

**APPLICATION FORM FOR ADVANCE FOR PURCHASE OF
PERSONAL COMPUTER (PC)**

1. Name of Applicant :
2. Applicant's Designation :
3. District & Station :
4. Basic Pay :
5. Anticipated price of computer :
6. Amount of advance required :
7. Date of Superannuation of retirement or date
of expiry of contract in case of a contract officer :
8. No. 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 withdrawal of the advance :
 - (ii) The amount of advance and or interest :
thereon still outstanding, if any
10. Whether the intention is to purchase –
 - (i) A new Personal Computer :
 - (ii) If the intention is to purchase Personal
Computer from a person having official
Dealings with the Government servant, whether
Previous sanction of the competent authority
Has been obtained as require under Rule 18 (3)
of Central Civil Services (Conduct) rules, 1964
11. Whether the officer is on leave/is about to proceed :
 - (i) The date of commencement of leave :
 - (ii) The date of expiry of leave :
12. Are any negotiations or preliminary enquiries being :
made so that delivery may be taken of the 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 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.

Signature :

Section to which attached :

Date :

Mob. No.: