

**APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF AN
PERSONAL COMPUTER [Year _____]**

1. Name of Applicant :
2. Designation & Department :
3. P.F.No. and Bill Unit No. :
4. Station :
5. Date of birth :
6. Date of appointment :
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer. :
8. Present Pay and Level : Pay ` Level
[enclose copy of Pay Slip]
9. Anticipated price of Personal Computer. :
[enclose copy of quotation]
10. Amount of advance required :
11. Number of installments in which the advance is desired to be repaid. : Principal:installments
Interest: installments
12. 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
13. Whether the intention is to purchase :
(i) a new **Personal Computer** :

(ii) If intention is to purchase Personal Computer from a person having official dealings with Govt. servant, whether previous sanction of competent authority has been obtained as required under rule 18(3) of Central Civil Services (conduct) Rules, 1964 :
14. 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 :
15. Are any negotiations or preliminary enquiries being made so that delivery of **Personal Computer** may be taken within one month from the date of drawal of the advance ? :

Date :

Applicant's Signature
Designation :

It is certified that the information given above is complete and true and I abide the condition, rules and regulations for grant of such advance, failing which I am aware that I am liable to be taken up under DAR besides recovery of amount in lump sum with penal interest.

It is also certified that I have not taken delivery of the **Personal Computer** on account of which I am applying for the advance, that I shall complete negotiation 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 :

Applicant's Signature

Designation :

Contact No. :

Certified that the purchase of Personal Computer by Sri.....will be in the interest of public service and he/she will use it in the discharge of his duties.

Head of the Department.