

**Withdrawals from P.F.**

**(A) REFUNDABLE**

Sl. No.	Purpose of Loan	Permissible Limit	Repayment Period
(i)	To meet expenses in connection with illness of the member or member of his/her family.	<b>3 Basic Pay</b> or total accumulation of own contribution including interest thereon whichever is less.	<b>36 months</b>
(ii)	To pay cost of passage to a place out of India of a member or any member of his/her family.	<b>-Do-</b>	<b>-Do-</b>
(iii)	To meet expenses in connection with marriage/funeral or ceremonies which by religion of the member inclement upon him/her to perform.	<b>-Do-</b>	<b>-Do-</b>
(iv)	To meet the expenses to repair the damage caused to the moveable/immovable property or to meet the expenses of normal repair to self owned immovable property.	<b>-Do-</b>	<b>-Do-</b>
(vi)	To meet expenses in connection with marriage of self, brother, sister, daughter or son.	<b>6 Basic Pay</b> or total accumulation of own contribution including interest thereon whichever is less.	<b>60 months</b>
(ii)a)	To meet cost of higher education including traveling expenses of any child of the member actually dependent on him/her for education outside India for undertaking academic/technical/professional/vocational course beyond matriculation stage.	<b>6 Basic Pay</b> or total accumulation of own contribution including interest thereon whichever is less.	<b>60 months</b>
b)	To meet cost of higher education for medical, engineering or other technical or specialized course in India beyond the Matriculation stage.	<b>-Do-</b>	<b>-Do-</b>

**(B) NON-REFUNDABLE**

Sl. No.	Purpose of Loan	Permissible Limit	Supporting documents	Eligibility
(i)	To meet the cost of treatment for any serious ailment like kidney transplant or heart surgery of member or member's spouse or children	100% of own contribution plus 100% of VPF, if any minus o/s balance of refundable loans if any.	Proper documents/ evidence in support of cost of treatment.	Min. completed service of 10 years or is due to retire within next 10 years
(ii)	To pay/Incur expenses in connection with marriage of member's son or daughter	75% of own contribution plus 100% of VPF, if any minus o/s balance of refund-able loans, if any.	Marriage invitation card/affidavit duly notarized.	Min. 20 years of service or 45 years of age.
(iii)	To meet expenditure on building a house/flat, or purchasing a site or to repay loan previously raised for construction/purchase of house/flat.	100% of own contribution plus 100% of VPF, if any minus o/s balance of refundable loans, if any or cost of actual construction of house/flat whichever is less.	Sanction letter of H/L or Undertaking of H/L not availed or not to be availed. Estimate of cost of construction & information as per Annexure-I	Min. completed service of 10 years or is due to retire within the next 10 years.
iv)	Withdrawal within 12 Months before retirement	90% of own contribution plus 90% of VPF, if any.	Proposal should be recommended by the person authorized to sanction the settlement of final dues.	
v)	Meeting the cost of higher education including traveling expenses of any child of the member actually dependent on him/her in the following cases namely:- -Education outside India for undertaking academic /technical/ professional / vocational course beyond matriculation stage. and -Any medical, engineering or other technical or specialized course in India beyond the Matriculation stage.	100% of the additional contributions and interest thereon i.e. VPF contribution of the member to the extent of shortfall between the cost of Higher Education and the amount of Education Loan sanctioned by the Bank.	The member in each case shall provide proper documents/ evidence supporting the cost of higher education and the amount of education loan sanctioned by the Bank.	<b>NOTE: WITHDRAWAL ALLOWED ONLY FROM VPF</b>

In order to enable the field functionaries to obtain the supporting documents for Non Refundable Withdrawals as per the purpose of loan, detail of supporting documents is given below.

