

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF
COMPUTER**

1. Name of the Applicant :
2. Designation :
3. Place of Posting/Station :
4. Present Basic Pay :
5. Anticipated Price of Vehicle/Computer (Rs.) :
6. Amount of Advance required :
7. Number of Installments in which : Advance is desired :
to repaid :
8. Date of Superannuation/retirement :
9. Whether the advance was obtained : Previously and if :
so :
 - i) Date of drawl of the advance : :
 - ii) The amount of advance or Interest thereon still :
outstanding, If any. (Rs) :
 - iii) Purpose of Purchase : :
10. Whether the intension is to purchase :
 - a) New or old Vehicle/ Computer:
 - b) If the intension is to Purchase Vehicle/ Computer :
from a person having official dealings with the
Government servant, whether previous sanction of
the Competent Authority has been obtained as
required under Rule 18(3) of the Central Civil
Services (Conduct) Rules, 1964 :
11. Whether 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 of preliminary enquiries being :
made so that delivery may be taken of the Vehicle/
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)Certificate that I have not taken delivery of the :
Vehicle/ Computer 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
same before the expiry of one month from the date of
drawl of the advance

Date:
Applicant

Signature of the