

FORM-O9

APPLICATION FOR CYCLE ADVANCE

Name :
Employee No. :
Designation :
Department :
Scale of Pay :
Basic Pay as on the date of application :
Date of Joining :
Month/Year of Advance last Drawn, if any :
Anticipated Price of the Bicycle :
Amount of Advance required :
Name of the Surety if applicable :
Justification to show that the :
possession on Conveyance is necessary
for the efficient discharge of official duties.

Signature of the Applicant

DATE :

Sanctioned subject to admissibility

Sanctioning Authority

Name.....

Designation

(FOR USE IN THE PERSONNEL DEPARTMENT)

Certified that the applicant satisfies the following conditions of eligibility:

- 1) That applicant is an employee borne on the regular Establishment of the Company.
- 2) That he has completed one year service in the Company.
- 3) That he is not under suspension.
- 4) That he is not to leave the company within 24 months on retirement or otherwise.
- 5) That he has not drawn any advance for the purchase of bicycle in preceding five years from the date of application.
- 6) That the advance has been sanctioned by the competent authority as per delegation of powers.

It is further certified that:

- i) Budget provision exists for the aforesaid advance.
- ii) The amount sanctioned is within the limits prescribed under Rule 13.1.

Sanction Order No.....Date.....

Issued

Personnel Officer