

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

Directorate of Establishment

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

**Subject: GRANT OF G.P. FUND REFUNDABLE / NON-REFUNDABLE ADVANCE**

1. Name of Employee \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Unit / Program /Division \_\_\_\_\_
4. Station \_\_\_\_\_
5. SPS \_\_\_\_\_
6. New Employee Code/Number \_\_\_\_\_
7. CNIC No. \_\_\_\_\_
8. Date of Birth \_\_\_\_\_
9. Status of zakat to be deducted in case of Non Refundable Advance Yes  No  (attach affidavit)
10. Amount of Advance \_\_\_\_\_ Reason \_\_\_\_\_ No. of Installments \_\_\_\_\_
11. GPF Account No. \_\_\_\_\_ GPF Computer No. \_\_\_\_\_

**Encl: Attested i) C.N.I.C., ii) G.P. Fund Statement, iii) Pay Slip  
iv) First Page of Service Book (For Non Refundable)**

(Signature of Applicant)  
Contact No. \_\_\_\_\_

Recommended by officer In-charge

**Superintendent (O&M)**

**Dy. Director (Funds)**

02. An amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is available at the credit of \_\_\_\_\_ in his/her G. P. Fund A/C No. \_\_\_\_\_ Computer No. \_\_\_\_\_.
03. An amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is out-standing against his previous advance of Rs. \_\_\_\_\_ vide sanction dated \_\_\_\_\_ which is recoverable from the amount of this advance as per rules.

**Account Officer (Funds)**

**Dy. Director (Funds)**

**Assistant Director (O&M)**

04. An amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) not exceeding 24 months pay of the subscriber or 50%, 80% of the total amount at the credit of \_\_\_\_\_ may be granted/approved as \_\_\_\_\_. His/her date of birth according to service book is \_\_\_\_\_.
05. The advance alongwith interest will be recoverable in \_\_\_\_\_ equal installments of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

**Assistant Director (O&M)**

**Director (Establishment) PARC**