

**RAJASTHAN RAJYA VIDYUT KARAMCHARI TRUST**

Shed No. 11, Vidyut Bhawan, Jyoti Nagar Jaipur  
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NO.RRVKT/Dy.COA (P&F) /E&C /F./D/

3757

Dated 16.12.2015

The Superdenting Engineer (MIS)  
RVPN  
Jaipur,

**Sub:** Uploading the documents at RVPN Site

On the above cited subject, kindly find enclosed herewith the following documents/Applications/ Form to upload on RVPN site

1. Form of application of Non-refundable advance for house building advance (3 Pages)
2. Form of application of temporary advance from CPF/GPF (1 Page)
3. Form of application of Non- refundable from CPF/GPF (1 Page)
4. Allotment Form of CPF Annexure B" (2 Pages)
5. Nomination Form Annexure D Form -2"(1 Page)
6. Nomination Form Change "Form No. 3 (1 Page)

**Encl:** As Above

**Dy. Controller of Accounts (P&F)**

**NON REFUNDABLE ADVANCE**

**RAJASTHAN RAJYA VIDYUT KARMCHARI GENERAL PROVIDENT FUND/  
CONTRIBUTORY PROVIDENT FUND**

(Form of application for an advance from the Employees General Provident Fund/CPF)

To,

The \_\_\_\_\_  
Rajasthan Rajya Vidyut Prasaran Nigam Ltd.  
Jaipur.

I, \_\_\_\_\_ S/O \_\_\_\_\_  
employed in the office of the \_\_\_\_\_  
RVPNL/RVUNL/ \_\_\_\_\_ VVNL, \_\_\_\_\_ with RRVK GPF/CPF Account No. \_\_\_\_\_  
request an advance of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) out of  
my credit/subscription with interest thereon standing in the said account for \_\_\_\_\_ as  
mentioned below:-

- (a) Purchase a dwelling house.
- (b) Purchase a dwelling site.
- (c) Construction of a dwelling house.
- (d) Addition to the dwelling house already constructed or purchased out of an advance taken earlier under rule \_\_\_\_\_
- (e) Completing the construction of the dwelling house already commenced from the advance taken earlier.

**(2) PARTICULARS :**

- (I) Rate of basic wages/pay per month \_\_\_\_\_
- (II) Date of application on which an advance for the purpose mentioned in (a) or (c) above was granted from the fund earlier. \_\_\_\_\_
- (III) Location of the dwelling site / house intended to be purchased constructed /already purchased/already constructed. \_\_\_\_\_
- (IV) Name and address of the present Owner of the dwelling site /house Intended to be purchased (The title deed or an attested copy there of to be enclosed) \_\_\_\_\_

(V) Desired more or remittance(s) by posts money order at the member's cost to: \_\_\_\_\_

(VI) No. of installments : \_\_\_\_\_

(VII) In case of hire purchase arrangement please state:

- (a) Total No. of installments \_\_\_\_\_
- (b) Amount of each installment Rs. \_\_\_\_\_
- (c) Total amount of installment Rs. \_\_\_\_\_
- (d) Authority to whom installment is to be remitted. \_\_\_\_\_

(VIII) (a) Date of commencement of subscription \_\_\_\_\_  
(b) Currency of subscription \_\_\_\_\_

(IX) (a) Valuation of the site/house construction assessed by the AEN/XEN(Civil) (certificate to be attached) \_\_\_\_\_  
(b) Loan already taken from Nigam present present state of dwelling house of the state at which the construction is now to be filled in the application is for the purpose (d) or (c) of para-1. \_\_\_\_\_

(X) (a) Bank Account No. \_\_\_\_\_  
(b) Name of Bank Branch \_\_\_\_\_

**(3) CONDITIONS :**

I undertake to comply with the following conditions:-

- (1) The amount of advance shall be utilized for the purpose applied for.
- (2) If the amount of advance is in excess of the actual expenditure incurred for the purpose for which the advance is granted, the excess shall be refunded to the Fund within 30 days of the finalization of the purpose of completion of the construction or completion of the addition to the dwelling house as the case may be.
- (3) If the advance is for construction of a dwelling house the construction shall be commenced within six months of withdrawal of the first installment and completed within six months of the withdrawal of the final installment.
- (4) If the advance is for the purpose of a dwelling site or a dwelling house, the purchase shall be completed within six months of the withdrawals.
- (5) The amount of advance shall not be utilized in purchasing dwelling site or house which is not free from encumbrance or which is a share in a joint property.
- (6) The amount of advance shall not be utilized for construction a dwelling house on land which is not owned solely by me.

