

APPLICATION FOR AVAILING ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER

(Strike out whichever is not applicable)

(Application and proforma invoice to be submitted in ORIGINAL)

1	Name of applicant	'Designation	Office	PF Number

2	Date of Birth	Date of Appointment	Date of Retirement	Pay Matrix level	Bill Unit

3	Have you availed similar advance on previous occasion or applying for the first time?	(State Clearly)

4	Details of previous advance if availed	Nature of amount of advance	Year in which Availed	Outstanding principal and interest, if any
				Principal
				Interest

5	Details of movable property proposed to be purchased			
a	New	Model / Name	Anticipated price	Name of Dealer
			Rs.	

(In case of old vehicle, consent letter from Seller and Cost reasonable Certificate from an Auto Consultant are to be enclosed)

b	Old	Model / Name	Price	Chassis /Engine NO	Reg No	Year of Manufacture

6	a) Amount of Advance required	b) No of installments for recovery (Max Principal-50 Inst, Interest-10 Inst)
	RS	

7	Whether the Officer / Employee is proceeding on leave	If Yes details of leave
	YES / NO	FROM TO

8. Declaration by the Applicant

I declare that

- a) i) I have not availed the advance previously for same purpose and that this if my first occasion
(OR)
- ii) I have availed advance for the same purpose as indicated in column 4 and that there is no outstanding towards Principal and interest.
(Strike out a(i) or a(ii) whoever is not applicable)
- b) I have not taken delivery of the movable property for which the advance is sought and that I shall complete the negotiations with the dealer so as to take delivery of the property immediately on receipt of the advance and submit the relevant documents, within one month from the date of drawl of the advance.
- c) I will apply for permission from the administration for the purchase of the above property under Conduct rules, and submit a copy along with other documents.
- d). The information given above are true and correct to the best of my knowledge.
The personal computer should be insured for the total cost
- e). I will produce the cash receipt and insurance copy of purchase of personal computer within one month from the date of receipt of the loan, failing which, I will refund the entire amount with interest and penal interest and I will also be liable for DAR action.

Date: _____ Signature of applicant.....
 Name.....
 Designation.,

9. Certified that the particulars furnished above have been verified and found correct

Date : _____
 Office Seal: _____ Signature of Supervisory Official
 Designation

10. Certified that the possession of Motor Car / Motor Cycle / Personal Computer by Sri / Smt _____ for the performance of official duties will be in Public interest and that the employee has the capacity to repay the advance.

Date : _____
 Office Seal : _____ Signature of Branch Officer
 Designation

11. Accounts Certification regarding availability of funds

Station : _____
 Date : _____