

APPLICATION FORM FOR THE ADVANCE FOR THE

PURCHASE OF MOTOR CAR/MOTORCYCLE/SCOOTER/PERSONAL COMPUTER

- 1 (a) Name of the applicant :  
(b) Employee No. :
- 2 Designation, Office/Shop :
- 3 District and Station :
- 4 Scale of Pay & Basic pay (Rs.) :
- 5 Anticipated price of Car/  
MC/Scooter/PC :
- 6 Amount of Advance required :
- 7 a) Dt. of Appointment :  
b) Dt. of Superannuation/Retirement :  
c) Whether Temporary or Permanent :
- 8 Number of instalments in which  
advance is desired to be repaid :  
(Maximum number of instalments -  
Motorcar - 200 Personal Computer - 150 Scooter - 70  
However, the employee can opt for lesser number of in-  
stalments and indicate in above column).
- 9 a) whether advance for similar  
purpose was obtained previously  
and if so :  
i) Type of vehicle :  
ii) Amount & Date of drawal of  
the advance :  
iii) The amount of advance and/or  
interest thereon still outstanding  
if any :
- b) whether advance for purchase of  
Bi-cycle has been obtained & if so:  
i) date of darawal  
ii) The amount of advance and  
interest still outstanding :
- 10 Whether the intention is to purchase:  
a) A new or an old Car/Motor Cycle/  
Scooter/Moped/PC ~ :
- b) Motor Car/Motor Cycle/Scooter/  
PC through a person other than a  
regular or reputed dealer or  
agent whether prior sanction of  
the competent authority has been  
obtained as required as under  
rule 18(b) of the Rly. Service  
conduct rules. :

- 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 the leave :  
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- 12 Are any negotiations or preliminary  
enquiries being made so that delivery  
may be taken of the Motor car/Motor  
cycle/scooter/Moped within one month  
from the date of drawal of the advance  
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- 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/Scooter/PC on account of which I apply  
for the advance that I shall complete, negotiations  
for the purchase of, pay finally and taken possession  
of the Motor Car/Motor Cycle/Scooter/PC before the  
expiry of one month, from the date of drawal of  
advance, and that I shall insure it from the date of  
taking delivery of it.
- 14 I hereby declare that I have received an assurance from  
the dealer/party that the vehicle will be delivered to  
me within one month from the date of receipt of advance.
- 15 I hereby declare that this is the first/second time I  
apply for this advance.
- 16 I hereby declare that I shall adhere to the fulfilment  
of the conditions for the drawal of advance and incase  
I fail to do the same, I am liable for action under  
extent orders.
- 17 I declare that I am not owning any other Motor Car/Motor  
Cycle/Scooter/PC.

I am owning a Motor Car/Motor Cycle/Scooter/PC purchased  
out of other resources.

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Signature:

Date :

Forwarded to Personnel Branch.

Signature of the Official.  
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