- (7) Such title deeds, plans other documents and information related to the intended purchase, constructing or addition as may be called for by the CAO (P&F)/Secy. (CPF-Trust) from time to time shall be furnished to him or demand.
- (8) A declaration in the form prescribed by the CAO (P&F)/Secy. (CPF-Trust) shall be furnished to him immediately in finalization of the purchase or completion of the construction or/addition to the house.
- (9) If the purchase or construction for which the advance is granted does not materialize or if there is any breach of any of the conditions specified herein or in the RRVK GPF/CPF Rules, the entire amount of the advance together with interest thereon at the rate to be determined by the CAO(P&F)/Secy. (CPF-Trust) shall be refunded to the Nigam.
- (10) The dwelling house or the dwelling site purchase or the dwelling house constructed shall be assigned to the CAO(P&F)/Secy. (CPF-Trust) within three months of the purchase / of the construction as the case may be.

(4) **DECLARATION : (On Non-Judicial stamp paper worth Rs.100/-)**

1. I have not taken any advance from the fund under regulation of the RRVK GPF/CPF.
2. The dwelling site/house intended to be purchased out of the advance applied for is free from encumbrance and is not a share in a joint property.
3. Without further advance now applied for the construction already commenced can not be completed/the addition which are essential can not be made.
4. I am the sole owner of the land on which I intend to construct a dwelling house out of the advance applied for.
5. I have not taken any other advance from the fund under the RRVK GPF/CPF.
6. All requirements of the local authorities in connection with the intended construction/purchase have been satisfied.
7. The CAO(P&F)/Secy.(CPF-Trust) is hereby authorized to make withdrawals from my RRVK GPF/CPF A/c. No. \_\_\_\_\_ for purpose of payment the said amount on hire purchase installment every year direct to \_\_\_\_\_ or recovery from my salary ;in case condition No.3(X) is not satisfied.

Signature of the subscriber  
GPF/CPF A/c. No. \_\_\_\_\_

No. \_\_\_\_\_

Dated: \_\_\_\_\_

Forwarded to the \_\_\_\_\_, Jaipur, It is certified that the application has been signed by Sh. \_\_\_\_\_ employed in my office/establishment (Name of the subscriber) after he has read the conditions/the contents have been explained to him and that the account number and the rate monthly wages given in the application are correct. It is also certified that monetary quantitative limits for grant of loan under para \_\_\_\_\_ of GPF/CPF rules have not been exceeded.

Signature of the Controlling  
Officer with Seal.

# RAJASTHAN RAJYA VIDHYUT PRASARAN NIGAM LTD.

(Application for the grant of temporary advance from CPF / General Provident Fund Account)  
(TO BE FURNISHED IN DUPLICATE)

1. Name & Designation of Subscriber.
  - (a) Father's Name :
  - (b) G. P. F. A/c No. .... RSEB C. P. F. A/c No. ....
2. Monthly pay as defined in service regulations.
  - (a) Basic pay .....
  - (b) Officiating pay .....
  - (c) Special pay .....
  - (d) Dearness Allowance .....

Total .....
3. Amount of the advance applied for and number of installments it is desired to be repaid :-
  - (a) Amount .....
  - (b) Number of installments ..... (Minimum 12 Maximum 36 / 3G)
4. Purpose for which the advance has been applied for .....
5. Whether special or ordinary .....
6. Details of the advance / previously taken :
  - (a) Date & Year of the sanction  
(No. & date of section to be given)
  - (b) Amount
  - (c) Date of withdrawal  
(Voucher No. & Date to be given)
  - (d) Reasons
  - (e) When the last instalment along with the interest was repaid.
  - (f) Balance, if any still outstanding :
  - (g) Whether special or ordinary :
7. Bank A/c No. ....  
Name of Bank ..... Station .....

Signature of the applicant.

**FOR USE IN THE OFFICE OF HEAD OF OFFICE / DEPARTMENT**

No.

/ D.

Jaipur Dt.

The application in duplicate is forwarded to the Secy (CPF Trust) / Dy. COA (P&F) RVPN, jaipur for grant of temporary advance from G.P.F./ C.P.F. The advance applied for is recommend for sanction and the facts given above verified. The employee is a member of General Provident Fund/CPF Scheme.

Head of Office / Deptt.

# RAJASTHAN RAJYA VIDHYUT PRASARAN NIGAM LTD.

## JAIPUR

### Form of application for Non - Refundable advance from the RSEB GPF / RRVK CPF

1. Name and designation of the applicant /subscriber : \_\_\_\_\_
2. Applicant's / subscriber's GPF A/c No./CPF A/c No. : \_\_\_\_\_
3. Pay : \_\_\_\_\_
4. Amount of the advance applied for : \_\_\_\_\_
5. Amount of the advance admissible : \_\_\_\_\_
6. Reason for which advance is required
7. Date / year during which such non-refundable advance taken previously : \_\_\_\_\_
8. A certificate from an appropriate authority recommending for the grant of non-refundable advance as per rule.
  - i) For illness
  - ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
9. Bank A/c No. : \_\_\_\_\_  
Name of Bank .....  
Station .....

