

## Application form for an advance for the purchase of personal Computer

1. Name of Applicant : .....
2. P.F. No. : .....
3. Applicant's designation : .....
4. Department/Section/Unit : .....
5. Basic Pay : .....
6. Anticipated price of PC : .....
7. Amount of advance required : .....
8. Date of Superannuation/  
Retirement. : .....
9. Number of installments in  
which the advance desired  
to be repaid. : .....
10. Whether advance for similar  
purpose was obtained previously  
and if so - : .....
- (a) Date of drawl of advance : .....
- (b) Amount of advance and/for  
interest thereon still outstanding,  
if any. : .....
11. Whether the intention is to  
purchase - : .....
- (a) a new or an old PC. : .....
- (b) if the intention is to  
PG from a person having official  
dealings with employee, whether  
previous sanction of the competent  
authority has been obtained as  
required under the rules. : .....
12. 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 : .....

P.T.O.

from overleaf

13. Are any negotiations or preliminary enquiries : .....  
being made so that delivery may be taken of  
the PC within one month from the date of  
drawl of advance?
- (a) Certified that the information given is complete and true.
  - (c) Certified that I have not taken delivery of Personal Computer on account of which I  
apply for the advance, that I shall complete negotiation for the purchase and pay  
finally and take possession of the same before the expiry of one month from date of  
drawl of the advance.

Date: .....

Signature of Applicant .....

Recommendation of Head of Department

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