

# **Maitreyi College,**

University of Delhi,  
ChanakyaPuri, BapuDham Complex,  
New Delhi – 110021

## APPLICATION FOR GRANT OF PROVIDENT FUND LOAN

1. Name of the Subscriber : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Amount of Advance required : \_\_\_\_\_
5. No. of Instalment of repayment : \_\_\_\_\_
6. Please state briefly the purpose : \_\_\_\_\_  
for which the advance is required
7. Please attach the proof for which : \_\_\_\_\_  
the advance is required

Dated : \_\_\_\_\_

(Signature of Applicant)

**(Dealing Asstt.)**

**(S.O.A/es.)**

**(Bursar)**

**(Principal)**

TO BE FILLED BY THE ACCOUNTS SECTION

1. Total contribution of Employee : \_\_\_\_\_  
with Interest.
2. Loan already recoverable : \_\_\_\_\_
3. Balance : \_\_\_\_\_
4. Loan required : \_\_\_\_\_
5. Total Loan Recoverable (2+4) : \_\_\_\_\_
6. No. of Instalments : \_\_\_\_\_
7. Amount of each instalment : \_\_\_\_\_
8. Total Pay (Including Allowances) : \_\_\_\_\_ (per  
month)
9. Total deductions including above : \_\_\_\_\_ (per  
month)  
Instalment of loan
10. Balance of salary to be drawn : \_\_\_\_\_ (per  
month)

**(Dealing Asstt.)**

**(S.O.A/es.)**

**(Bursar)**

**(Principal)**

**RECOMMENDATIONS OF THE PROVIDENT FUND COMMITTEE:-**

SANCTIONED LOAN OF RS. \_\_\_\_\_ FROM HIS/HER PROVIDENT FUND  
ACCOUNT

**(BURSAR) (PRINCIPAL) (MEMBER) (MEMBER) (HONY. TREASURER) (CHAIRPERSON)**

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*Received Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs \_\_\_\_\_ from the  
Principal, Maitreyi College, Chanakyapuri, New Delhi on account of loan from my Provident  
Fund.*

Dated : \_\_\_\_\_

**(Signature of Recipient)**