

**PONDICHERY UNIVERSITY  
PUDUCHERRY**

**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