**DETAIL OF SUPPORTING DOCUMENTS-NON REFUNDABLE WITHDRWAL/LOAN**

<b>S. No.</b>	<b>Purpose of the withdrawal/loan</b>	<b>Supporting documents</b>
i)	To meet the cost of treatment for any serious ailment like kidney transplant or heart surgery of member or member's spouse or children.	Proper documents/Doctor's advice/evidence in support of cost/estimate of treatment.
ii)	To pay/incur expenses in connection with marriage of member's son or daughter.	Marriage invitation card/affidavit duly notarized.
iii)	To purchase a Plot/site/built house/flat.	1. Annexure-I (Attached on the loan application page itself) 2. Copy of sanction letter of Housing Loan sanctioned by PNB, if any or Undertaking of H/L not availed or not to be availed from any other bank. 3. Copy of title deed in the name of self/spouse.
iv)	To meet the expenditure on construction of house	1. Annexure-I (Attached on the loan application page itself) 2. Copy of sanction letter of Housing Loan sanctioned by PNB, if any or Undertaking of H/L not availed or not to be availed from any other bank. 3. Copy of title deed in the name of self/spouse. 4. Estimate/cost of construction 5. Details of source of fund to meet the gap, if any
v)	To Repay house loan/margin	1. Annexure-I (Attached on the loan application page itself) 2. Copy of sanction letter of Housing Loan sanctioned by PNB, if any or Undertaking of H/L not availed or not to be availed from any other bank. 3. Copy of title deed in the name of self/spouse. 4. Estimate/cost of construction 5. Details of source of fund to meet the gap, if any
vi)	90% withdrawal within 12 months before retirement	Proposal should be recommended by the person authorized to sanction the settlement of final dues.
vii)	Meeting the cost of higher education including where necessary the travelling expenses of any child of the member actually dependent on him/her in the following cases, namely:  -Education outside India for academic, technical professional or vocation courses beyond the matriculation stage, and  -Any medical, engineering or other technical or specialized course in India beyond the Matriculation stage.  <b>NOTE: WITHDRAWAL ALLOWED ONLY FROM VPF</b>	The member in each case shall provide the proper documents/evidence supporting The member in each case shall provide the proper documents/evidence supporting 1. The cost of higher education 2. Copy of education loan sanctioned by PNB.

**Recommending authority will give an undertaking on line that the supporting documents have been verified and copies of the same have been kept in the personal file of the concerned employee.**

**Additional Information in case of Non-Refundable PF Loan for Construction/Purchase of House or Flat or Repayment of Loans Raised for Construction of House**

The Trustees,  
PNB Employees PF Trust, New Delhi  
Dear Sir,

**Reg.: Construction/Purchase of house/flat or repayment of loans raised for construction of house**

I have applied for non-refundable withdrawal from my PF account for the above purpose.

(a) I ..... intend to purchase house/flat/plot no.....measuring  
.....situated at ..... from shri/smt.  
..... r/o ..... who is the owner of the house/flat/plot. The house/flat/plot  
is free from all encumbrances and is in the approved area. The deal of purchase shall be finalized within six  
months from the date of sanction of the withdrawal.

The cost of the house/flat/plot is Rs. .... (Rupees.....).

I will deposit the original title deed within six months from the date of sanction of withdrawal.

1. Area of the Land ..... 2. Plinth Area.....  
3. Value Rs. .... (Rupees .....).

**OR**

(b) I have applied for the withdrawal for repayment of loans/funds which I have raised from different sources  
for the construction/purchase of the house/flat. The house/flat is located at .....  
The relevant particulars are as under:

- Amount of the loan to be repaid .....
- Date of loan when taken .....
- From whom taken

Name .....

Address .....

Relationship .....

(i) I agree that the above withdrawal would be used for the purpose set out above and will be subject to clause  
no. (viii) of rule 22(3) of the PF rules and other provisions of the PF Rules made from time to time.

(ii) I hereby declare that the house under constructions or to be purchased shall not be further encumbered by  
me except with the consent of the Trustees.

(iii) I declare that the statements made by me are correct to the best of my knowledge and belief.

Yours faithfully,

Signature of employee:  
Name (in block letters):  
Designation:  
Branch/Office:  
Employee No: