

**APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR  
CYCLE/SCOOTER/COMPUTER**

1. Emp. Code & Name of Applicant :
2. Applicant's designation :
3. District and Station :
4. Pay :
  - (i) Substantive pay :
  - (ii) Officiating pay or pay drawn  
in a temporary post :
  - (iii) Special/Personal pay :
5. Anticipated price of Motor Car/ Motor Cycle/  
Scooter/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. 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 Motor Car/Motor Cycle/ Scooter/Computer
  - (b) if the intention is to purchase Motor car/Motor cycle/Scooter/  
Computer through a person other then a regular or reputed dealer  
or agent, whether previous sanction of the competent authority has  
been obtained as required under Rule 18 (3) of  
Central 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 beings made so that delivery may be taken of the motor car/ motor cycle/scooter/Computer within one month from the date of drawl of the advance ?
13. (a) Certified that the information given above is Complete and true.
- (c) Certified that I have not taken delivery of the motor car/Motor Cycle/Scooter/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 motor car/motor cycle/scooter/ computer before 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.

Applicant's Signature:

Emp. Code & Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Section: \_\_\_\_\_

Date: \_\_\_\_\_