

टेम्प्रेरी/ पार्ट फाइनल का नया फार्म

फार्म. (जी.पी.एफ. का नया फार्म)

APPENDIX-K

FORM OF APPLICATION CUM SANCTION FOR

TEMPORARY/PART FINAL WITHDRAWAL FROM PROVIDENT FUND ACCOUNT

(जो जरूरी न हो, काट दें) (Application to be filled by the subscriber) (आवेदक द्वारा भरा जावे)

1. Name of the Subscriber (नाम)
2. G.P.F. Account No. in full (लेखा क्रमांक)
3. (a) Designation (पद)
- (b) Monthly Pay (मासिक वेतन)
4. Balance at the credit of the subscriber on the date of application (शेष निधि)
5. Amount of temporary/part final with drawal required. (आवश्यक निधि)
6. Purpose for which the temporary/part final withdrawal is required. (टेम्प्रेरी एडवान्स या पार्ट फाइनल लेने का उद्देश्य)
7. In case of temp. advance the number of instalments in which the advance is proposed to be repaid. (अग्रिम निधि कितनी किश्तों में वापिस होगी)
8. Details of outstanding temp. advance. (अवशेष अग्रिम का विवरण)

Sl. No.	Month of Drawal माह	Amount Drawn रकम	Amount still to be repaid चुकाने योग्य शेष राशि
1	2	3	4

9. In the case of part final with drawal. (भविष्य निधि से पार्ट फाइनल अंश प्राप्त करने की स्थिति में)
 - (a) The length of continuous service rendered so far. (अभी तक सेवा की कुल अवधि)
 - (b) The period left to attain the age of superannuation (सेवा निवृत्ति की शेष अवधि)
 - (c) Full details of advance drawn by the subscriber for house building under the various schemes introduced by the Government (गृह निर्माण हेतु लिये गये अग्रिम धन का पूर्ण विवरण)

Date
दिनांक



(Signature)
प्र. प्रदाय
Signature of the Subscriber
शास. महाविद्यालय, अजुन्दा
हस्ताक्षर
जिला-बालोद (उ.ग.)

अर्जित अवकाश के लिए प्रार्थना - पत्र FORM OF APPLICATION FOR LEAVE

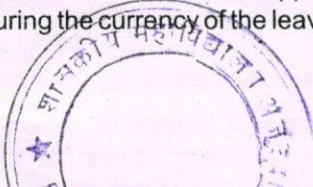
Note- Items 1 to 11 must be filled in by all applicants whether Gazetted or non Gazetted.
12 may be filled in only whether it is applicable to the Govt. servant concerned.

1. प्रार्थी का नाम
Name of applicant
2. छुट्टी के नियम जो लागू होते हों
Leave Rules applicable
3. पद Post held
4. विभाग एवं कार्यालय
Departmental office and section
5. वेतन Pay
6. मकान किराया, भत्ता, सवारी भत्ता या वर्तमान वेतन के
अनुसार और कोई भत्ता मिलता हो
House rent allowance, conveyance allowance
or other compensatory allowances drawn in the
present post
7. जिस तारीख से छुट्टी मांगी गई उसका स्वरूप एवं पूर्ण समय
Nature and period of leave applied for and date from
which required.
8. रविवार और अन्य छुट्टियां जो जोड़ी या न जोड़ी जाती हो
Sunday and Holidays if any proposed to be prefixed /
suffixed to leave
9. छुट्टी लेने के कारण
Ground on which leave is applied for
10. पिछली ली हुई छुट्टी का स्वरूप एवं उस छुट्टी से लौटने की अवधि
Date of return from last leave and the nature and
period of that leave
11. छुट्टी मंजूर होने की दशा में छुट्टी के समय में आवेदक का पता
Leave address, if granted

I propose do not propose at avail my self of leave travel concession for the block year
..... during the ensuing leave.

12. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay
iesmmut, leave and that admissible during leave on half average pay half pay leave, which would not
have been admissible had the provise to F. R. 88 (b) (ii) M. B. E. R. 79 (c) Rule 11 (e) of the revised
Leave Rules 14 (c) of Madhya Pradesh Revised Leave Rules 1934 Rule 93 (c) of the Rajasthan
Service Rules not been applied in the event of my retirement from service at the and or during
currency of the leave.

(b) I undertake to refunde the leave salary salary drawn during "leave not due" which would not have
been adminassion had F. R. 81 (c) Rule II (d) of the Revised Leave Rules 1933 / Rules 15 of the
Madhya Pradesh Revised Leave Rules. 1934 / Rule79 A of M. B. F. Rule 93 (d) of the Rajsthan
Service Rules not been applied in the event of my voluntary retirement from service at the end or
during the currency of the leave.




