

FORM-3

**PROPOSAL SHEET FOR SANCTION OF ADVANCE FOR PURCHASE OF
VEHICLE
(To be filled in duplicate)**

Name of the employee:

Type and brand of vehicle for which
advance is required:

Designation:

Department:

Amount of advance:
Rs.....

Points to be examined and replied by the Dealing officer in Personnel Department for the information of sanctioning authority.

Sl. No.	Points	Reply (to be furnished in Yes or No)
1.	Is the employee eligible for grant of advance under Rule 2.0 and 4.9 with reference to his status?	
2.	Whether the type of vehicle proposed to be purchased by the applicant permissible to him, considering his pay and grade (Rule 3.0, 4.2 and 4.3)?	
3.	Has the applicant completed one year service in SJVN and subscribing to CPF or any other recognized Provident Fund Account for the last One year? (Rule 4.1)	
4.	The applicant does not have any vehicle registered and owned in his name.	
5.	The applicant has not transferred ownership of any vehicle during last one year otherwise than by way of sale.	
6.	Whether applicant is selling off a vehicle already owned and registered in his name. If yes, whether he proposes to utilize the sale proceeds thereof for the purpose of another vehicle?	
7.	There is no conveyance advance outstanding against the applicant.	
8.	Whether a period of 4 years has elapsed from the date of drawl of last advance, if any?	

9.	The employee is not due to retire leave the services of the Company within 60 months from the date of application.	
10.	The amount of advance applied for is within the limit prescribed under Rule 5.0 of the Rules.	
11.	In case the vehicle has been sold off during the last one year the amount of advance proposed does not exceed the difference between anticipated price and sale proceeds of old vehicle.	
12.	The number of occasions on which advance has been sanctioned do not exceed three as indicated under Rule 5.5	
13.	Whether the availability of funds certified by Budget Section?	
14.	Whether the applicant has the capacity to repay the advance?	
15.	The anticipated cost price does not include the cost of accessories, insurance and road tax etc.	
16.	Whether the surety as mentioned by the applicant is eligible to stand surety for him in terms of Rule 7.1?	

Certified that the details contained in the application form and *questionnaire furnished by the applicant have been verified and found to be in order. Based on these details applicant is eligible for sanction of advance.

Sanctioned

Personnel officer

Sanctioning Authority

Date:

*To the extent available in Personal File.