

**APPLICATION FOR ADVANCE FOR PURCHASE OF A NEW PERSONAL
COMPUTER AND OTHER PERIPHERALS.**

1. Name of the Applicant :
2. Designation and Scale of Pay :
3. Basic Pay :
4. Project/Office and Section to which attached :
5. Date of appointment :
6. Date of Superannuation :
7. Make and Model of Computer intended to be purchased :
8. Anticipated cost of the Computer :
9. Amount of Advance Required :
10. Name and address of the manufacturer dealer/vendor from whom the computer is to be purchased :
11. Proforma Invoice No. And date with amount, issued by the seller :
12. No. Of instalments in which the advance is desired to be repaid. :
13. Details of advance for the purchase of Computer if obtained previously :
 - a) Date of drawl of advance and office from which drawn :
 - b) The amount of advance and/or interest thereon still outstanding :
14. In case advance is being sought for purchase of peripherals only. :
 - a) Type of Computer possessed :
 - b) Date of Purchase :
15. In case of repayment of Loan to Bank/ Financial Institution, indicate name of Bank/Financial Institution and balance amount to be paid (Principal+ Interest separately) :

16. Details of employee giving Surety :
- a) Name/Emp. No. :
 - b) Designation/Deptt. :
 - c) Year of retirement :
 - d) No. Of cases in which he has given surety :

17. **DECLARATION**

- 17.1 I have read and understood the Rules under which the advance will be sanctioned by the Company and agree to abide by the conditions of the grant of advance prescribed by the Company.
- 17.2 The details furnished in the application are true to the best of my knowledge and belief.
- 17.3 I undertake to furnish a fresh surety bond from another employee in the event of surety as mentioned above leaving the services of the Company before hypothecating the Computer and other peripherals. I further verify that I have not stood surety for the Computer Advance taken by the Surety as at SI. No.16 above.

Date :

Signature

THROUGH

CONTROLLING OFFICER
(Not below the rank of Manager)