

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJEO TOWERS, VAZHUTHACAUD  
THIRUVANANTHAPURAM**

*Cir.No.12/2010/Fin B2/HRD*

*Dated: 24/06/2010*

**CIRCULAR**

***Sub:*** - CPF- TA/NRA- taken from CPF- Reg:

***Ref:*** - Orders in file No. Fin B2/4080/2010/HRD dtd 16.06.2010

All Heads of Institutions under IHRD are requested to adhere the following Guidelines in connection with the Temporary Advance/NRA taken from CPF

Calculation for Temporary Advance/NRA from CPF is as follows (I)

(I) **Calculations**

A. Formula for NRA

$$\text{Eligible amount} = \frac{3a}{4}$$

a= Balance at credit as on the date of application

B. Formula for Temporary Advance

$$\text{Eligible amount} = \frac{3a-b}{4}$$

a= Balance at credit as on the date of application

b= Balance amount pending to refund as on the date of application

(II)

1. The application for TA/NRA/Closure should be complete in all respects.
2. The enquiry certificate may be furnished in the application.
3. Copy of the last credit card and the sanction order of the last temporary advance should be attached with the application.
4. A statement showing the credit particulars may be furnished along with the application (Specimen copy enclosed)
5. The application for a second temporary advance from CPF may be forwarded to this office only after the expiry of 6 (Six) months after the date of first advance.
6. The Principal should verify the genuiness of temporary advance/NRA and noted in the application form (Sl. No.2)

7. In the application form the Signature of the applicant/ Head of Institution should be furnished.
8. The Principal should forward application for TA/NRA only for eligible candidates in the light of Sl.No.5
9. While forwarding the closure application of CPF, a declaration from the incumbent should be forwarded along with the application.
10. In the case of NRA the nature of illness should be noted in the appropriate column if the purpose of advance is illness
11. The correctness of the advance amount should be verified and the same may be authenticated by the head of the office
12. Incorrect/unfilled applications need not be forwarded to Headquarters
13. Application for TA/NRA may be forwarded to Headquarters between 5<sup>th</sup> and 25<sup>th</sup> of every month.
14. CPF Subscription/Refund/Contribution should be forwarded to Headquarters before 10<sup>th</sup> of every month.
15. The Liability/Non liability certificate against the incumbent may be furnished in the CPF Closure application.
16. **This Circular will be implemented with effect from 01.07.2010**

**Sd/-  
DIRECTOR**

To

1. All Head of Institutions (To be circulated among all staff) (The receipt may be acknowledged through e-mail)
2. All Section Heads of IHRD Headquarters (To be circulated among all sections)
3. Joint Director
4. Administrative Officer
5. Finance Officer
6. AEXE
7. CA-I- II- III
8. Stock File
9. Office Copy

*Approved for issue  
Sd/-  
Junior Superintendent*

**Statement showing the credit / withdrawals from the CPF  
for the period after the latest credit card  
to till the date of application of the Temporary Advance /  
Non refundable Advance .**

**Name of Subscriber :**

**CPF Account Number :**

<b>A.</b>	<b>Credit</b>			
<b>Sl. No</b>	<b>Month of salary from which deduction was made</b>	<b>Monthly subscription</b>	<b>Refund of Advance</b>	<b>Total</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>Total</b>		
<b>B.</b>	<b>with drawals</b>			
<b>Sl. No</b>	<b>Number and date of sanction after the latest credit card</b>	<b>Amount of Advance (TA/NRA) after the latest credit card</b>	<b>Purpose</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
			<b>Total</b>	
<b>C.</b>				

1	Amount at credit as per the last credit card for the year	Rs.	
2	Amount credited to CPF after the last credit card (Grand total of A. )	Rs.	
3	Grand Total (1+2)	Rs.	
4	Deduct amount of advance drawn after the last credit card (Total of B)		
5	Net Balance at credit (3-4)	Rs.	
	Certified that the particulars furnished above have been verified with reference to the pay abstract, acquittance roll, CPF Account book and other connected records and found correct.		
	Place		
	Date		Signature of Head of Institution