

APPLICATION FORM OF COMPUTER ADVANCE

1. Name (in block Letters) : _____
2. Father's Name : _____
3. Name of the parent deptt. & designation : _____
4. Name of the deptt. Where working : _____
5. Emoluments on which the loan is admissible:- : _____

- 1) Basic Pay
- 2) D.PAY
- 3) Spl Pay
- 4) NPA
- 5) C.C.A
- 6) M.ALL.
- 7) OTHER

- Deduction:-
- 1) G.P.F
 - 2) G.P.F.L
 - 3) G.I.S
 - 4) OTHER

- | | |
|---|--------|
| ----- | ----- |
| TOTAL | TOTAL |
| Net Carrey home salary : _____ | _____ |
| 6). G.P.F. A/C No. : _____ | _____ |
| 7) Salary Bank & Account No : _____ | _____ |
| 8) Anticipated price of : _____ | _____ |
| 9) Amount of advance required : _____ | _____ |
| 10) Date of joining in haryana govt., service : _____ | _____ |
| 11). Date of Confirmation : _____ | _____ |
| 12). Date of Superannuation : _____ | _____ |
| 13). Date of Birth : _____ | _____ |
| 14. GPF No. : _____ | _____ |
| 15). No. of installment in which
the advance is desired to repay : _____ | _____ |
| 16). Whether permanent/ temporary, (if temporary the surety of a permanent government employee of non- judicial stamp paper worth Rs. 15/- may be given: _____ | |
| 17). Whether advance for the same purpose was obtained previously, if so: | |
| Date | Amount |
| i) Date of drawal of the first advance _____ Rs. _____ | |
| ii) Date of drawal of the second advance _____ Rs. _____ | |
| iii) The amount of 1 st advance or interest there on still Outstanding if any : _____ | |
| iv) sale proceeds of previous COMPUTER: _____
along with proof in support thereof | |
| 18). (i) Whether the intention is to purchase a new _____ through a person other than a regular dealer/Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand _____ as required under the employees conduct Rules. | |
| 19). Certified that the information given is complete and true. | |
| (a) Certified that I have not taken delivery of the _____ on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the _____ before the expiry of one month/two months from the date of drawal of the loan and further that the insurance of the _____ will be comprehensive. | |
| (b) Certified that if I do not purchase the _____ within two months from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered. | |
| (c) Certified that I am unable to purchase the _____ without Government loan. | |
| (d) Certified that the purchase of _____ will increase my efficiency in discharge of official duties. | |

Dated: _____

Signature of the Applicant _____
Designation _____
Department _____

(2)

Certificate

(To be furnished by the head of the Department/Controlling Officer)

1. Certified that the sale proceeds of the previous Computer is reasonable keeping in view of the condition of the Computer.
2. Certified that the case has been examined in accordance with the rules/ instruction issued by the Finance Department Haryana from time to time,
3. The entries in application form from Col. 1 to 14 have been checked and found correct.
4. Certified that the purchase of Computer will increase the efficiency of the applicant while discharging the official duties.
5. A sum of Rs. _____ may please be earmarked for the purchase of _____.

**Signature of the Head of the Department/
Controlling Authority with Designation**

Dated: -----