

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

1. PN No. & Name
2. Designation
3. Permanent Address
4. Basic Pay
5. Anticipated price of Motor Car /  
Scooter / Motor Cycle /  
Personal Computer
6. Amount of advance required
7. Date of Retirement
8. Number of installments in which  
the advance is desired to be re-paid :
9. Whether advance for similar purpose  
was obtained previously and if so. :
  - a) Date of drawal of the advance
  - b) The amount of advance and/or  
interest thereon still outstanding  
if any
10. Whether the intention is to purchase :
  - a) a new or an old motor car /  
scooter / motorcycle / personal  
computer.
  - b) If the intention is to purchase  
motor car / scooter / motorcycle /  
personal computer through a person  
other than a regular or reputed  
dealer or agent, whether previous  
sanction of the Competent  
Authority has been obtained as  
required under Rule 18(3) of the  
Central Civil Services (Conduct)  
Rules, 1964

11. Where 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/preliminary enquiries being made so that delivery may be taken of the motor car / scooter / motorcycle / 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
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- b) Certified that I have not taken delivery of the motor car / scooter / motorcycle / 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 advance.

Date :

**SIGNATURE OF THE APPLICANT**

Recommended for sanction

Manager/AGM/RM