प्र. प्राचार्य
Signature of Applicant

**“प्रपत्र-1अ
(नियम 13 देखिये)**

संतान पालन अवकाश हेतु आवेदन पत्र

1. आवेदक का नाम
2. पदनाम
3. विभाग/कार्यालय/अनुभाग
4. संतान का नाम जिसके लिए संतान पालन
अवकाश का आवेदन किया जा रहा है
5. संतान की जन्मतिथि (जन्म प्रमाण पत्र संलग्न करें)
6. संतान के 18 वर्ष पूर्ण होने की तिथि
7. क्या संतान दो बड़े बच्चों में शामिल है हां/नही
8. खाते में शेष अर्जित अवकाश (आवेदन की तिथि
पर)
9. अवकाश की अवधि— दिनसे.....तक
पूर्वयोजित/अनुयोजित अवकाश, यदि कोई हो
10. आवेदित अवकाश का/के कारण
11. आवेदन की तिथि तक उपभोग की गई कुल संतान
पालन अवकाश
12. (क) क्या मुख्यालय छोड़ने की अनुमति मांगी गई हां/नहीं
है
(ख) यदि हां, तो अवकाश अवधि के दौरान पता
13. पिछले अवकाश से लौटने की तिथि, उस अवकाश
की प्रकृति, एवं अवधि

दिनांक :

आवेदक का हस्ताक्षर.....

कर्मचारी कोड संख्या



प्र. प्राचार्य

शाही ज्योती महाविद्यालय, भुवनेश्वर

FORM 3
(See Rule 17)
MEDICAL CERTIFICATE FOR GOVERNMENT SERVANTS
RECOMMENDED LEAVE OR EXTENSION OF
LEAVE OR COMMUTATION OF LEAVE

Signature of the Government servant

I, after careful personal examination of the case hereby certify that Shri/Shrimati/Kumariwhose signature is given above, is suffering from and I consider that a period of absence from duty ofwith effect from.....is absolutely necessary for the restoration of his/her health.

Authorized Medical Attendant,
.....Hospital/Dispensary or
other Registered Medical Practitioner .

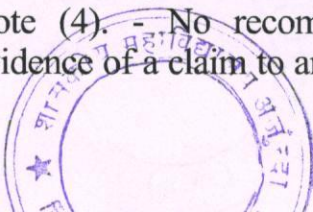
Dated

Note (1). - The nature and probable duration of the illness should be specified.

Note (2). - This. Form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.

Note (3). - Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil Surgeon or Staff Surgeon who shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Government servant to appear before himself or before a medical officer nominated by himself.

Note (4). - No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.



FORM 4
[See Rule 23 (3)]

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of the Government servant


I,Civil Surgeon/Staff Surgeon, Authorized
Medical Attendant, Registered Medical Practitioner of
.....Do hereby certify that I have carefully examined
Shri/Shrimati/Kumariwhose signature is
given above, and find that he/she has recovered from his/her illness and is
now fit to resume duties in Government service. I also certify that before
arriving at this decision, I have examined the original medical certificate (s)
and statement (s) of the case (or certified copies thereof) on which leave
was granted or extended and have taken these into consideration in arriving
at my decision.

Civil Surgeon/Staff Surgeon,
Authorized Medical Attendant,
Registered Medical Practitioner .

Dated

Note.- The original medical certificate (s) and statement (s) of the case on
which the leave was originally granted or extended shall be produced before
the authority required to issue the above certificate. For this purpose, the
original certificate (s) and statement (s) of the case should be prepared in
duplicate, one copy being retained by the Government servant concerned.




प्र. प्राचार्य
शास. महाविद्यालय, अहमदाबाद
जिला-बालोद (उ.प्र.)

FORM 5
(See Rule 49)

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT IN
PERMANENT EMPLOY WHEN PROCEEDING ON STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I,
..... resident of in the District of
.....at present employed as in the Department/office
of do hereby bind myself and my heirs, executors and administrators to pay
to the Governor of Chhattisgarh (hereinafter called the "Government") on
demand the sum of Rs. Rs..... only)
together with interest thereon from the date of demand at an annual rate of
12%, or, if payment is made in a country other than India, the equivalent of
the said amount in the currency of that country converted at the official rate
of exchange between that country and India AND TOGETHER With all
costs between attorney and client and all charges, and expenses that shall or
may have been incurred by the Government.

WHEREAS I,am granted study leave
by Government.

