

**Application Form for the Purchase of Motor Car/Motor Cycle/Personal Computer
(Railway Boards letter No. F(E) Spl./ 95/ADV/4/1 dated 26-09-96)**

- 01 Name of the Applicant :
- 02 PF / Emp. No. :

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- 03 Designation, Station & Bill Unit :

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- 04 Pay in Pay Band & Grade Pay :

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- 05 Anticipated price of motor car/ Motor Cycle/ Personal Computer :
- 06 Amount of Advance required :
- 07 Date of superannuation or retirement or date of expiry of contract in case of a contract officer :
- 08 Number of installments in which the advance is desired to be repaid :
- 09 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, :
- 10 Whether the intention is to purchase —
- (a) a new or an old Motor Car/ Motor Cycle/ Personal Computer. :
- (b) if the intention is to purchase Motor Car/ Motor Cycle/ 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 15(2) of the Central Civil Services (Conduct) Rule, 1964 :
- 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 leave :
- 12 Are any negotiations or preliminary enquiries being made so that delivery may be taken of the motor car/ motor cycle/ 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 Motor Car/Motor Cycle/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.

Date:

Forwarded to DPO/SA for further necessary action please.

Applicant's Signature

Signature of the Supervisory Official with Seal