

NRA അപേക്ഷ സമർപ്പിക്കുമ്പോൾ ശ്രദ്ധിക്കേണ്ട കാര്യങ്ങൾ

1. അപേക്ഷ നിശ്ചിത മാതൃകയിലുള്ളതായിരിക്കണം (Form B1)
2. അപേക്ഷകന്റെ പേര്, Account Number, Date of joining in Service, Retirement Date എന്നിവ വ്യക്തമായി രേഖപ്പെടുത്തേണ്ടതാണ്.
3. ആദ്യമായി NRA യ്ക്ക് അപേക്ഷ സമർപ്പിക്കുന്നവർ PF Account ൽ നിന്നും ഇതുവരെ TA/NRA എടുത്തിട്ടില്ല എന്ന ഒരു certificate, സ്കൂൾ പ്രിൻസിപ്പലിന്റെ letter pad ൽ അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
4. അപേക്ഷയിലെ ഏഴാമത്തെ കോളത്തിൽ പണം പിൻവലിക്കുന്നതിനുള്ള കാരണം വ്യക്തമായി രേഖപ്പെടുത്തിയിരിക്കണം.
5. ഒൻപതാമത്തെ കോളത്തിൽ എത്ര രൂപയാണ് പിൻവലിക്കാൻ ഉദ്ദേശിക്കുന്നത് എന്നത് അക്കത്തിലും അക്ഷരത്തിലും രേഖപ്പെടുത്തേണ്ടതാണ്.
6. ABC Statement ലെ Deposit column ൽ ഓരോ മാസത്തെയും Date of encashment, Gross Amount, Net Amount എന്നിവ രേഖപ്പെടുത്തിയിരിക്കണം. Deposit Column ലെ ഓരോ പേജും പ്രിൻസിപ്പൽ verify ചെയ്ത് ഒപ്പും സീലും പതിക്കേണ്ടതാണ്.
7. Deposit column ൽ അപേക്ഷകന്റെ പേരും അക്കൗണ്ട് നമ്പറും രേഖപ്പെടുത്തിയിരിക്കണം.
8. ABC statement ലെ B column ൽ last credit card issue ചെയ്തതിനുശേഷം credit ചെയ്തിട്ടുള്ള DA arrear രേഖപ്പെടുത്തുമ്പോൾ ഓരോ Arrear amount കളും ഏതു ഗവൺമെന്റ് ഓഡർ പ്രകാരമാണുള്ളത് എന്ന് കൃത്യമായി രേഖപ്പെടുത്തിയിരിക്കണം.
9. ABC statement ലെ 'C' Column ൽ withdrawal details രേഖപ്പെടുത്തുമ്പോൾ ഇതുവരെ എടുത്തിട്ടുള്ള TA/NRAയുടെ order No., Date of drawal, purpose എന്നിവ രേഖപ്പെടുത്തിയിരിക്കണം.
10. അപേക്ഷയിൽ കാണിച്ചിരിക്കുന്ന തുകകൾ എല്ലാം തന്നെ പ്രിൻസിപ്പൽ സൂക്ഷ്മമായ പരിശോധനയ്ക്കു വിധേയമാക്കി ഒപ്പും സീലും രേഖപ്പെടുത്തിയ ശേഷം ബന്ധപ്പെട്ട RDDയ്ക്ക് സമർപ്പിക്കേണ്ടതാണ്.

**Application for non-refundable withdrawal from the Kerala Aided Higher
Secondary School Teacher's Provident Fund**

1. Name and designation of the Subscriber
with mobile number :
2. Pay and Dearness pay :
3. Provident Fund Account No. :
4. Name and Address of school with pin code :
5. Date of retirement on superannuation :
6. Total service (in years) under the
management as on this date, and date of joining :
7. Object of the withdrawal :
 - (a) If the withdrawal is required for
meeting the expenditure in
connection with the :
 - (i) Higher education of any child or dependent
of the subscriber, specify the nature and
duration of the course (in case of a
dependent, also specify the nature and
duration of the course (in case of a
dependent, also specify whether the subscriber,
has any child). :
 - (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 the case of
dependent, specify also whether the subscriber
has any daughter) :
 - (iii) illness of the subscriber or any person
actually dependent on him mention the
nature of illness also :
 - (iv) acquisition of a house and or site, furnish
in whose name(s) [subscriber(s) and/or
his wife's] it will be acquired and whether
it is for the actual residence of the subscriber
and/or his family. :
 - (v) construction, re-construction, repairs, etc.
of a house; state whether the site on
which the house is proposed to be
constructed or the site on which the
house is proposed to be reconstructed,
repaired, altered etc, is situated, is owned
by the subscriber and/or his family. :

