

## **APPLICATION FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/COMPUTER**

1. Name of Applicant
2. Applicant's designation
3. District and Station
4. Pay
  - i) Substantive Pay
  - ii) Officiating Pay or pay drawn in temporary Post.
  - iii) Special/Personal pay
5. Anticipated price of Computer / Motorcar / Scooter
6. Amount of advance required
7. Date of superannuation or retirement or  
Date of expiry of contract in case of a 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 drawl of the advance
  - ii) the amount of advance and / or interest there on still outstanding, if any
10. Whether the intention is to purchase
  - (a) A new or an old motorcar/cycle
  - (b) If the intention is to purchase motorcar/cycle through a personal other than a regular or reputed dealer or agent, whether previous sanction of the competent authority has been obtained as required under Rule 15(2) of The Central Civil Services (Conduct) Rules, 1954.
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 you negotiation or preliminary enquiries being made so that delivery may be taken of the motor car/cycle/computer within one month from the date of drawl 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 computer /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 computer /motor car/ cycle before the expiry of one month from the date of drawl of the advance and that I shall insure it from the date of taking delivery of it.

Date .....

APPLICANT SIGNATURE