

Office of the
Birbhum District Primary School Council
Vidyasagar Bhaban
Suri, Birbhum



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Memo No. – BDPSC/ACC/1182(32)/2016

Date- 30.06.2016

From,
The Chairman

To,
The Sub-Inspector of Schools
All Circle, Birbhum

Sub: - Submission of P.F Advance (Refundable/Non-refundable) of Primary Teachers in enclosed Prescribed Proforma

Enclosed please find herewith a copy of prescribed proforma for sanctioning P.F. Advance (Refundable/Non-Refundable) of Primary teachers in this district.

All sub-Inspector of Schools, Birbhum are hereby requested to communicate the primary teachers that they must submit their P.F advance cases in the enclosed format only. Henceforth, submission of P.F. advance cases in other format will not be entertained by this council.

Dr. Raja Ghosh

Caja
30/6/16

Encl:- As above



BIRBHUM DISTRICT PRIMARY SCHOOL COUNCIL

VIDYASAGARBHABAN

P. F. Loan Form of Primary Teacher

1. Name of the teacher and designation _____
2. Period of service of the teacher _____
3. Name of School _____ P.O. _____
4. Basic Pay _____
5. Reason for Loan _____
6. Whether he/she transferred from other circle.
If so, mention the date and circle and school
from where transferred _____
7. Amount of Loan prayed for _____
8. Whether the teacher was granted any loan previously _____
9. a) If so, the amount of such loan _____
b) Year and the month of last recovery of such loan _____
10. Undertaking :- I agree to abide by the rules of Provident Fund Schemes and Shall
repay the amount of loan in 20 equal monthly instalments.

Signature of the applicant

Dated -

FOR USE OF CIRCLE OFFICE

1. Whether all the items have been certified and correct _____
2. General Remarks _____
Forwarded to Chairman, B.D.P.S.C.

Memo No :

Date :

Signature of S.I. of School
with Seal

FOR USE OF BDPSC

The above mentioned Teacher namely of
..... School under Circle
applied for Refundable / Non-refundable P.F. Loan from this Council for the purpose of
..... He / She is entitled to get the loan from His / Her P.F.
accumulation amounting to Rs.

His / Her P.F. A/C. details is as follows -

- i) P.F. Ledger No.
- ii) Balance on his / her Credit upto

He / She is hererby directed to refund the amount in 20 monthly instalment from

His / Her prayer for Refundable / Non Refundable loan may be approved.

Dealing Assistant

Accountant

Head Assistant

Note by C.O.F. :

(Signature of C.O.F.)

Note by Secretary

(Signature of Secretary)

Approved / Not Approved

(Signature of Chairman)