AND WHEREAS for the better protection of the Government I have
agreed to execute this bond with such conditions as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN
OBLIGATION IS THAT in the event of my failing to resume duty, or
resigning or retiring from service or otherwise quitting service, Without
returning to duty after the expiry or termination of the period of study leave
or at any time Within a period of three years after my return to duty I shall
forthwith pay to the Government or as may be directed by the Government
on demand the said sum of Rs. (Rupees only)
together with interest thereon at an annual rate of 12%. In the case of the
breach of the conditions of this bond, the amount mentioned above shall be
recovered as arrears of Land revenue.

AND upon my making such payment the above written obligation
shall be void and of no effect, otherwise it shall be and remain in full force
and virtue.

The Government of Chhattisgarh have agreed to bear the stamp duty payable
on this bond

Signed and dated this. day of two thousand and
..... **Signature**

Signed and delivered by **Accepted**
in the presence of **For and on behalf of the**
Governor of Chhattisgarh

Witness: (1).

Witness: (2).



प्र. प्राचार्य

शास. महाविद्यालय, अर्जुन्दा

FORM 6
(See Rule 49)

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT
IN PERMANENT EMPLOY, WHEN GRANTED EXTENSION OF STUDY
LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I, resident ofin the District of at present employed as in the department/Office of do hereby bind myself and my heirs, executors and administrators to pay the Governor of Chhattisgarh (hereinafter called "the Government") on demand the sum of Rs (Rupees) Together With interest thereon from the date of demand at an annual rate of 12% or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs Lo between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I,was granted study leave by Government for the period from to in consideration of which I executed a bond, dated , for Rs..... (Rupees only) in favour of the Governor of Chhattisgarh.

AND WHEREAS the extension of study leave has been granted to me at my request until

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or any time within a period of three years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees.....only) together with interest thereon at an annual rate of 12%. In the case of the breach of the conditions of this bond, the amount mentioned above shall be recovered as arrears of Land revenue.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Chhattisgarh have agreed to bear the stamp duty payable on this bond.

Signed and dated this.....day of two thousand and.....

Signed and delivered by
in the presence of

Witness -(1)

Witness- (2)



ACCEPTED
For and on behalf of the Governor
of Chhattisgarh.

Dr. Prachar
प्र. प्राचार्य

FORM 7
(See Rule 49)

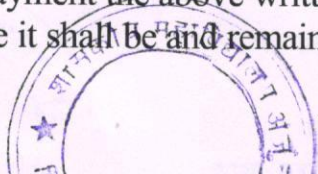
**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT NOT
IN PERMANENT EMPLOY: WHEN PROCEEDING ON STUDY
LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT WE resident of in the District of at present employed as in the Department/Office of ("hereinafter called the obligor") and Shri/ Shrimati/ Kumari..... son/daughter of..... (hereinafter called the "sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of chhattisgarh (hereinafter called "the Government") on demand the sum of Rs (Rupees only) together with interest thereon at an annual rate of 12%, or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the obligor is granted study leave by the Government:
AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written:

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden
NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri/Smt./Kumari..... failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of three years after his return to duty the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs (Rs. only) together with interest thereon at an annual rate of 12%. In the case of the breach of the conditions of this bond, the amount mentioned above shall be recovered as arrears of Land revenue.

And upon the obligor Shri/Shrimati/kumari and/or Shri/Shrimati/Kumari the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue:



M.P.
प्र. प्राचार्य

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary, for the Government to sue the obligor before suing the sureties Shri/Shrimati/kumari and Shri/Shrimati/kumari..... or any of them for amounts due hereunder .

The Government of Chhattisgarh have agreed to bear the stamp duty payable on this bond.

Signed and dated thisday oftwo thousand and

Signed and delivered by the obligor above named Shri/Shrimati/Kumari

.....
in the presence of

Witness: (1)
(2)

Signed and delivered by the surety above named Shri/Shrimati/kumari

.....
in the presence of

Witness: (1)
(2)

Signed and delivered by the surety above named Shri/Shrimati/kumari

.....
in the presence of

Witness: (1)
(2)




प्र. प्राचार्य

ACCEPTED
For and on behalf of the
Governor of Chhattisgarh

FORM 8
(See Rule 49)

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT NOT IN
PERMANENT EMPLOY, WHEN GRANTED EXTENSION OF STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT we,
..... residents ofin the District of
.....at present employed as in the
Department/Office of (hereinafter called "the obligor")
and Shri/Shrimati/Kumari..... son/daughter of..... and
Shri/Shrimati/Kumari..... son/daughter of(hereinafter
called "the sureties") do hereby jointly and severally bind ourselves and our
respective heirs, executors and administrators to pay to the Governor of
Chhattisgarh (hereinafter called "the Government") on demand the sum of
Rs(Rupees) together with interest
thereon from the date of demand at an annual rate of 12% or, if payment is
made in a country other than India, the equivalent of the said amount in the
currency of that country converted at the official rate of exchange between
that country and India AND TOGETHER with all costs between attorney
and client and all charges and expenses that shall or may have been incurred
by the Government.