Signature of the applicant  
(with designation)

(for use in the office of the Head of office / controlling officer)

No. RVPN/

Dated:

Forwarded in original to the Dy. COA (P & F), RVPN, Jaipur alongwith necessary certificates for grant of non-refundable sect. (CPF advance from the General Provident Fund/ CPF Trust)

Head of office/Controlling Officers  
with seal

**RAJASTHAN RAJYA VIDHYUT PRASARAN NIGAM LTD.**

**FORM OF DECLARATION**

(See Rule No. 8 (f))

I hereby declare that I have read / have been read and explained to me and I have understood the

Rules of .....

I hereby subscribe to and agree to be bound thereby.

Dated the ..... day of ..... 200 .....

Name in full and address .....

.....

date of birth ..... Nature of appointment .....

date of joining service .....

Present Salary : (i) Basic .....

(ii) Dearness Allowance .....

Witness .....

Signatur :

(1) Name .....

Address .....

Signature / Right or Left Hand Thumb Impression of the employee.

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The applicant can be admitted as a member.

TRUSTEE.

## DECLARATION BY A PERSON TAKING UP EMPLOYMENT OF THE ESTABLISHMENT

(See Rule 8 A)

I, ..... s/w/d of

Do here by solemnly declare that I am / I am not

- (a) a member of the Employee's Provident Fund.
- (b) A member of private Provident Fund of an exempted establishment / an establishment granted relaxation under para 79 of the Scheme and but for such exemption / relaxation would have become and continued as a member of the Employee's Provident Fund.
- (c) An employee exempted under para 27/27A of the Employees' Provident Fund Scheme, 1952 and but for such exemption would have become and continued as a member of the Employees' Provident Fund.

I also declare that I was not employed / I was employed in M/s. ....

(Name and full address of the establishment)

which is / not a covered establishment / in any covered establishment under the Employees' Provident Fund &amp; Misc. Provisions Act, 1952. My Provident Fund Account No. is / was .....

I further declare that I have / have not withdrawn the total accumulations standing to my credit in the Fund.

Date .....

Signature or right / left hand thumb impression of the  
employee.

## NAMES OF THE PRESENT EMPLOYER

(To be filled up by the employer only when the person employed is not a member of the Employees' Provident Fund).

Shri ..... is appointed as .....

(Name of the employee)

(Designation)

in ..... with effect from .....

(Name of the Factory / esst.)

(Date of appointment)

## Particulars of employment

From

To

No. of days worked

Date of admission as member of Employee's Provident Fund .....

Signature of the employer



## NOMINATION AND DECLARATION FORM FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS

**Declaration and Nomination form under the Employees' Provident Fund and Employee's Family Pension scheme.**

(Paragraph 33 and 61 (1) of the Employees's Provident Fund Scheme, 1952 and Paragraph 13 of the Employees' Family Pension Scheme, 71)

1. Name (in block letters) :
2. Date of Birth :
3. Account No. :

### PART - A (EPF)

I hereby nominate the person(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees' Provident Fund in the event of my death :

Name of the nominee / nominees	Address	Nominee's relationship with the member	Age of nominee(s)	Total amount of share of accumulations in Provident Fund to be paid to each nominee	If the nominee is a minor, name and address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5	6

1. \* Certified that I have no family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. \* Certified that my father /mother is /are dependant upon me.

\*Strike out whichever is not applicable.

Signature / or thump impression of the subscriber

Form No.3

Rajasthan State Electricity Board

PROVIDENT FUND

FORM No.3 VIDE RULE VI (5)

I -----hereby cancel the nomination made by me on the -----as regards the disposal in the event of my death, of the amount standing to my credit in the Employee's provident Fund & hereby nominate the person mentioned below to receive the amount standing to my credit in fund in the event of my death before the amount has become payable to having become payable has been paid direct that the said amount shall be distributed among the said person in the manner shown against their names.

Name & address of the nominees	Nominee's relationship with member	Age of nominee	Amount of share of accumulations in the fund to be paid to each nominee	Contingencies on the happening of which the nomination shall become invalid
1	2	3	4	5

Signature of left hand thumb  
impression of the member

Date-----

Account No.-----

Certified that the above declaration has been signed before me by -----  
employed in -----of the R.S.E.B.-----

Signature of the officer