

Application form for Advance for the purchase of Personnel Computer /
Scooter / Motor Car

1. Name of Applicant : _____
2. Applicant's designation, Section : _____
3. District and Town : _____
4. Pay :
 - i) Substantive pay drawn on temporary : _____
 - ii) Officiating pay or pay drawn on temporary posts. : _____
 - iii) Special/Personal Pay : _____
5. Anticipated price of Personal Computer : _____
6. Amount of Advance required : _____
7. Date of superannuation or retirement or date of expiry of contract of the Officer. : _____
8. Whether advance of or similar purpose was obtained previously, if any
 - i) Date of drawal of the advance : _____
 - ii) The amount of advance and/or interest thereon still outstanding, if any : _____
9. No. of instalments in which the advance is desired to be repaid. : _____
10. Whether the intention is to purchase :
 - a) New : _____
 - b) If the intention is to purchase Motor Car/Cycle/Scooter/P.C. through a person other than a regular or reputed dealer or agent whether previous sanction of the competent authority has been obtained as required under Rule 1(b)(3) of the Central Service (Conduct) Rules, 1966. : _____
11. Whether the office is on leave or in about to proceed on -
 - a) The date of commencement of leave : _____
 - b) The date of expiry of leave : _____

12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of Motor Car/Schooter/Cycle/P.C. within one month from the date of the drawal of the advance ? _____

13. a) Certified that the information given above is complete and true.
- b) Certified that I have not taken delivery of the Motor Car/Cycle/Scooter/P.C. on account of which I applied for the advance that I shall complete the negotiation for the purchase, pay finally and taken possession of the Motor Car/Cycle/Scooter/ P.C. before the expiry of one month from the date of drawal of advance and that I shall ensure it from the date of taking the delivery of it.

Date :

Signature of the applicant

It is certified that the possession of the P.C.by Shri/Smt. _____ is essential in the interest of Public Service to perform official duties effectively. It is also certified that the Govt.official has the capacity to pay the amount of the advance.

Signature of the Recommending Officer