

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY
APPLICATION FOR GRANT OF G.P.FUND ADVANCE

(NOTE: Before filling the Form read the instructions given on back)

SECTION 'A' (To be filled in by the applicant)

G.P.F A/C #

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1. Name of Applicant.
2. Father's Name.
3. Designation.
4. Office Address.
5. Date of Birth.
6. Religion.

	MUSLIM		NON-MUSLIM
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7. Basic Pay.
8. Amount of Advance.
9. Nature of Advance (Tick which is applicable)

Rs. _____

Rs. _____

	Refundable		80% N.R		100% N.R
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10. Reason/ Purpose of Advance.
11. Previous Advance. (if any)
 - a) Amount of Advance.
 - b) Amount Refunded.
 - c) Balance Outstanding.

CERTIFIED THAT INFORMATION GIVEN ABOVE IS TO BE BEST OF MY KNOWLEDGE AND BELIEF

COUNTERSIGNED

Head of Accounts/ Divisional Accounts Officer

SIGNATURE OF THE APPLICANT

SECTION 'B' (To be filled in by the Drawing & Disbursing Officer of the Office)

1. Name of the Bank and Branch (Along with complete address)
2. Bank Account No.
3. Designation of Drawing & Disbursing Officer
(Along with complete official address)

D.D.O OF OFFICE/ DIVISION

SECTION 'C' (To be filled in by the Advance Sanctioning Authority)

1. The information given in Section 'A' and Section 'B' is Correct.
2. The Advance is admissible under WAPDA Employees G.P.Funds Rules 1985 and is sanction for an amount of:
(in figures) Rs. _____
(in words) Rupees _____

HEAD OF OFFICE/ DIVISION
G.P. FUND ADVANCE SANCTIONING AUTHORITY
OF APPLICANT

P.T.O

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY
APPLICATION FOR GRANT OF G.P.FUND ADVANCE

INSTRUCTIONS

1. Before filling up the advance form the information / documents required under Section A, B, C may be examined carefully and all information may be recorded correctly by the dealing employee and concerned office.
2. Any type of Overwriting, Cutting and fluid on the form will not be accepted.
3. Nature of advance at Serial No. 9 i.e. must

Refundable	80% N.R	100% N.R
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 be ticked.
4. The attested copy of National ID Card or First Page of Service Book or Matriculate Certificate must be attached.
5. 80% N.R or 100% N.R advance may be applied after elapse of one year i.e. elapses of complete 12 months of previous advance.
6. Third Refundable advance will not be entertained until the first advance is fully recovered.
7. Second Advance will be admissible when at least three monthly installments of First advance have been remitted and sent to this office. Proof of recovery in the shape of attested copy / copies of G.P. Fund Schedule of the relevant page must be attached with the advance application.
8. Date of Birth and Basic pay of the employee must be checked from the office record and verify it by the office.
9. Reason of Advance must be given as per G.P. Fund Rules 1985.
10. The information under Serial No. 1 to 11 may be verified and Countersigned by the Head of Accounts/ Divisional Accounts Officer (under his by name rubber stamp).
11. The information under Section “B” i.e. Name of the Office Bank and Branch along with Account No. must be signed by the Drawing & Disbursing Officer of Office (under his by name office rubber stamp)
12. Section “C” may be signed by the Head of Office / Division i.e. G. P. Fund Advance Sanctioning Authority of the applicant (under his by name office rubber stamp)
13. The amount of advance under Section “C” must be recorded in figure and in words. The column may not be left blank.
14. The amount of Zakat already deducted in 80% N.R and 100% N.R advances will not be refunded in case the Form of CZ-50 or Declaration on Judicial Paper duly signed and attested by the competent authority is not found attached with the advance application.
15. When the claimant is “Head of Office” the Authority competent to sanction the advance shall be the next higher Authority.

CERTIFIED THAT INFORMATION REQUIRED ABOVE IS TO BE PROVIDED/ATTACHED

Signature of the Applicant