WHEREAS the obligor was granted study leave by the Government
for the period fromto in consideration of
which he executed a bond datedfor Rs (Rs
.....) in favour of the Governor of Chhattisgarh.

AND WHEREAS the extension of study leave has been granted to the
obligor at his request until: AND WHEREAS for the better protection of the
Government the obligor has agreed to execute this bond with such condition
as hereunder is written. AND WHEREAS the said sureties have
agreed to execute this bond as sureties on behalf of the above bounden
.....

NOW THE CONDITION OF THE ABOVE WRITTEN
OBLIGATION IS THAT in the event of the obligor
Shri/Shrimati/Kumari..... failing to resume duty, or resigning
from service or otherwise quitting service without returning to duty after the
expiry or termination of the period of study leave so extended or at any time
within a period of three years after his return to duty, the obligor and the
sureties shall forthwith pay to the Government or as may be directed by the
Government, on demand the said sum of Rs {Rupees
.....) together with interest thereon from the date of demand
at an annual rate of 12%. In the case of the breach of the conditions of this
bond, the amount mentioned above shall be recovered as arrears of Land
revenue.



AND upon the obligor Shri/Shrimati/Kumari

.....and/or Shri/ Shrimati/
Kumari.....and/or Shri/Shrimati/Kumari
.....the sureties aforesaid making such payment
the above written obligation shall be void and of no effect otherwise it shall
be and remain in full force and virtue :

PROVIDED ALWAYS that the liability of the sureties hereunder shall not
be impaired or discharged by reason of time being granted or by any
forbearance, act or omission of the Government or any person authorized by
them (whether with or without the consent or knowledge of the sureties) nor
shall it be necessary for the Government to sue the obligor before suing the
sureties Shri/Shrimati/Kumariand Shri/
Shrimati/Kumari or any of them for amounts
due hereunder.

The Government of Chhattisgarh have agreed to bear the stamp duty,
payable on this bond.

Signed and delivered by the obligor
above named Shri/Shrimati/Kumari

.....
in the presence of.

Witness: (1)
(2)

Signed and delivered by the surety
above named Shri/Shrimati/kumari

.....
in the presence of

Witness: (1)
(2)

Signed and delivered by the surety
above named Shri/Shrimati/kumari

.....
in the presence of

Witness: (1)
(2)



ACCEPTED
For and on behalf of the
Governor of Chhattisgarh

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प्र. प्राचार्य
शास. महाविद्यालय, अर्जुन्दा
जिला-बालोद (छ.ग.)

कार्यालय प्राचार्य
शासकीय महाविद्यालय अर्जुन्दा, जिला-बालोद (छ0ग0)
E-mail:govtcollege.arjunda1988@gmail.com

अर्जुन्दा, दिनांक

प्राधिकार पत्र

श्री पदनाम को दिनांक
को कार्य सेजाने की
अनुमति प्रदान की जाती है, इन्हें शासकीय कार्य से विभाग के अधिकारी/कर्मचारी से मिलने की अनुमति
प्रदान की जाती है, इस यात्रा हेतु इन्हें नियमानुसार यात्रा भत्ता देय होगा ।

प्र. प्राचार्य
शासकीय महाविद्यालय अर्जुन्दा

कार्यालय प्राचार्य
शासकीय महाविद्यालय अर्जुन्दा, जिला-बालोद (छ0ग0)
E-mail:govtcollege.arjunda1988@gmail.com

अर्जुन्दा, दिनांक

प्राधिकार पत्र

श्री पदनाम को दिनांक
को कार्य सेजाने की
अनुमति प्रदान की जाती है, इन्हें शासकीय कार्य से विभाग के अधिकारी/कर्मचारी से मिलने की अनुमति
प्रदान की जाती है, इस यात्रा हेतु इन्हें नियमानुसार यात्रा भत्ता देय होगा ।

प्र. प्राचार्य
शासकीय महाविद्यालय अर्जुन्दा


कार्यालय प्राचार्य
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अर्जुन्दा, दिनांक

प्राधिकार पत्र

श्री पदनाम को दिनांक
को कार्य सेजाने की
अनुमति प्रदान की जाती है, इन्हें शासकीय कार्य से विभाग के अधिकारी/कर्मचारी से मिलने की अनुमति
प्रदान की जाती है, इस यात्रा हेतु इन्हें नियमानुसार यात्रा भत्ता देय होगा ।




प्र. प्राचार्य
शासकीय महाविद्यालय अर्जुन्दा
जिला-बालोद (छ.ग.)