

**Kerala Gazette No.49 dated 12 th December 1961**  
**PART 1**

**Finance Department**

CIRCULAR

Sub:-Provident Fund-Application for temporary advances from Provident Fund-  
Additional details-Furnishing of –Instructions issued.

Under the rules, a temporary advance requires special reasons for sanction in the following cases:-

(i) When the advance exceeds three months pay or half the amount standing to the credit of a subscriber in the Fund, whichever is less.

(ii) When twelve months have not elapsed after complete repayment of the previous advance/ advances which exceeded 2/3rds of the amount normally admissible at the time of sanction.

(iii) When the previous advance/advances exceeded 2/3rds of the amount normally admissible at the time of sanctions/ are in the course of repayment.

(iv) In all other cases where relaxation of the rules is contemplated.

2) In the case of non-gazetted Officers. The Heads of Offices have to verify the applications for temporary advances against Provident Fund deposits. In the case of Gaze ted officers, the Accountant General will verify applications.

3) In most of all applications from N.G.Os forwarded by the Departmental Officers for Government sanction, it is seen that the detail essentially required for setting such claims have not been furnished. This results in protected correspondence with the Departmental officers concerned and consequent delay sanctioning the advances causing inconvenience and difficulty the applicants. Such delays will defeat the very purpose for which the advance is applied for.

4) With a view to avoiding such delays and settling the claims as expeditiously as possible, the following procedure will be followed:-

A Departmental Officer forwarding to Government an application for advance from Provident Fund which requires special reasons for sanction or not shall mention in the forwarding letter the following details:-

(i) The Provident Fund Rules, viz. State Provident Fund (Travancore), General Provident Fund (Cochin) or General Provident Fund (Madras) Rules, which govern the subscriber.

(ii) The treasury from which payment is to be made.

(iii) The capacity of the applicant to repay the advance.

(iv) The date of retirement of the applicant who is due to retire from service within three years from the date of his application.

(v) His specific recommendation for the sanction

5 If the advance requires special reasons for sanction contemplated in Para 1 above. the authority verifying the application should furnish in the verification report the following details:-

- (a) The amount of the previous advance/ advances sanctioned to the applicant.
  - (b) The amount which was at his credit in the Fund at the time of sanction.
  - (c) The pay drawn by the applicant at that time.
  - (d) The balance/ balances outstanding repayment.
- The Departmental Officers will furnish in such cases the special circumstances which justify the grant of the advance.

6. All Heads of Departments and Officers are requested to see that the above instructions are strictly followed here after. Any lapse in the matter on the part of the officers will be seriously viewed.

BY order of the Governor  
P.K.SYED MOHAMMED  
*Deputy Secretary*

All Heads of Departments and Offices  
The Registrar of High Court (with C.L)  
The Registrar, University of Kerala (with C.L)  
The Secretary, Kerala State Electricity Board (with C.L)  
The Secretary, Kerala Public Service Commission (with C.L)  
The Secretary to the Governor  
The Private Secretary Secretaries to the Chief Minister and other Ministers  
The Secretaries, Joint Secretaries, Additional Secretaries, Deputy Secretaries and Assistant Secretaries  
All Departments of the Secretariat.  
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