, :  
(subscriber and/or his wife's it will be acquired and whether it is  
for the actual residence of the subscribe and/or his family)
  - v Construction, reconstruction, repair, etc., of a house state whether :  
the site on which the house is proposed to be constructed, or the  
site on which the house proposed to be reconstructed, altered etc.,  
is situated, is owned by the subscriber and /or his wife and whether  
the house is for the actual residence of the subscriber and /or his  
family)  
  
If the withdrawal is required for repayment of a loan taken for the :
  - i Marriage of a son or daughter of any female relative dependent on :  
him, specify the amount of loan taken on amount of been  
celebrated.
  - ii Construction of a house or allied purposes (State the amount of :  
loan expressly taken for the purpose, the balance outstanding  
against it and in whose name( subscribers and /or his wife's) the  
ownership of the house and /or site is vested.

- 7 Amount of the loan, if any, taken by the subscriber and /or his wife :  
from the Board under any scheme sponsored by them for the grant  
of house construction loans, and the number and the date of the  
orders/ proceedings in which sanction was issued therefore. (This  
column need be filled in only if the subscriber proposed to make a  
withdrawal for houses to make a withdrawal for house to make a  
withdrawal for house construction or allied purpose).
- 8 Amount of the non-refundable withdrawal proposal (both in :  
figures and words).
- 9 a Whether any non-refundable withdrawal was made by him from :  
the fund previously for the same or a different object and, if so,  
furnish the details thereof.
- b If any withdrawal was made as mentioned in (a) above :
- c (State whether he had submitted the utilisation certificate in :  
respect of that withdrawal to the appropriate authority within the  
prescribed time limit. If the certificate was not submitted within  
the said period, furnish the reasons thereof)
- 10 Special circumstances which necessitate the withdrawal (this :  
column need be filled if the amount proposed to be withdrawn  
exceeds half the amount at the credit of the subscriber in the fund  
or six months pay, whichever is less, or if the withdrawal requires  
sanction in relaxation of any of the provisions in the rules)

**CERTIFICATE**

- 1 It is certified that I have verified the particulars furnished by the subscriber against columns  
2,3,4,5,7 and 9 with reference to the relevant records in my office and that they are found to be  
correct.
- 2 It is also certified that I have caused enquiries to be made about the statement contained in the  
application regarding the object of the proposed withdrawal and that I am satisfied that it is bona  
fide.
- 3 It is further certified that there are no liabilities out standing against the subscriber to Board which  
have to be recovered from him.

Station:.....

Date:.....

Dated signature of the Head of the office  
Dated countersignature of the Head of Department

**VERIFICATION REPORT\*\***

1. Total amount representing the accumulation at the credit of the subscriber in the Fund as on.....
2. Amount admissible under the rules.
3. Rule(s) under which the sanction permitting the withdrawal by the subscriber is to be accorded.
4. Any other facts which require special consideration.

Finance Officer/ head of office

.....

Endt.No.

Dated.

To.

The .....

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\*\*In respect of the subscriber who is not an Officer who draws own pay bill, the verification report shall be furnished by the head of office with reference to the latest annual account slip issued by the Finance Officer and the Office copies of the pay bills, etc., relating to the subsequent period.

But the application of a subscriber who is an officer who draws his own pay bill shall be forwarded to the Finance Officer for verification.

**DECLARATION**

I.....do hereby declare that the above statements furnished by me are true and that I agree to abide by the Kerala Headload Workers Welfare Board Employees Contributory Provident Fund Rules, as amended from time to time.

Place:

Dated signature of the subscriber with full office address.

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**(To be filled in by the head of Office)**

I recommend for sanction a non-refundable withdrawal of Rs.

.....(Rupees.....

.....only) by the subscriber.