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

1. Name of the Applicant :

2. Designation :

3. Dept. /Section :

4. Employee Code No. :

5. Pay
   i. Substantive Pay :
   ii. Officiating Pay or Pay drawn in temporary post :
   iii. Special/Personal Pay :

6. Amount of advance required :

7. Anticipated price of motor car/ Motor cycle :

8. Date of superannuation or retirement or date of expiry of contract, in case of contract Officer :

9. Number of installments in which the Advance is desired to be repaid :

10. 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 :
11. Whether the intention is to purchase

   a) a new or an old motor car/motor cycle

   b) if the intention is to purchase motor
       car/motor cycle 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 5(2) of the
       Central Civil Services (Conduct) Rule,
       1964

12. 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

13. Are any negotiations or preliminary
    enquiries being made so that delivery
    may be taken of the motor car/cycle
    within one month from the date of drawal
    of the advance.

   a) Certified that the information given
       above is complete and true

   b) Certified that I have not taken
       delivery of the motor car/cycle on
       account of which I apply for the
       advance, that I shall complete
       negotiations for the purchase of, pay
       finally and take possession of the
       motor car/motor cycle before the expiry
       of one month from the date of drawal of
       the advance, and that I shall insure it
       from the date of taking delivery of it.

DATE:                        APPLICANT'S SIGNATURE