APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/PERSONAL COMPUTER

1.   Name of Applicant:

2.   Applicant's Designation:

3.   District and Station:

4.   Basic Pay:

5.   Anticipated price of Motor car
        Motor Cycle/Personal Computer:

6.   Amount of advance required:

7.   Date of superannuation or retirement
        or date of expiry of contract in case of
        contract officer:

8.   Number of installments in which the
        advance is desired to be repaid:

9.   Whether advance for similar purpose
        was obtained previously and if so:-

        i)   Date of drawal of the advance:
        ii)   The amount of advance and or
                interest thereon still outstanding, if any:

10.   Whether the intention is to purchase
        a) A new or an old Motor Car/Motor Cycle/
           Personal Computer:

        b) If the intention is to purchase Motor Car/
           Motor Cycle/Personal Computer from a
           person having official dealings with Govt.
           servant, whether previous sanction of
           competent authority has been obtained as
           required under rule 18(3) of Central Civil
           services (conduct)Rules, 1964 :

11.   Whether the officer is on Leave or is about to,
       proceed on leave:

       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 of Motor Car/
       Motor Cycle/ Personal Computer may be taken
       within one month from the date of 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/Motor Cycle/ Personal
       Computer on account of which I am applying for the advance, that I shall
       complete negotiation for the purchase of, pay finally and take possession of the
       same before the expiry of one month from the date of drawal of the advance.

Date: **Applicant's Signature**

P .S.   **Additional Information:-**

i)   Whether permanent or temporary:
ii)   Date of next increment:
iii)   If temporary, whether surety bond
        from permanent Govt. Servant of
        equivalent or higher cadre has been
        enclosed: Yes/No