

# VIVEKANANDA COLLEGE

(University of Delhi)  
VIVEK VIHAR, DELHI - 110095

## Application for Grant of Advance out of P.F. Subscription

The Principal,  
Vivekananda College,  
Vivek Vihar, Delhi - 110035

Madam,

Respectfully I am to state that I am in need of money amounting to Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) which may kindly be advanced to me out of my  
Provident Fund Subscription at your earliest.

Purpose of Advance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(documentary evidence enclosed)

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Encls : As above

Dated \_\_\_\_\_

### FOR OFFICE USE ONLY

Last Advance taken on \_\_\_\_\_

Total subscription at his/her credit --- Rs. \_\_\_\_\_

90% of the subscription --- Rs. \_\_\_\_\_

Less outstanding Advance --- Rs. \_\_\_\_\_

Balance --- Rs. \_\_\_\_\_

Amount applied for --- Rs. \_\_\_\_\_

Amount Recommended / admissible --- Rs. \_\_\_\_\_

The advance applied for is permissible under the rules.

Assistant

S.O. (A/c.s.)

Bursar

Principal