- b) If the withdrawal is required for payment of a loan taken for the :
- (i) marriage of a son or daughter or any female relative dependent on him :

Specify the amount of loan taken on account of the marriage the balance outstanding against it and the date on which the marriage has been celebrated.

- (ii) Construction of a house or allied purpose state the amount of loan expressly taken for the purpose, the balance outstanding Against it and in whose name [subscriber(s) and/or his wife's] the ownership of the house and/or site is vested. :

8. Amount of the loan, if any, taken by the subscriber and or/his wife from the Government under any scheme sponsored by them for the grant of house construction loans, and the number and date of the orders/proceedings in which sanction was issued therefore. :

This column need be filled in only if the subscriber purpose to make a withdrawal for house construction or allied purpose.

9. Amount of the withdrawal proposed (both in figures and words) :

10. Name of the treasury at which payment is desired :

11. (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, state whether he had submitted the utilization certificate in respect of that withdrawal to the appropriate authority within the prescribed time limit. If the certificate was not submitted with the said period furnish the reasons therefore. :

12. Special circumstances which necessitate the withdrawal (this column need be filled in only if the amount proposed to be withdrawn exceeds half the amount at the credit of the subscriber in the fund or six month's pay whichever is less, or if the withdrawal requires sanction in relaxation of any of the provisions in the statutes. :

Declaration

I do hereby declare that the above statements furnished by me are true and that I agree to abide by the Kerala Aided Higher Secondary School Employees Provident Fund rules as amended from time to time.

Place :

Dated Signature of the Subscriber
With full official address.

(To be filled in by the Principal)

I recommend for sanction the withdrawal of Rs. (Rupeesonly) by the subscriber.

Certificates

1. It is certified that I have verified the particulars furnished by the subscriber against columns 2,3,4,5,6,8 and 11 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 bonafide.

Station

Dated Signature of Principal.

Verification Report

1. Total amount at the credit of the subscriber in the fund.
2. Amount admissible under the Rules.
3. Rule(s) under which the sanction permitting the withdrawals by the subscriber is to be accorded.
4. Any other facts which require special consideration.

Account Officer/Principal

Endt. No. dated

To

The

The Verification report shall be furnished by the Principal with reference to the latest annual account slip issued by the Account Officer and the office copies of the pay bills etc., relating to the subsequent period.

B. DETAILS OF DA CREDITED TO KAHSS (+2) EPF BASED ON WHICH WITHDRAWAL IS ALLOWED SINCE LAST CREDIT CARD

Sl. No.	No. & Date of G.O. as per which the DA arrear was credited to PF	Period to which the arrears relate	Amount credited to PF	Date of encashment of the bill	Gross amount of the bill	Net amount of the bill	Name of Treasury
1	2	3	4	5	6	7	8

C. DETAILS OF WITHDRAWALS MADE AFTER THE LAST CREDIT CARD

No. & Date of sanction	Date of Drawal	Amount	Name of Treasury	Nature of advance TA or NRA	Purpose
1	2	3	4	5	6

D. ABSTRACT

1. Total amount at Credit as per last credit card for the Year :
2. Total amount Credited to PF account after last credit card
(Total of A & B above) :
3. Grand Total (Item 1 + 2)
4. Deduct amount of advance drawn after the issue of the
last credit card (vide details furnished under c above) :
5. Net balance at credit of the subscriber (3 + 5) on the date
of application :

Credited that the particulars furnished above have been verified with reference to pay, a abstract, acquittance roll, KAHSS (+2) EPF Pass Book and other connected records and found correct.

Signature of Drawing & Disbursing Officer/
Signature of Subscriber in the case of
Gazetted Officer

Date : Name :

Place : Designation :

Note :- It there is no withdrawal since the last credit card that fact should be specifically stated in the profoma.