

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

INDIAN INSTITUTE OF VEGETABLE RESEARCH

Post Bag No. 01, P. O. Jakhini (Shahanshahpur), Varanasi – 221305

APPLICATION FORM FOR ADVANCE FOR PURCHASE OF MOTOR CAR/ MOTOR CYCLE/ PERSONAL COMPUTER

1. Name of the Applicant :
2. Applicant's designation :
3. District and Station :
4. Basic Pay :
5. Anticipated price of Motor Car/ Motor Cycle
/Personal computer :
6. Amount of advance required :
7. Date of superannuation or retirement or date of
expiry of contract in case of a contract officer. :
8. Number of installments in which the advance
is desired to be repaid. :
9. Whether advance for similar purpose was
obtained previously and if so. :
 - i) Date and order of drawal of the advance :
 - ii) The amount of advance and /or interest
thereon still outstanding, if any :
10. Whether the intention is to purchase. :
 - i) A new or an old Motor Car/ Motor cycle
/ Personal Computer :
 - ii) If the intention is to purchase Motor Car/
Motor cycle / Personal Computer from a
person having official dealings with the
Government servant, whether previous
sanction of the competent authority has
been obtain as required under Rule 18 (3)
of the Central Civil Services(Conduct)
Rules :

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11. Whether the officer is on leave or is about to proceed on leave :
- i) The date of commencement of leave :
- ii) The date of expiry of leave :
12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/ Motor cycle / Personal Computer within one month from the date of drawal of the advance? :
13. Whether Proforma invoice for the Car is enclosed? :
14. i) Certified that the information given above is completed and true.
ii) Certified that I have not taken delivery of the Motor Car/ Motor cycle / Personal Computer 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 item before the expiry of one month from the date of drawal of the advance.

Dated:

Applicant's Signature

Forwarded & Recommended by:

(Head/ in-charge)