

**APPLICATION FOR ADVANCE FOR PURCHASE OF FURNITURE/
HOUSEHOLD ITEMS**

1. Name of the Applicant :
2. Employee No. :
3. Designation/Grade :
4. Project/Office and Section to which attached. :
5. Items of Furniture/Household items intended to be purchased :
6. Estimated cost of items :
7. Amount of Advance required :
8. No. of instalments in which the advance is desired to be repaid. :

DECLARATION:

I have read and understood the Rules under which the advance will be sanctioned by the Company and agree to repay the advance in monthly instalments not exceeding 60 equal instalments. I agree to abide by the conditions of the grant of advance prescribed by the Company. In the event of my failure to submit the vouchers/bills within a period of 60 days, advance may be recovered along with interest at prevailing bank lending interest rates from the date of drawl of advance without any notice from my salary.

The details furnished in the application are true to the best of my knowledge and belief.

I undertake to refund entire balance amount of advance in the event of leaving the services of the Company either before superannuation or otherwise.

The previous Advance towards Furniture/Household items has been fully repaid by me.

Date:

Signature of Employee

Through: Controlling Officer
(Not below the rank of Manager)

For use in Personnel Deptt.

Verified the Eligibility / Budget

Manager(P&A)

P.O/S.P.O.