

APPLICATION FOR AN ADVANCE FOR PURCHASE OF MOTOR CYCLE/MOTOR CAR/SCOOTER/MOPED/PERSONAL COMPUTER.

1.	Name of the Applicant	
2.	Applicant's Designation	
3.	District and Station	
4.	Basic pay + NPA + SI	
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 a contract officer	
8.	No. of instalments 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 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 18(3) of the 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 may be taken of the motor car/motor cycle/personal computer 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 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 drawal of the advance	

Date :

Signature of the Applicant.