

**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