

APPLICATION FORM FOR THE GRANT OF ADVANCE FOR THE PURCHASE OF \_\_\_\_\_

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1. Name of the Applicant:
2. Applicant's designation:
3. Whether U.T. Employees or deputationist:
4. District and Station:
5. Pay
  - a) Substantive pay:
  - b) Officiating pay
  - c) Special/Personal pay:
6. Anticipated price of the \_\_\_\_\_
7. Amount of advance required:
8. Date of superannuation or retirement or date of expiry of contract in case of contract officer:
9. Number of instalments in which the advance is desired to be repaid.
10. whether advance for similar purpose was obtained previously and if so:
  - a. Date of drawal of the advance:
  - b. The amount of advance and interest thereon still outstanding, if any.
  - c. Sale proceeds of the \_\_\_\_\_ purchased with the previous advance.
11. Whether the intention is to purchase:
  - a) A new or an old \_\_\_\_\_
  - b) If the intention is to purchase \_\_\_\_\_ through person other than regular or reputed dealer or Agent whether previous sanction or the competent authority has been obtained as required under rule 18(2) of the Central Services (Conduct) Rules, 1964.

12. Whether the officer is on leave or is absent or to proceed on leave.
13. Are any negotiations or preliminary enquires being made so that delivery may be taken of the \_\_\_\_\_ within one month from the date of drawal of the advance?
14. Certified that the information given above is complete and true.
15. Certified that I have not taken delivery of the \_\_\_\_\_ on account of which I apply for the advance that I shall complete negotiations for the purchase of \_\_\_\_\_ before the expiry of the month form the date of drawal of the advance.

Dated: \_\_\_\_\_

Applicant's Signature.

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(To be completed by the applicant's Head of the Department)

Endst No \_\_\_\_\_

Dated the, \_\_\_\_\_

I have scrutinized the application of Sh. \_\_\_\_\_ Designation \_\_\_\_\_ for the grant of \_\_\_\_\_ advance in terms of the General Financial Rules and the instructions issued by the Government of India for time to time in this behalf and have satisfied myself of the correctness of the facts etc. stated therein, My recommendations are as follows:-

- i. Amount to be earmarked:
- ii. Number of Instalments:
- iii. Amount of monthly deductions:

2. Certified that the amount of monthly deductions suggested at (iii) above falls within the paying capacity of the applicant.
3. Certified that it will be useful to the public service if the applicant possess the \_\_\_\_\_ in question for the performance of his official duties.
4. I have satisfied that the applicant will purchase \_\_\_\_\_ within one month of payment of the aforesaid \_\_\_\_\_ advance.

Application alongwith the negotiations made by the applicant with the party/dealer form whom the \_\_\_\_\_ is to be purchased is forwarded herewith to the Finance Secretary (in Accounts Branch), Chandigarh Administration.

Signature of the Head of  
Department.

To

The Finance Secretary,  
(in Accounts Branch),  
Chandigarh Administration.