

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(ESTABLISHED BY GOVERNMENT OF KERALA)

**PRAJEO' TOWERS, VAZHUTHACAUD, THYCAUD PO,
THIRUVANANTHAPURAM-695014**

N0.Fin B3/527/16/HRD

Dated: 27.01.2016

CIRCULAR

Sub:-Submission of application for Loan from C.P.F,TA/^{NRA}-Reg:-

All head of institutions are informed that the applications forwarded from most of the institutions for Loan from C.P.F (TA/NRA) are incomplete. Most of the columns are left unfilled. Further, the request for loans will not be considered for the purposes other than specified in the CPF rules for Non Refundable loans/Temporary advance. Therefore it is the duty of the head of institutions to verify whether the applications are duly filled and the employee is eligible for availing TA/NRA as per rules (especially, name, A/c No., Pay, Date of Birth, amount of loan required and installments). Hereafter the applications forwarded from institution must be properly filled and verified before forwarding it to Head quarters, to avoid delay in sanctioning PF loans. Incomplete applications will be summarily rejected.

Sd/-

DIRECTOR

Copy to:

(1)The head of institutions under IHRD

(2)Stock File

(3)Office Copy

Approved for issue



Junior Superintendent